



Secondary French Language Support Assistant

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SISD now ranked as one of the top 100 private schools in the world.



Secondary French Language Support Assistant

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 1800 students of more than 90 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	Secondary French Language Support Assistant	Department	Secondary
Start Date	Immediate Start	Location	Dubai, UAE
Reports to	Secondary Bilingualism Coordinator	Direct reports	

Job Scope	The Secondary Language Support Assistant at SISD is expected to support the French teachers in ensuring high quality education for all students in their specialist area and to help to improve the quality of learning and standards of achievement. In that, the Secondary Language Support Assistant works with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance, and mainly direct supervision of the classroom teacher. He/She should conduct themselves in an appropriately professional manner at all times to support and foster the aims and ethos of SISD.
Main Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <p>This not an exhaustive list of all duties/responsibilities. The responsibilities outlined may be modified by the Secondary Bilingualism Coordinator, upon mutual agreement, to reflect or anticipate changes in the role:</p> <p>Subject/pedagogy</p> <ul style="list-style-type: none"> • Sound understanding of the language and literature and language acquisition curriculum and external examinations • Knowledge of key characteristics of quality teaching and learning • Ability to promote inquiry in teaching and learning in MYP

Policy and Strategic implementation

- Contributing towards subject development plans and practices having regard to KHDA, IB, CIS and other current regulatory body requirements
- Assisting the planning process for the secondary level having regards to units and assessments
- Consulting and advising with the French teachers
- Leading language support lessons and assisting the planning of lessons and Resources
- Working with individuals or small groups of pupils in or outside of the classroom, mainly under the direct supervision of teaching staff, while taking account of the student/s special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment, and materials/resources
- Supporting pupils to understand instructions and independent learning
- Knowing the targets and strategies for support students as determined by individual support plans/student information sheets and tracking data
- Supporting the teacher in behavior management and keeping pupils on task
- Supporting pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Helping promote independent learning
- Helping reinforce learning
- Helping students engage in the lesson, to keep them on task and to build their motivation
- Keeping a record of the learning objectives and homework task for each lesson
- Helping students record work/homework in their organiser
- Preparing the learning environment and resources, including photocopying, filing and the display and presentation of pupils' work and contribute to maintaining a safe environment

Review and evaluation

- Participating in evaluation in the subject area for Building Quality Curriculum and internal unit plan review for MYP language and literature
- Assisting in implementing subject development plans including responses to IB exam results
- Involvement in preparation of Self-Evaluation document (SEF) for Language and Literature
- Collaborating with the relevant colleagues in support of the development of the Swiss Baccalaureate

Resource Management

- Assisting in identification of French language and curriculum needs

Assessment

- Assisting in advising and devising appropriate forms of MYP/DP criterion-related assessment in conjunction with French teachers within the subject group(s) identified

Communication

- Information flow with Pedagogical Leadership Team
- Consultation with Pedagogical Leadership Team on matters of practice
- Supporting the French Teachers in communication with parents, teachers, and students by demonstrating a cordial and informative relationships with parents.

	<ul style="list-style-type: none"> • Motivating colleagues in subject specialism and ‘looking for learning’ policy in peer observations • Assisting/leading professional development initiatives, workshops, observations, consultations, subject-related events (field trips, world book day, French week etc.) • Sharing good practice • Helping foster good relationships across the school • Attending and active participation in departmental meetings and other specified meetings in support of the department such as Inclusion meetings and Curriculum meetings. • Being proactive in matters relating to health and safety and safeguarding <p>Language Support Assistants in this role may also undertake some or all the following:</p> <ul style="list-style-type: none"> • Recording basic pupil data • Assisting with break-time supervision including facilitating games and activities • Assisting with escorting pupils on educational visits • Supporting pupils in using basic ICT • Invigilating examinations and tests • To understand that this role requires some flexibility of working
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Key Relationships	
Internal	Students, Senior Leadership Team, Deputy Senior Leadership Team, Secondary Leadership Team, Curriculum/Subject/Grade Learning Coordinators, Head of Depts, Teachers, LSAs, Counsellors, Healthcare Team
External	Parents, KHDA, IB

Position Requirements	
Education	<ul style="list-style-type: none"> • Bachelor’s Degree in French Language or related subject (desirable)
Experience	<ul style="list-style-type: none"> • A fluent first language French speaker • Assistant teaching experience of at least 2 years (desirable) • Experience of working in an international environment is preferred, however not essential. • Experience with assessing student work and providing feedback • Experience in using technology in the classroom and online to maximise student learning experience.
Competencies	<ul style="list-style-type: none"> • A positive, flexible, ‘can do’ work ethic. • A genuine love for the subject taught, and the desire to instil this in students. • A commitment to ensuring high standards of teaching and learning • Exceptional communication skills • Strong collaboration skills to foster partnerships with teachers, students, and parents • A clear personal philosophy on education and how this informs practice. • A genuine interest in progressive, inclusive student-centred approaches to pedagogy. • An interest in social enterprise, charity, and service learning, and how these can be embedded formally into the curriculum.

	<ul style="list-style-type: none"> • A desire to be involved in the life of the school beyond the classroom and an understanding of the importance of this to student learning • Excellent standards of personal presentation. • Enjoyment of working in a positive, collaborative team environment with the values of honesty, integrity, and mutual support at the core. • An enthusiasm for engaging with diverse cultures tempered only with high levels of patience and adaptability • Inter-culturally aware with well-developed interpersonal skills.
Salary & Benefits	Competitive remuneration and benefits
Contract	Fixed Term 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. We reserve the right to appoint before the closing date.</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 and Barring & Prohibition checks.</p>



I have had the pleasure of working in both the Primary setting and the Secondary setting at SISD and feel privileged to get to do the work I do for such an outstanding organization. Getting to work alongside passionate staff and to engage with such motivated students, while being surrounded by some of the best facilities on offer, I honestly feel that SISD is one of the best schools in the world to work at.

- Mark Swaine, Grade 6 Learning Coordinator and Transition Leader & Wellness Committee Chairperson



I have had the pleasure of experiencing first hand, the development of the French/ English bilingual stream at SISD, which has grown and developed and is now fully imbedded into the students daily lives. Students naturally speak both French and English in our classroom and it has been a joy to see students progress in multiple languages. I have worked at SISD for 5 years as an English teacher, KG2 coordinator and now Grade 1 coordinator. I have had such a positive experience working in both the Early Years and Primary schools and have enjoyed co-teaching with some incredible teachers.

- Tamara Grannell, Grade 1 Teacher & Grade Learning Coordinator

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I think SISD has a vibrant faculty, where talented professionals collaborate to provide excellent results for our students. With outstanding facilities and infrastructure, the environment is an inspiring workplace with a warm community of staff, parents, and students alike.

- Samantha Hodges, Deputy Head of Primary (Student Achievements)

