



GENEVA ENGLISH SCHOOL

Cover Teachers/Learning Assistants

For December 2020

Closing date for applications: 23 November 2020

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Message from the Head, Matt Williams

We are delighted that you are considering applying for the role of cover teacher and/or cover learning assistant at Geneva English School.

This is a school in which there is purposeful energy and zest for life, coupled with a remarkable openness and generosity of spirit that extends throughout the whole community.

Our vision is to provide an outstanding education within a caring and collaborative learning environment. We take the traditions and values of British education and combine them with the best of modern, international and global programmes to create an engaging, relevant and cutting edge education that prepares individuals for the interconnected world of the future.

We are in an exciting phase of our development as we continue to grow our new, forward-looking secondary school on the foundations of our well respected and highly successful primary.

I look forward to reading your application.

About Geneva English School

Geneva English School (GES) is an international, British curriculum, not-for-profit school, based just outside central Geneva. Since its foundation in 1961, the school has maintained its very strong sense of community and we are proud of the high-quality, holistic and innovative education we provide to our pupils.

GES is a member of [COBIS](#), [IAPS](#), [AGBIS](#), [SGIS](#) and [AGEP](#) and was recently rated "[excellent](#)" in [every area of our provision](#) by the [Independent Schools Inspectorate](#) – the highest possible rating. Our broad and enriching educational programme has its foundations in the UK national curriculum, but is continuously enhanced and adapted so it is relevant and applicable to our international community and ensures we take advantage of our beautiful, local surroundings.

The nursery and primary school are housed in an elegant, mid-nineteenth century building in Genthod by Lake Geneva. The campus includes five acres of outside space, an indoor gym, library, 22 classrooms and spacious, specialist classrooms for art, music and drama.



In 2016, GES embarked on an exciting new phase of its development with the opening of a secondary school in an architect-designed, state-of-the-art facility in Versoix (three kilometres from the primary site). The Secondary has been growing organically, with the addition of one year-group every academic year. Year 10 opened in September 2019 and Year 11 will follow in September 2020.

We follow the English National Curriculum in Key Stage 3 and offer a mixture of GCSEs and IGCSEs at Key Stage 4 (14 - 16). At Key Stage 5 (16+), we will offer an A Level Diploma Programme in which A Level studies will be supported by complementary courses, enrichment studies, an independent project and the development of key life skills.

Cover teacher/learning assistant

Role

We are looking for enthusiastic and well qualified Primary and Secondary cover teachers and Primary cover learning assistants to join our team. We are looking to build a stable and reliable pool of cover staff that we can call upon for last minute emergencies (e.g. due to sickness) and short-term absences.

Our cover staff work under a framework contract, which is an agreement whereby the School can invite a cover teacher / learning assistant to work for a short period at a fixed rate of pay.

Key responsibilities of a cover teacher at GES

- Teach the lessons assigned to you, making effective use of resources, and securing the best possible standards of learning and achievement.
- Maintain good order and discipline amongst pupils, in accordance with the School's behaviour policy, and have due regard for their welfare, health and safety.
- Maintain a productive learning environment by employing good classroom techniques and management skills.
- Carry out administrative and supervisory duties efficiently and conscientiously.
- Act in accordance with the policies of the School and in particular with the principles laid down in the Staff Handbook, Staff Code of Conduct, ICT Acceptable Use Policy and Safeguarding & Child Protection Policy.

Key responsibilities of a cover learning assistant at GES

- Liaise closely with class teachers to understand what is required for each lesson and what specific support is needed.
- Support pupils by: clarifying and explaining instructions; ensuring children are able to use equipment and materials provided; motivating and encouraging; assisting with behaviour management; helping with the teaching of reading, writing, speaking, spelling, handwriting, presentation, mathematics and other subjects across the curriculum; helping children to concentrate on and complete work set; developing methods of promoting and reinforcing children's confidence and self-esteem.
- Feed back to teachers any observations or other relevant information to help the children's learning.
- Liaise with teachers about any children with specific learning needs or causing learning concerns
- Carry out administrative and supervisory duties efficiently and conscientiously
- Act in accordance with the policies of the School and in particular with the principles laid down in the Staff Handbook, Staff Code of Conduct, ICT Acceptable Use Policy and Safeguarding & Child Protection Policy.

Person specification

We keep an open mind in the consideration of any applicant who believes they have something special and valuable to contribute.

Essential

- Experience of teaching in a school (for cover teachers only)
- Experience of acting as a learning assistant or working with children
- Knowledge and experience (for teachers) of the UK National Curriculum
- Excellent verbal and written communication skills in English
- Reside in the area for the foreseeable future
- Able to take on last minute, part-time, covers
- Own an up-to-date work permit for Switzerland
- The ability to communicate effectively with pupils, parents and colleagues and to work as part of a collaborative team

Desirable

- Degree level qualifications
- Qualified teacher status (for cover teachers only)
- Good IT skills

How to apply

Please complete our online application form **before noon on Monday 23rd November**. A brief cover letter and/or curriculum vitae may also be submitted but will not be accepted in place of the application form. Interviews will be held on Thursday 26th November 2020.

Safer recruitment

Geneva English School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers, enhanced national/international criminal records checks and prohibition from teaching checks. In some instances social media / Internet checks may also be carried out.