



## Hort Care Coordinator (f/m/d) (English/German speaking)

### Who are we and how do we work?

As a state-accredited private school sponsored by the Würth Foundation, Freie Schule Anne-Sophie in Berlin, Germany offers a continuous educational path from elementary school to the German Abitur. Classes are held all day and are bilingual in German and English right from the start. At Freie Schule Anne-Sophie Berlin, English speaking and German speaking teachers and educators work together to create a bilingual culture in the school. Our international learning community includes German families as well as many international families who have chosen Berlin as their new home.

In addition to bilingualism, the pedagogical concept is characterized by goal-oriented learning in a designed environment and the introduction to independent learning with new media. In each learning group, teaching, learning, and social development become a collaborative process. Personal support of the students through coaching sessions is an essential element of the learning culture. The goal is that every child leaves the Freie Schule Anne-Sophie Berlin as a winner. A winner in this context is someone who knows their strengths, learns to work with their weaknesses, accepts challenges, and takes responsibility for themselves and others.

### What do we offer?

- small classes with often less than 20 students
- modern, inspiring working environment with an enthusiastic, international team, characterized by supportive and motivated teamwork, and an open communication culture
- the school provides each staff member with a MacBook and iPad

- the school has an intranet and internet, extensive WLAN network, digital learning platform, and ActivePanels in the classrooms
- regular professional exchange and opportunities for further professional development
- competitive pay

## What are the responsibilities?

### ***Classroom Support***

- Support teachers and students during the school day across grade levels and subject areas
- Assist in creating engaging, differentiated, and inclusive learning experiences for multi-lingual and multi-cultural students
- Provide additional support for English/German language learners and students with diverse learning needs
- Help maintain a positive, structured, and safe learning environment
- Collaborate with teaching teams and professional learning communities to support student learning and wellbeing
- Assist with classroom organization, preparation of materials, and student supervision

### ***After School & Holiday Care Coordination***

- Organize and oversee the daily operation of the Hort program and holiday care activities
- Plan engaging recreational, educational, and enrichment activities for students
- Lead and coordinate the Hort team
- Support scheduling, communication, and smooth program operations
- Ensure a safe, welcoming, and well-structured environment for all children
- Coordinating external vendors for activities in the school
- Communicate effectively with families, staff, and the principal regarding student needs and program updates
- Work directly with the primary school principal to support school initiatives, student wellbeing, and the overall functioning of the school community

## What qualifications are we looking for?

- German state certification as an early childhood educator or equivalent
- Leadership experience
- Very good knowledge of German and English (confident in writing and speaking)
- Strong communication, conflict resolution, and teamwork skills
- Enthusiasm for educational work with children and a willingness to partner with families of diverse cultures and lifestyles in supporting student education and care needs
- Interest in personal and professional development

### **Have we caught your interest?**

Please send your application with a letter of motivation, references, and qualifications to:

[bewerbung.berlin@freie-schule-anne-sophie.de](mailto:bewerbung.berlin@freie-schule-anne-sophie.de)

For more information about our school see our Homepage:

[www.freie-schule-anne-sophie.de](http://www.freie-schule-anne-sophie.de)