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BOARD OF GOVERNORS OF
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BRUSSELS

Description of the duties of nursery teachers and assistants

**DESCRIPTION OF THE DUTIES OF NURSERY TEACHERS
AND ASSISTANTS**

I. INTRODUCTION

The nursery and primary section Inspectors have defined the duties of nursery teachers and assistants. They are submitting a description of these duties to the Board of Governors in the two annexes appended hereto.

II. CONCLUSION

The Board of Governors is requested to examine these documents and to give the Board of Inspectors (Primary) a brief to:

1. produce a proposal for revision of the classification of the nursery teachers category under the Regulations for Members of the Teaching Staff of the European Schools.
2. draw up a uniform classification scale, applicable in all the Schools, for nursery assistants, who at present are classified in varying ways depending on the School in the administrative staff category.

ANNEX I

Description of the duties of nursery teachers

1. Name in the different Member States:

<i>Germany</i>	<i>Erzieher(in)</i>
<i>Belgium</i>	<i>froebeliennne (French-speaking Community)</i> <i>kleuteronderwijzeres (Dutch-speaking Community)</i>
<i>Denmark</i>	<i>Børnehaveklasselærer</i>
<i>Spain</i>	<i>maestro(a) de educación infantil</i>
<i>France</i>	<i>instituteur(trice) ou professeur d'école</i>
<i>Greece</i>	<i>nipiagogos</i>
<i>Ireland</i>	<i>teacher</i>
<i>Italy</i>	<i>docente di scuola dell'infanzia</i>
<i>Luxembourg</i>	<i>instituteur(trice) d'éducation pré-scolaire</i>
<i>Netherlands</i>	<i>leraar/lerares</i>
<i>Portugal</i>	<i>educador(a) de infancia</i>
<i>United Kingdom</i>	<i>nursery teacher</i>

2. Definition in the European School:

A teacher with a degree or any other qualifications recognized by his/her own government, enabling him/her to teach children aged 4 to 6, will be called: NURSERY TEACHER.

3. Status:

The teacher is appointed by his/her government and seconded to a European School.
His/her legal status is laid in Article 17 of the Regulations for Members of the Teaching Staff.

4. Qualifications

The qualifications of nursery teachers are recognized by the national government, which entrusts to him/her the teaching of children aged from 4 to 6. In some countries the qualification extends to children in the 2-12 age range.

5. Working hours

Article 32(5) of the Regulations for Members of the Teaching Staff lays down the working hours of nursery school teachers.

The instructions given by the Board of Inspectors concerning the planning and preparation of work for primary school teachers also apply to teachers of nursery classes.

6. Duties

While compulsory schooling only starts at 6 years of age, attendance at nursery school entails for the Institution educational obligations as defined in the documents "Guidelines for nursery education" and "Philosophy of the European School". Nursery teachers are expected to carry out certain duties comparable with those of primary school teachers. In addition, there are some particular duties related to the actual educational structure and to the children's age.

Duties comparable with those of primary school teachers

- *reception and supervision of pupils*
- *planning and preparation of and actual teaching within the framework of the Guidelines for nursery education, assessment, monitoring of and support for children's learning processes*
- *ongoing updating of teaching with reference to reform measures (development of educational conceptions in nursery and primary schools and of teaching methods, etc.)*
- *close cooperation with primary teachers and with all professionals involved in children's welfare (psychologist, speech therapist, remedial teacher, etc.)*
- *attendance at the different meetings, statutory or otherwise, scheduled in the interests of the service, whether administrative or educational*
- *participation in working parties and in training activities*
- *involvement in the organization of educational and other school activities, including the choice and ordering of school materials*
- *organization of and participation in school outings*
- *involvement in activities aimed at establishing communication with parents.*

Specific duties

In addition to the pedagogical difficulties related to the children's age, which systematically implies differentiation in the teaching processes, and to the composition of classes - a nursery class is often multilingual and combines two age groups most of the time - nursery school teachers take responsibility for

- *guiding and supervising the nursery assistant's duties in accordance with the administrative and pedagogical arrangements decided by the school management.*

7. Training:

Teachers take part in in-service training courses organized by the European Schools in the same conditions and with the same obligations as the primary teachers.

8. Replacement of the teacher:

In the event of a nursery teacher's absence, he/she is replaced in the same conditions as in the primary section, namely by a teacher.

ANNEX II

Description of the duties of nursery assistants

1. Name in the European Schools:

The same name needs to be used for all the sections. It is therefore proposed that only the term "ASSISTANT" be used in all languages.

<i>Danish</i>	<i>Børnehavassistent</i>
<i>Dutch</i>	<i>assistent(e) kleuterschool</i>
<i>English</i>	<i>nursery assistant</i>
<i>French</i>	<i>assistent(e) maternel(le)</i>
<i>German</i>	<i>Assistent(in)</i>
<i>Greek</i>	<i>voithos nipiagogos</i>
<i>Italian</i>	<i>assistente di scuola materna</i>
<i>Portuguese</i>	<i>auxiliar da acção educativa</i>
<i>Spanish</i>	<i>ayudante de educación infantil</i>

2. Definition:

The nursery assistant is a person who is made available to the nursery teacher during the latter's working hours to help him/her in the performance of his/her duties. Other duties, connected with the life of the school, may be assigned to him/her by the Head, up to a maximum of his/her hours of work.

3. Status:

Nursery assistants are classified in the "Administrative staff" category in the School's establishment chart.

In view of the development of their duties, and in particular their involvement in educational activities, a special heading entitled "NURSERY ASSISTANT" should be included in the establishment chart, in order to define the specific duties of this category of staff which will need to be taken into account for their recruitment.

4. Recruitment

An assistant must have the skills required to be able to deal with young children. Consequently, a special recruitment procedure needs to be laid down.

Example: Secondary leaving certificate level (with or without diploma), with educational experience if possible;
Interview with the Head and Deputy Head after consultation of the teacher;
Practical probationary period of six months (or of a length complying with local legislation).

5. Working hours:

For the time being, there is nothing leading to a change in the total hours of work of this category of staff. Hence, these hours are those in force in the School for administrative staff.

6. Duties which may be assigned to nursery assistants

- *participating in the different activities which contribute to the children's general education;*
 - *supervising and helping with the activities of a group after it has received the teacher's instructions;*
 - *helping practically with record-keeping of the children's work;*
 - *taking temporary charge of the class when the teacher is unavailable;*
 - *accompanying the children to the buses, either alone or with the teacher;*
 - *participating in supervision during recreation periods;*
 - *helping to keep the class tidy (games, books, stationery);*
 - *taking the children to the lavatory;*
 - *taking the children to the rest room and watching over them during nap time;*
 - *helping the children with their clothing when they arrive and leave and helping them to get undressed and dressed whenever necessary;*
 - *providing practical assistance with snacks and drinks during the morning and afternoon breaks;*
 - *preparing handicrafts;*
 - *cleaning the objects used (brushes, beakers, towels, etc.);*
 - *helping the children to eat during lunch;*
 - *helping to tidy the class at the end of the school year;*
 - *monitoring the children's work and helping them if need be by providing additional explanations;*
 - *attending, with the teacher, parents' evenings and information meetings;*
 - *attending in-service training seminars;*
 - *attending training courses.*
- *In addition, they may be assigned administrative duties by the school management in the light of the School's needs.*

7. Training:

To date, nursery assistants have not officially participated in in-service training programmes or courses.

It is advisable for them henceforth to participate in the training organized for the teachers when the subject concerns their duties too.

8. Replacement of a nursery assistant:

In the event of absence, the School will make the necessary efforts to replace the nursery assistant temporarily.