



## Teaching Assistant – German 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.

<b>Job title</b>	Teaching Assistant – German	<b>Department</b>	Primary School
<b>Start date</b>	August 19, 2018	<b>Location</b>	Dubai, UAE
<b>Reports to</b>	Classroom Teacher	<b>Position(s) Supervised</b>	

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

### Key Relationships

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