

Job Posting

Title: **Teaching Assistant/Before and After School Care Supervisor** (2 part-time positions)
Department: Junior School
Effective: September 2019
Posting Dates: June 7 –June 21, 2019

Havergal College is a pre-eminent Canadian independent school for girls from JK to 12. We are seeking two part-time, enthusiastic and dedicated individuals to join our Junior School community (JK-Grade 6) both as a **Teaching Assistant and as a Before and After School Care Supervisor**. These individuals will also have the opportunity to provide supply coverage when available. Hours will be approximately 30 hours a week, but may vary.

Position Description

This position provides an opportunity to gain experience in the classroom, be mentored by outstanding faculty, participate in ongoing professional development, and oversee the running of the Junior School's Before and Aftercare program ("Gatorcare"). The successful candidate will provide classroom support for students in JK – Grade 6, as well as supply coverage for faculty. As an experienced caregiver you will also supervise and support students in the before and after-care program, by organizing and leading developmentally appropriate and engaging activities. There is also the possibility for additional supply work, when available.

Key Responsibilities:

- Work with teachers to support students individually and in small groups;
- Provide coverage for teachers and supervise students during recess and lunch;
- Participate and contribute to relevant professional development sessions;
- Oversee the management of the Junior School Before and After Care Program;
- Provide enriching and engaging before and after care programming;
- Contribute and maintain a safe, and nurturing environment
- Maintain accurate records for billing
- Other duties as assigned

Qualifications, Knowledge and Experience

- Bachelor of Education (required);
- Member of the Ontario Council of Teachers;
- Experience working with students from age 4 – 12;

- Professional, organized, approachable, positive, flexible, creative, dependable;
- Strong oral and written communication skills;

Employment and Application Details

The appointments are effective September 1, 2019. Our faculty and staff are the competitive advantage at Havergal College. To apply, please submit your application by **June 21, 2019** to Human Resources at careers@havergal.on.ca and include in the subject heading “Teaching Assistant/Before and After School Care Supervisor”.

We thank all candidates in advance. We will however, contact only those selected for an interview. **No phone calls please.**

For more information, please visit www.havergal.on.ca.

Havergal College is committed to providing accommodations for persons with disabilities. If you require accommodations, please contact Cathy LeBlanc at 416-483-3519 ext. 6605 or by email at careers@havergal.on.ca.