



Teaching Assistant – English native speaker

The Swiss International Scientific School in Dubai (SISD) opened in August 2015 and is a candidate school for all three academic International Baccalaureate (IB) programmes with the goal of becoming an IB continuum school. We seek to inspire students beyond the classroom to become lifelong learners and global citizens of the 21st Century by developing their talents in a multilingual environment. The school currently serves nearly 980 students up to Grade 10. Student numbers will eventually rise to a targeted total of about 2200, of whom 300 will be boarding. Our generous, state-of-the art campus with significant sports facilities is located in Dubai Healthcare City.

Job title	Teaching Assistant - English	Department	Early Years/Primary School
Start date	August 2018	Location	Dubai, UAE
Reports to	Classroom Teacher	Position(s) Supervised	

Job Scope	The role of the Teaching Assistant is to consistently expose the students to English language through the day and to support the Early Years/Primary Years Teachers in their daily tasks, helping students with their educational and social development, both in and out of the classroom.
Main Duties and Responsibilities	<p>This not an exhaustive list and all duties/responsibilities are to be conducted/assumed in English.</p> <ul style="list-style-type: none"> • To prepare the classroom for lessons • To listen and support students in literacy, reading and numeracy • To support students who need extra help to complete tasks • To support the class teacher to plan learning activities, complete records and carrying out administrative tasks • To support teacher in managing class behaviour • To supervise group activities • To look after students who are upset or have had accidents • To clear away materials and equipment after lessons • To give support during outings and sports events • To provide German support to both native and non-native students • To provide afterschool childcare if required

Key Relationships	
Internal	Students, Teachers, Head of Early Years, Head of Primary School, Head of Languages
External	Parents
Position Requirements	
Education	Secondary Education Diploma, Degree, Cache level 3 qualification or equivalent
MUST HAVE SKILLS	<ul style="list-style-type: none"> • 2 years working experience as Teaching Assistant in KG – G6 • English French speaker
Experience	<ul style="list-style-type: none"> • Experience in an IB PYP school preferred but not essential
Competencies	<ul style="list-style-type: none"> • Demonstrate professionalism, commitment, integrity, strength of character and perseverance • Inter-culturally aware with well-developed interpersonal skills • Inspire trust and confidence in students and colleagues • Outgoing and enthusiastic • Show a strong work ethic • Articulate communicator • Committed to supporting high standards of teaching and learning
Additional Requirements	Any additional language a plus
Salary & Benefits	The salary and benefits package is competitive, will be commensurate with the qualifications and experience of the successful candidate and is in line with UAE Labor Law.
Contract	Unlimited on DHCC Free Zone
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> • Cover letter, no longer than one page, explaining your strengths as a candidate and why you are interested in this particular position • Current CV, not to exceed two pages • A list of 3 professional referees with current contact details (position, phone number and e-mail address) not older than 5 years • Passport size colour photo on white background <p>Please send your application to: hr@sisd.ae</p> <p>SISD is committed to safeguarding and promoting the welfare of all of its employees and students. A police check is a pre-requisite for all appointments.</p>