

DUBAI COLLEGE

A tradition of quality in education



Job Title	Cover Supervisor
Start date	September 2024
Job Type	7-month fixed term contract (September – March)
Reporting to	Deputy Head: Academic

To allow our teachers more time for planning and preparation, we are adding a Cover Supervisor to our team.

Job Summary

The Cover Supervisor will be responsible for delivering effective classroom oversight in the absence of the regular teacher. The ideal candidate will have previous classroom management experience and be able to support students while adhering to the school's policies and processes.

Key Responsibilities

- Maintain a positive and safe learning environment.
- Manage the classroom environment, take an attendance register and distribute any materials as needed.
- Monitor student behaviour and enforce school policies.
- Communicate with school administration and staff, where appropriate.
- Any other duties as assigned by the Deputy Head: Academic.

Requirements

This position requires the candidate to hold the following:

- Valid residence visa and NOC from spouse or valid work permit.
- Police clearance from the UAE, and/or any other jurisdictions as requested by the school.

Skills and Abilities

- Prior experience working in an educational environment.
- Excellent communication and interpersonal skills.
- Ability to adapt to a variety of classroom settings.
- Ability to follow instructions with complete accuracy.
- Strong organisational skills and attention to detail.
- Ability to work independently and as part of a team.
- High degree of flexibility.
- Prior classroom management skills would be an advantage.

Working Hours

Working hours are from Monday to Thursday, 07:40 – 15:35 and on Fridays, 07:40 to 12:00.

Salary and Benefits

The tax-free salary range will be between AED 7,030 – AED 7,900 per month, subject to verification of previous related experience.

Benefits include paid holidays during the 7-month period and complimentary daily lunch.

Application Process

Applications should be submitted using the online application form available on our website. We will only consider applications that are fully completed and submitted through the online application form.

We welcome applications from UAE Nationals who have the relevant qualifications and experience

Application Deadline: 7th May 2024, with interviews taking place the following week.

Safer Recruitment

Dubai College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of young people and we select staff that understand and share this commitment. All applicants must be willing to undergo a rigorous child protection screening, including checks with past employers and providing Police Certificates for the last five years from all countries that the applicant has resided in.