

Maternity Leave Cover Early Years Teachers required for January and May 2021

The Swiss International Scientific School in Dubai (SISD) is a leading international day and boarding school where future generations are inspired to become confident and enthusiastic lifelong learners, ready to embrace the opportunities and challenges of a global world. Founded in 2015, our school currently welcomes more than 1150 students of more than 70 different nationalities on its cutting-edge campus, in the centre of Dubai. From Pre-KG to Grade 12, SISD follows the full continuum International Baccalaureate (IB) programme in three streams focusing on personalised learning and the development of 21st century skills. Students choose between the English with additional languages/STEAM stream or the bilingual English-French/German streams. We pride ourselves on being a fully accredited IB Continuum World School, offering the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP), IB Careers Programme (IB CP) and IB Diploma Programme (DP). Our personalised international 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 state of the art, eco-friendly campus adjacent to Dubai creek, ensures that we can offer a wide range of sporting and after school activities tailored to the personal needs and preferences of every student.

Job title	Maternity Leave – Early Years Teacher	Department	Early Years
Start date	August 2021	Location	Dubai, UAE
Reports to	Head of Early Years	Position(s) Supervised	
Job Scope	The role of the Early Years Teacher is to build and maintain a successful Early Years within the school by providing an educational atmosphere conducive to learning and developing through the process of inquiry. All lessons are to be delivered in the English language.		
Main Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <p>This not an exhaustive list and all duties/responsibilities:</p> <ul style="list-style-type: none"> • To be responsible for the learning and achievement of all students in the class, ensuring equality of opportunity throughout • To promote the enjoyment of learning • To nurture meaningful relationships with children and provide the individual attention they need • To be responsible and accountable for achieving the highest possible standards in work and conduct • To support a culture of reflective practice • To treat all students with respect, building relationships rooted in mutual respect, always observing proper boundaries appropriate to a teacher's professional position 		

- To work proactively and effectively in collaboration and partnership with learners, co-teachers, specialist teachers, parents/guardians, teaching assistants, classroom assistants, other staff and external agencies in the best interests of students.

Teaching

- To design and prepare a challenging, innovative and exciting curriculum using the IBPYP as a framework for children entering Pre-KG to KG2 which will enable them to flourish and achieve their potential
- To develop, weekly plans, and implement age appropriate programs for students.
- To design, prepare and deliver lessons to suit the individual needs of all students
- To be accountable for the attainment, progress and outcome of their students and monitor every child's progress against the IBPYP curriculum
- To set clear and challenging targets that build on prior attainment for each student; use an appropriate range of observation, monitoring and recording strategies as a basis for setting challenging learning objectives for students of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- To be aware of students' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how students learn
- To have a clear understanding of the needs of all students, including those on the inclusion register with special educational needs; gifted and talented; and/or disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them all
- To make accurate and productive use of assessment to secure students' progress and ensure every child makes good progress from their baseline
- To assess and monitor student progress and provide targets so that all learners can see success and improve
- To participate in school activities outside regular school hours to include, but not limited to, ASA's, Boarding House(s) support, school trips, staff meetings, parent's evenings, open days, INSET days, professional development training sessions, conferences and workshops, induction and if applicable examination supervision

Team Working

- To collaborate with other teachers to share new ideas, approaches and professional knowledge and create a stimulating learning environment for teaching and learning in the Early Years
- To act as a role model for staff, demonstrating a high quality of teaching, learning and assessment in the Early Years
- To participate in relevant meetings / professional development opportunities at school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies

- To work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice
- To ensure that Classroom Assistant and/or Teaching Assistants working in the classroom are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- To take part as required in the review, development and management of the activities relating to the IBYP curriculum and program of inquiry and pastoral functions of the school as it grows

Behaviour and Safety

- To manage the class effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge
- To establish a safe, purposeful and stimulating environment for the well-being of the students, rooted in mutual respect

Communication

- To communicate accurately and regularly with parents
- To liaise effectively with parents and offer opportunities for them to engage in their child's learning at home
- To develop positive channels of communication to ensure the smooth running of the service amongst all educators

Administration

- To register the attendance of and supervise students, before, during and at after-school sessions as appropriate
- To participate in and carry out any administrative and organisational tasks as required
- To maintains up to date emergency forms, curriculum plans, individual child development profile and other records as needed.

Professional Development

- To review regularly the effectiveness of teaching and assessment procedures and its impact on students' progress, attainment and well-being
- To be responsible for improving teaching through participating fully in training and development opportunities identified by the school or as a result of appraisal.

Other

- To have professional regard for the ethos, policies and procedures of Swiss International scientific school in Dubai and maintain high standards in attendance and punctuality
- To adhere to the expectations set out in the Employee and Teachers Handbooks and the school policies

Key Relationships

Internal

Students, Teaching Assistants, Classroom Assistants, Teachers, Subject Coordinators, EY PYP Coordinator, Head of Early Years, Deputy Head of Early Years



External	Parents, KHDA, IB
Position Requirements	
Education	Bachelor Degree in Education or Childhood Studies; Professional Teaching qualification;
Experience	<ul style="list-style-type: none"> • Minimum of 2 years of teaching experience in Early Years setting (preferably the IB curriculum) • Curriculum development knowledge
Competencies	<ul style="list-style-type: none"> • Demonstrate professionalism, commitment, integrity, strength of character and perseverance • Inter-culturally aware with well-developed interpersonal skills • Inspiring trust and confidence in students and colleagues • Outgoing and enthusiastic • Show a strong work ethic • Articulate communicator • Committed to ensuring high standards of teaching
Salary & Benefits	Competitive remuneration and benefits
Contract	Fixed term Maternity Leave cover contract
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> • Cover letter of one page, explaining your strengths as a candidate and why you are interested in this position • Current CV not to exceed two pages • 3 professional references with current contact details (position, phone number and e-mail address) not older than 5 years. One must be your current or last Line Manager <p>Please send your application to: hr@sisd.ae</p> <p>Due to the expected volume of applications, we will only contact those applicants that are shortlisted for interview.</p> <p>We are committed to providing a safe and happy environment for all our employees and in which our students can thrive and learn. We are committed to safeguarding and promoting the welfare of all our employees and students. All employees are subject to appropriate vetting procedures including satisfactory criminal record checks from both country of residence/home country and any other country of residence.</p>