



Maternity Leave Cover Teaching Assistant – French native speaker

The Swiss International Scientific School in Dubai is a leading day and boarding school where future generations are inspired to become confident and enthusiastic life-long learners, ready to embrace the opportunities of a global world. Our school follows the full continuum International Baccalaureate (IB) programme in English with additional languages or in two bilingual English-French and English- German streams. SISD is an IB Continuum World School authorised to offer and teach the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP) and IB Diploma Programme (DP). Our unique curriculum offers an engaging learning experience, the challenge of developing a real understanding of cultural diversity and the support of a thriving international community. Our large eco-friendly campus ensures that we can offer a wide range of sporting facilities that make the most of our location adjacent to Dubai Creek.

Job title	Maternity Leave Cover Teaching Assistant – French	Department	Primary School
Start date	14 April 2019 – 4 July 2019	Location	Dubai, UAE
Reports to	Classroom Teacher	Position(s) Supervised	N/A
Job Scope	The role of the Teaching Assistant is to consistently expose the students to French language through the day and to support the 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 French.</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 French support to both native and non-native students • To provide afterschool childcare if required 		

Key Relationships

Internal	Students, Teachers, Head of Primary School, Deputy Head of Primary School, PYP coordinator, Grade Coordinator, Subject Coordinators, 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 – G5 • Native 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	Fixed Period - 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 its employees and students. A police check is a pre-requisite for all appointments.</p>