



Job Reference: LCASSISTANT01

Job Start Date: 3rd April 2017

Position Type: Contract, Full time

Role: Assistant at Tuition Centre

Hours: 4pm-8pm Monday- Friday

Location: East London

Pay: £8.40 an hour

Job description:

This role includes greeting the parents upon arrival with their children who are our students and ensuring they are signed in via registration at the reception and prior the class also. Assistant will also be in charge of assisting the main teacher within the classroom and helping him or her within the session. Must have average knowledge on either Maths, English/Science and must be potentially training to be a teacher, as this will show their passion and great desire to help out. Will be in charge of handing out any worksheets within the session, collecting them towards the end and ensuring each child is picked up by their parents when day/ session is over. The assistant will be in charge of getting kids/ students lined up towards end of the class and then leave a few minutes prior in order to sign in the next set of students.

The assistant must be:

- Enthusiastic
- High level of accuracy in order to change between classes
- Able to demonstrate excellent communication skills between both the parents, teachers and students
- Very organized
- Have a good classroom management skills
- Be eligible to work in the UK
- Be able to provide at least 2 excellent references prior starting

If successful, candidate will be monitored for a month before becoming a permanent member of staff. Paid work throughout.

For full details contact:

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If you think YOU have what it takes to be an amazing assistant within an amazing company APPLY NOW! ****MUST BE DBS CHECKED***