

West Nairobi School



Our website: www.westnairobischool.org
Contact us at: info@westnairobischool.org

Title: Teacher Assistant

- To assist the operations of the WNS elementary program.

Direct Supervisor: Elementary Principal

Basic Qualifications:

- Have a consistent Christian lifestyle.
- Grade 12 Diploma.
- Post secondary education or training in education is an asset.
- Experience working with a school or students is an asset.
- Fluent in English.
- Agreement to the West Nairobi School Statement of Faith.
- Appropriate interpersonal and social skills when relating to students, parents, and other teachers.
- Effective communication skills with students, parents, and staff.

Duties / Responsibilities:

- Supervise students in class, at lunch, and during recess or transition times.
- Cover a class when no sub is available or if only short-term coverage is needed.
- Collaborate with the other Teacher Assistants to accomplish projects for elementary teachers.
- Create bulletin board displays in common areas.
- Greet all parents, visitors, students, & staff in a professional, polite manner.
- Assist administration as needed.
- Maintain confidentiality of staff, school, and student information.
- Demonstrate character qualities of enthusiasm, courtesy, flexibility, integrity, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Develop and maintain positive rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Maintain a personal appearance that models cleanliness, modesty, good taste, and is in agreement with school dress policy.
- Undertake any other reasonable duties assigned by the Principal.

Contracted Hours

- Monday, Tuesday, Wednesday, Thursday, & Friday from 7:45 AM to 4:00 PM

Staff Benefits Highlighted

West Nairobi School believes it is important to provide additional benefits above and beyond the monthly stipend staff receive while teaching with us.

We are pleased to be able to offer a generous package which includes:

1. School Lunch

- Staff Members at WNS will receive free school lunch each day.

2. Health Insurance

- Staff Members at WNS will be offered health insurance.

3. Professional Development

- West Nairobi School believes in the growth of their staff. Professional Development opportunities will be provided all throughout the school year. An additional 25,000 KSH will be allotted for each staff to use toward their own professional growth.

4. Monthly Salary / Stipend

- An estimated amount can be provided during the interview process.

If you are interested, please send an email to careers@westnairobischool.org (please attach your CV to the email). Sincerely, WNS Admin