

VACANCY NOTICE (KG/10/001 – November 2009)

Member States of EMBL (Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Israel, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, the United Kingdom and the associate member state Australia) are advised that applications are being sought for the following position **at the EMBL in Heidelberg, Germany:**

KINDERGARTEN TEACHER Erzieher/in, Kinderpfleger/in, Sozialpädagoge/in

Grade: 3 or 4, depending on experience and qualifications

Duty Station: Heidelberg, Germany

Commencing Date: 01.03.2010

Job Description: Because of the further expansion of our corporate Kindergarten and the opening of an additional group we are looking for a motivated person to join our team on a full-time basis (39 hours). The Kindergarten Teacher reports directly to the Head of Kindergarten, abiding to the instructions and principles in organisational and educational matters. He/She can be asked to work shifts, either responsible for a regular group or as a springer depending on needs.

The main responsibilities of this position are:

Care duties

- Care of the children
- Ensure hygiene standards for children, rooms and equipment are maintained
- Give first aid in case of injuries and arrange medical help if needed
- Feed babies, and help toddlers and pre-school children eat

Organisational duties

- Be responsible for the smooth daily routine taking into account the duty of supervision
- Be responsible for safety matters within the group. Recognise and clear all sources of danger which could lead to accidents
- Ensure rooms are kept tidy

Educational work

- Support with the setup and review of the organisational and educational concept of the facility
- Plan and implement the educational work in the group
- Observe and evaluate the children in the group taking into account the individual situation and developmental state of children and group
- Plan challenging but achievable indoor and outdoor experiences and activities. Devise and produce visual aids and teaching resources. Help children achieve early learning goals
- Offer pedagogical activities to children on a regular basis in particular fields such as languages, music, arts, basic mathematical skills, literacy, nature, etc.
- Bring in experience in project work for pre-school children
- Carry-out tailor-made experiments for children to develop their

- interest in discovering the world
- Meet requirements for the observation, assessment and recording of children's development

Work with parents and colleagues

- Share knowledge with colleagues in meetings at regular intervals
- Reflect pedagogical practise in the team
- Give and receive feedback between colleagues
- Inform and talk with parents about their child on a regular basis
- Give advice to parents
- Plan and follow-through parents evenings

Housekeeping duties

- Co-responsible for furniture and equipment in the rooms of the different groups and for cleanliness and neatness of play areas inside and outside
- Co-responsible for kitchen cleanliness and laundry

Administrative duties

- Participate in regular team and parents meetings also outside of regular working hours
- Report to the Head of Kindergarten about any specific incident concerning one child, the group or the whole facility
- Document the daily routine and special activities
- Fill out different forms and file them (e.g. observation forms, attendance lists)

Qualifications and Experience:

The successful candidate will have completed appropriate training (Staatlich geprüfte/r Erzieher/in, staatlich geprüfte/r Kinderpfleger/in or Sozialpädagoge/in), enjoy working with children, have experience with children under one year and/or be familiar with preparing children for school, have good organisational skills, very good communication and interpersonal skills, show high flexibility, be an excellent team player. If you have an additional qualification in ergotherapy or similar this will be considered as a plus. For native Germans a good command of English is required, second language a plus. For non-Germans a good command of both German and English is required. Creative skills, such as music, arts and crafts, are advantageous.

Contract: An initial contract of 3 years will be offered to the successful candidate. This can be renewed, depending on circumstances at the time of review.

Closing date: 15.01.2010

WWW: <http://www.embl.org/>

EMBL is an inclusive, equal opportunity employer offering attractive conditions and benefits appropriate to an international research organisation.

Please note that EMBL does not return CVs or attached documents to applicants.

To apply, please send your documents in English (including covering letter, CV and references), by e-mail, quoting ref. no. KG/10/001 in the subject line, to: application@embl.de

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