



SWISS INTERNATIONAL SCHOOL
QATAR

FULLFILLED, INSPIRED & PREPARED



PRIMARY LEARNING ASSISTANT

COMMENCING AUGUST 2025



WHO WE ARE

Swiss International School Qatar (SISQ) opened in 2017 with 300 students and now serves over 800 students from 69 nationalities, offering the IB Primary Years, Middle Years, and Diploma Programs. SISQ provides a global education grounded in Swiss values, focusing on developing fulfilled and inspired learners. With a dedicated faculty, SISQ empowers students academically, socially, and in co-curricular pursuits, and its graduates often gain acceptance to prestigious universities, including Ivy League schools. Recognized for its culture of care, SISQ aims to remain a top choice for both Qatari and expatriate families.



**BRINGING IDEAS TO LIFE
AND FOSTERING
INNOVATION THROUGH
TECHNOLOGY.**

OUR MISSION AND VISION

Vision:

SISQ aims to develop learners who are fulfilled, inspired, and prepared.

Mission:

SISQ develops students who are:

- Fulfilled: Curious, confident, and connected.
- Inspired: Lifelong learners who apply their knowledge to improve lives.
- Prepared: Adaptable, principled, and global citizens ready to make a positive impact.



STUDENT WELL-BEING AND CULTURE OF CARE

At SISQ, educators are committed to providing a safe and nurturing environment for students to grow and reach their full potential. Our ethical guidelines, outlined in our SISQ Professional Standards, set clear expectations for safeguarding children, and violations will result in disciplinary action and possible legal consequences. SISQ complies with Qatari reporting laws on issues such as social media misuse, indecent images of children, defamation, harassment, and bullying.

Additionally, SISQ believes that everyone deserves to be treated with respect and care. Our culture of care, combined with our learner attributes—creative, socially intelligent, adaptable, globally minded, self-managing, and values-driven—along with our SISQ values of courage, commitment, care, responsibility, gratitude, integrity, respect, and balance, guide all our interactions. We are dedicated to fostering a positive and safe environment for learning and working, and we seek educators who embody these principles and values.

**TRANSFORMING
CONCEPTS
INTO REALITY
AND
NURTURING
INNOVATION**



ABOUT THE ROLE



Swiss International School in Qatar is seeking an outstanding and forward-thinking Primary Learning Assistant for Academic Year 2025-26. This is an exciting and challenging opportunity to be part of a team of educators who are further developing the primary department at SISQ.

CORE RESPONSIBILITIES:

It is a mandatory requirement that all SISQ staff adhere to the [Student Safeguarding and Child protection Policy](#).

To foster effective teaching, learning and management of resources and be a model of professional practice in the primary department.

Demonstrate a genuine passion for working with young children to help them learn and achieve in all areas.

Act patiently and with a positive, open-minded attitude.

Work alongside and under the guidance of a teacher to support and enhance students' learning.

Prepare the learning spaces and resources.

Take responsibility for the care, welfare and social development of students under the agreed system of guidance and support.

Support before and after-school care or activities.

GENERAL RESPONSIBILITIES:

Support for children:

- Promote the inclusion and acceptance of all children.
- Encourage students to interact, work cooperatively with others, and engage in activities, e.g., classroom learning tasks and activities during after-school care.
- Plan, prepare and support agreed learning activities under the guidance of a teacher.
- Adjust activities according to the responses and needs of the students.
- Monitor and assess learning activities, which may involve recording and providing feedback to a teacher.
- Establish constructive relationships and communication with colleagues to support the achievement and progress of students.
- Understand the individual needs of students and be responsible for advising them on learning social, health and hygiene development.
- Supervise students before school and during break times.
- Take care of students who are upset or unwell and accompany a sick or injured student to the school nurse or clinic.
- Accompany students on school visits or to enrichment activities.

Support for Teachers:

- Provide effective feedback about students to relevant colleagues.
- Support in the preparation, set up, organisation and tidying of learning spaces.
- Support the teacher and student learning through the preparation of materials/resources/displays.

Support for the school:

- Be responsible for providing out-of-school learning activities, e.g. after-school care or late pick-up, within the guidelines established by the school.
- Comply and assist with all school policies and procedures relating to child protection, safeguarding, health, safety and security and confidentiality - reporting all concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the school
- Attend and participate in regular meetings as required.
- Participate in professional development as appropriate.
- Recognise own strengths and areas of expertise and use these to advise and support others
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives

ABOUT YOU



ESSENTIAL:

- Sponsored by Family in Qatar.
- Excellent spoken and written English
- A collaborative working style
- A commitment to continuous improvement;
- A commitment to student learning, wellbeing and safeguarding.

ADVANTAGE QUALITIES:

- First Aid training
- Experience within an international school setting

In line with the Ministry of Education's Circular 13 requirements for this position, the candidate must possess the following:

- High-School Diploma (Attested with certificate + transcript + letter of confirmation).
- No more than 49 years of age in August 2025 (at the point of joining the school)

"Child safeguarding is taken extremely seriously in SISQ and remains the first priority throughout our recruitment activities. All staff are subject to rigorous background checks, including those who participate in our interview processes. Background checks shall include, but not limited to: employment verification, qualification check, criminal checks and three professional references (verbal and written)."



SWISS INTERNATIONAL SCHOOL
QATAR



www.sisq.qa



HR@sisq.qa



+974 4036 3131