

Early Childhood Development Teacher Assistant

Kigali, Rwanda

Overview

Pharo Foundation is a mission-driven, impact-oriented organisation that designs, funds, and operates economic development programmes to achieve its vision of a vibrant, productive, and self-reliant Africa.

The Foundation drives its impact through two key approaches:

1. **Pharo Development** is our non-profit arm, investing in public goods and development projects with the aim of making an impact in our three mission areas: **Education, Water** and **Economic Productivity**.
2. **Pharo Ventures** is our for-profit, patient-capital investment vehicle thriving to make impactful investments into critical value chains and aiming to capture value in Africa.

Pharo Foundation is actively building its portfolio in Rwanda and is committed to expanding our footprint to positively impact the country. To date, we have successfully launched Pharo School Kigali and a Teacher Capacity Building program to enhance quality and access to education for pre-primary and primary school students.

We are a diverse, multicultural, and passionate organisation, with over 700 employees in Ethiopia, Kenya, Rwanda, and Somaliland. Our headquarters are in Nairobi, Kenya, and we have a liaison office in London, UK.

Opportunity

The ECD Teacher Assistant supports the Homeroom teacher in delivering high-quality early childhood education in a safe, nurturing, and stimulating learning environment. The role focuses on supporting children's learning, well-being, and development through play-based and child-centred approaches, in line with Pharo School Kigali's values and curriculum.

Key Relationships

Role: ECD Teacher Assistant

Location: Kigali, Rwanda

Report to: School Principal

Contract Type: Full time

Functional relationships:

- Homeroom Teachers
- Deputy Principal

Duties and Responsibilities

1. Support Teaching and Learning

- Assist the Homeroom teacher in implementing daily learning activities and lesson plans.
- Support individual children and small groups during learning activities.

- Help prepare and organise teaching and learning materials.
- Encourage children's language, social, emotional, and physical development through play.

2. Child Care, Supervision, and Well-Being

- Supervise children during class time, outdoor play, breaks, meals, and transitions.
- Ensure children's safety, hygiene, and well-being at all times.
- Support positive behaviour and model respectful, caring interactions.
- Assist with routines such as toileting, handwashing, and tidying up.

3. Classroom Environment

- Help maintain a clean, safe, organised, and welcoming classroom.
- Support the setup of learning areas and displays that promote exploration and creativity.
- Ensure learning resources are used appropriately and safely.

4. Observation and Communication

- Observe children's progress, behaviour, and needs and share feedback with the class teacher.
- Support documentation of children's learning where required.
- Communicate respectfully with colleagues and, when appropriate, parents or caregivers.

5. Collaboration and Professional Conduct

- Work closely with the class teacher and ECD team to support effective learning.
- Follow school policies, safeguarding procedures, and professional standards.
- Participate in meetings, training, and school activities as required.

Qualifications and Requirements

- Certificate or Diploma in Early Childhood Development or a related field.
- Three years (3) experience working with young children (ECD or nursery setting preferred).
- Good understanding of child development and play-based learning.
- Good communication skills and ability to work as part of a team.
- Patience, warmth, and a genuine interest in children's learning and well-being.
- Excellent understanding of the principles of child development and preschool educational methods.
- Must be willing to use modern teaching practise which leads to play based learning.
- Excellent communication and instructional skills in French/English or both.
- Excellent interpersonal skills, with the ability to interact with students, parents, teachers, and support staff.
- Should be organized, energetic and self-directed, with the ability to interact at all levels.
- Optimizing diversity, strong intellect, and vision, aligning performance for success.
- Experience in an international or bilingual school environment.
- Ability to support inclusive education and diverse learners.
- Must be willing to live in Gasabo district.

Personal attributes

- Technical problem-solving
- Customer service orientation
- Time management
- Confidentiality & integrity
- Team collaboration
- Attention to detail
- Willingness to learn and grow professionally.
- Adaptability and responsiveness

Application procedure

- We will review completed applications on a rolling basis. If we identify an outstanding candidate early in the process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply as early as possible. Due to the high volume of applications, we regret that we will only contact shortlisted candidates.
- You are required to attach a detailed CV and cover letter.
- Click on this Link to apply: <https://a.peoplehum.com/w4sno>