

## Playgroup Facilitator

### **Position Summary**

The Playgroup Facilitator is responsible for creating a safe, nurturing, and stimulating learning environment for children aged 2 to 3 years. The teacher will deliver a developmentally appropriate, play-based programme aligned with the IB Primary Years Programme (PYP) Early Years philosophy, supporting early social, emotional, physical, and cognitive development. The role requires a highly attentive, patient, and caring facilitator who understands the importance of supervision, routine, emotional security, and inquiry-based learning at this critical stage of development.

### **IB Early Years Philosophy Alignment**

The Playgroup programme is guided by the IB PYP Early Years principles, recognising that young children learn best through:

- Play-based, inquiry-driven learning
- Exploration and hands-on experiences
- Social interaction and communication
- Reflection and meaningful relationships
- A strong sense of belonging and agency

The teacher will support children in developing the foundations of the **IB Learner Profile**, including being caring, communicative, confident, and curious learners.

### **Key Responsibilities**

#### **Teaching & Learning**

- Plan and deliver age-appropriate, play-based and inquiry-driven learning experiences
- Design provocations that encourage curiosity, exploration, and discovery
- Support early language development through storytelling, songs, and conversation  
Encourage independence, confidence, and self-expression  
Foster early learner agency through choice and exploration

#### **Student Supervision & Safety**

- Provide constant and vigilant supervision at all times
- Ensure a safe, secure, and caring classroom environment
- Support children with toileting, hygiene, meals, and rest routines
- Follow all safeguarding, health, and safety procedures
- Maintain high awareness of children's emotional and physical needs

### **Learning Environment**

- Create stimulating, play-rich learning spaces aligned with the PYP learning environment principles
- Set up indoor and outdoor environments that encourage inquiry and exploration
- Maintain organised, welcoming, and child-friendly learning areas

### **Assessment & Documentation**

- Observe and document children's learning and development through play
- Maintain individual learning journals and portfolios
- Use observations to inform planning and next steps
- Track development in communication, motor skills, social interaction, and independence

### **Parent Partnership & Communication**

- Write daily end-of-day journals to update parents on:
  - Eating, sleeping, and toileting routines
- Build strong partnerships with parents through open communication
- Support parents in understanding the PYP Early Years approach

### **Collaboration & Professional Growth**

- Work closely with Teaching Assistants, the coordinator and the Early Years staff
- Participate in collaborative planning and reflection meetings
- Engage in professional development related to IB Early Years and play-based learning
- Contribute positively to the Early Years learning community

### **Qualifications & Experience**

- Diploma or Degree in Early Childhood Education (or equivalent)
- Experience working with children aged 2-3 years
- Understanding of the IB PYP Early Years framework (preferred)
- Strong knowledge of play-based and inquiry-led learning

### **Key Skills & Attributes**

- Warm, patient, and nurturing personality
- High level of vigilance and responsibility
- Strong understanding of early childhood development
- Excellent communication skills with parents and colleagues
- Passion for play-based and inquiry-driven learning
- Ability to build trusting relationships with young children

### **Safeguarding Commitment**

The school is committed to safeguarding and promoting the welfare of children. The Playgroup Teacher must:

- Uphold all safeguarding and child protection policies
- Act in the best interest of every child at all times
- Report any concerns immediately

Candidates who wish to apply should submit the information below:

- A letter of application, explaining your suitability for the position and why you are interested in the position,
- A current resume,
- A list of at least three references with current phone numbers and email addresses.

Please send your applications to: [recruitment@aris.edu.gh](mailto:recruitment@aris.edu.gh)

The deadline for submission of the application is February 28, 2026