

Maternity Leave Cover - Classroom Assistant for Early Years

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 650 students up to Grade 9. 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.

We are currently looking for an experienced and enthusiastic Classroom Assistant to join our dedicated teaching team in Early Years for maternity leave cover in May 2019 to 4 July 2019, preferably with;

- experience as teaching or classroom assistant in KG-G6
- spouse or parent's visa

Job Scope:

The role of the Classroom Assistant is to support the Early Years or Primary Teachers in their daily tasks, helping students with their educational and social development, both in and out of the classroom.

Main duties and responsibilities:

- get the classroom ready for lessons
- listen to students read, read to them or tell them stories, and help students who need extra support to complete tasks
- support teacher to plan learning activities and complete records, carrying out administrative tasks
- support teacher in managing class behaviour
- supervise group activities
- look after students who are upset or have had accidents
- clear away materials and equipment after lessons
- give support during outings and sports events
- monitor the after school child care center

The successful applicant will:

- 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
- Be qualified for this role, preferably holding Minimum High School degree, or Bachelor degree preferred

Applicants are requested to submit the following documents:

- 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 3 years
- Passport copy and photo passport size colour photo on white background

Please send your application to: hr@sisd.ae

SISD is committed to safeguarding and promoting the welfare of all of its employees and students. Satisfactory references and a police check is a pre-requisite for all appointments.