

Mini-job – PE Assistant

Required for the academic year 2026-27

International School Ruhr, located in Essen, Germany, is looking to employ a new team member on a mini-job basis to accompany classes to and from PE lessons. We are seeking a flexible candidate who can work as part of a cooperative team and provide a high level of care for our students in our small, family centered school with currently one class at each level. We are an authorized IB Continuum School offering PYP, MYP and DP. We are proud to be part of the leading Swiss-based education group SBW.

IS Ruhr employees are responsible for the educational care and development of students in accordance with the IS Ruhr vision, mission statement and values.

Reports to and is evaluated by: Heads of Primary and Secondary

QUALIFICATIONS:

The successful candidate must have a current Police Check for working with children.

Responsibilities / Requirements

Teaching assistants will:

- Accompany classes to external sports venues with the PE teacher
- Assist in the overall organization and smooth running of the lessons
- Assist the teachers with education, supervision and welfare of the students
- Work in other areas of the school, as needs require
- Provide a warm, supportive, nurturing, safe and stimulating environment for the students and their families
- Treat each student with dignity and respect and build a positive relationship with each student as an individual

- Assist with the documentation of student's work using a variety of methods, including records of conversations, portfolios, video, work samples and digital photography. Some understanding of educational technology would be an advantage
- Work in close collaboration with teaching staff
- Ensure that total confidentiality is maintained in regard to all matters related to the children, their families and the School
- Communicate to teaching staff any information regarding the physical, social, emotional and intellectual development of each student
- Assist children to resolve problems when appropriate and/or communicate problems to teaching staff
- Establish and maintain effective communication with and between families and staff at the school
- Attend and support school events as required

We are looking for an individual who:

- is motivated and enthusiastic about working with students form 6-16 years old.
- can support our students in accessing the school's curriculum through English
- can responsibly supervise students in a range of setting, including sports halls, swimming pools, classrooms and on the playground
- has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people
- values and respects the views and needs of children and young people, as well as different cultures

Candidate Requirements:

- Speak fluent English. Some knowledge of German would be an advantage.



- Willingness to work closely and collaboratively in a strong team.
- Demonstrates professionalism, commitment, integrity and perseverance.
- Be culturally competent as an internationally minded person.

Application Procedure:

- A letter of application no longer than two pages outlining your strengths as a candidate
- A current CV not to exceed two pages
- Name and contact details of two referees. One should be your current employer
- Applications should be addressed to the Head of Primary and Secondary School marked with the job title in the subject of the email. Applications should be sent to: application@is-ruhr.de or submitted by online application form on IS Ruhr's website. **Applications are welcome by Monday 8 June.**

We look forward to receiving your application: International School Ruhr, Ms Rebecca Warburton, Head of Primary/Ms Maria Robalino, Head of Secondary, Moltkeplatz 61, 45138 Essen | E-Mail: application@is-ruhr.de | Phone: + 49(0) 201/ 479 104 09