

Job description

Teaching assistant (Primary Section)

Switzerland

Montreux

Line manager:

Head of Junior School

Full-time

Indefinite

Start date:

August 19, 2024

Closing date for applications:

17 June.2024



St George's International School is looking to appoint an **English-speaking Teaching Assistant (primary sector)** to join us in September 2024 for a **permanent contract**.

"Inspiring academic excellence across 5 continents"

A definitive statement of excellence in private education, Inspired is an independent, non-denominational, co-educational school group, designed to inspire students to reach their maximum potential in a challenging and progressive academic environment, from 3 months to 18 years of age.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curricula, and creating a more dynamic, relevant, and powerful model that reflects current attitudes. We encourage the unique individuality, talent, and self-confidence of each student, equipping them to face the world with the skills and confidence to succeed.

Our current portfolio of more than 70 schools has a presence in Europe, Asia Pacific, Africa, the Middle East and Latin America, with rapid expansion planned. The group has grown exponentially since its inception 7 years ago and offers a unique opportunity to join a connected global community obsessed with excellence.

We take great care in selecting new colleagues who join Inspired Education and we select each role. We believe that true excellence in education can only be achieved through an inspiring and passionate team, who are dedicated to helping our schools recruit and retain students by creating engaging and inspiring learning environments through our three pillars: Performing Arts and Creative Arts, studies and sports.

Professionalism, responsive teaching, specialist knowledge, sound planning, excellent qualifications and an outstanding personal reputation are just some of the fundamental requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

OUR SCHOOL

St George's International School is an independent, co-educational school, accredited by CIS. Located at the foot of the mountains and at the gateway to the lake, the school offers a unique school setting in the heart of the Riviera with an extraordinary working environment.

About 400 students aged 18 months to 18 years are enrolled (day students and boarders over 10 years old from more than 60 nationalities). Children are recognized as individuals with unique skills to celebrate and receive tailored support and guidance at every stage of their school journey. Our Primary, Secondary I and II school structure means that each age group works with professionals who specialise and enjoy working with the pupils in their care.

St George's International School's unique philosophy and our formula for success are largely based on the quality and depth of our international programmes (Dimensions, Cambridge Lower, IGCSE and the International Baccalaureate Diploma), our cultural and sporting activities and most importantly our dynamic and creative teaching staff, who are aware that what happens in the classroom between teacher and student has a strong influence on the success of the school.

<https://www.stgeorges.ch/>

WHY APPLY

"To be at the forefront of international education"

When you join Inspired, you're not just joining a company. You become part of a unique global community of passionate professionals, with unparalleled access to in-depth guidance, support and advice, all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The most collaborative environment, at any level, you can find anywhere else;
- Excellent resources;
- Excellent professional development within the Inspired Group and a global network of more than 70 schools with which you can learn;
- The cutting edge of reflection on independent schools;
- A culture of excellence;
- A network of opportunities;
- A competitive package;
- Lunches in the canteen offered to employees;
- A campus, located at the foot of the mountains and at the gateway to the lake, offering a unique educational setting in the heart of the Riviera.

ROLE SUMMARY AND PURPOSE OF THE POSITION

St George's International School is seeking to appoint a French-speaking Teaching Assistant for its primary department. As part of our approach to multilingualism, the assistant will have a leading role in supporting children in preparatory classes and the first year of middle school and in helping them learn French or English according to the age, skills and abilities of the students, while maintaining the positive ethics and fundamental values of the school, in and out of the classroom at any time. Teaching assistants will help create a constructive team among teaching and non-teaching staff, parents and board members. We are looking for an outstanding teaching assistant who has at least 3 years of experience in primary teaching assistantship with students aged 3-10 years and who is committed to striving for excellence, continuous improvement, inspiring and inspiring students.

ROLE RESPONSIBILITIES

In general, teaching assistants are responsible for:

- To help all students reach their full potential by fully accessing the curriculum taught by the classroom teacher. This may include individual education plans, if necessary.
- Supervise students or groups of students during specific activities led by the class teacher including cleaning and preparing the classroom, assisting with creating/photocopying instructional materials, assisting with assessment, assisting with day-to-day classroom management.
- Provide assistance to meet the emotional needs of each child.
- Helping to provide an exciting learning environment through engaging classroom activities and bulletin boards.
- Foster good relationships with parents.
- Working as a team:
 - participating in planning meetings;
 - participating in professional development events organized by the school;
 - by helping to foster a family atmosphere within the Junior School.
- Take responsibility, as appropriate, for planning small group work.
- Supervise and eat with children at lunchtime (according to schedule), ensuring that children behave well at the table, encouraging them to eat and behave appropriately.
- Participate fully and actively in the life of the school and its activities.
- Perform any other reasonable duties that the principal may require teachers to perform.
- Support and maintain the good reputation of the school in and out of the school environment, be aware of the school's policies, dress code and privacy code.
- Be resilient and have a good sense of humor.

While every effort has been made to explain the main duties and responsibilities of the position, each individual responsibility assumed may not be identified. The duties described above are not a restrictive list and may be extended or modified to include other duties relevant to the role, as directed by management.

French level B1

	ESSENTIAL	DESIRABLE
Inspired Teaching Standards A full overview of <u>the teaching standards</u> is available upon request.	<ol style="list-style-type: none"> 1. Able to set clear expectations and ambitious goals. 2. Adaptable teaching style incorporating feedback. 3. A thorough understanding of the subject matter. 4. Ability to judge the effectiveness of learning. 5. Excellent preparation and planning. 6. Evaluation of student performance and feedback to improve performance. <ul style="list-style-type: none"> • Real attention and care for the highest standards of student well-being. 	
Previous Skills and Experience	<ol style="list-style-type: none"> 1. A minimum of 3 years of experience in primary teaching assistantship with students aged 3 to 10 years 	<ul style="list-style-type: none"> • Previous experience in a successful international school
Qualifications and accreditations	<ol style="list-style-type: none"> 1. University degree bachelor <ul style="list-style-type: none"> • Work permit valid in Switzerland or European citizen 	
Personal Skills and Attributes	<ol style="list-style-type: none"> 1. Unwavering commitment to student development 2. Dynamic, passionate and energetic 3. Enthusiastic 4. Resilient, proactive, calm, flexible and organized 5. Solution-oriented, open-minded, self-motivated and a spirit of continuous improvement 6. Strong communication and social skills 7. Attention to detail 8. Team spirit <ul style="list-style-type: none"> • Mother tongue French/or C2 level 	<ol style="list-style-type: none"> 1. English level B1 <ul style="list-style-type: none"> • Good sense of humor

HOW TO APPLY

- Send an application (CV and cover letter) to recruitment@stgeorges.ch
- Review and screening of applications. Please note that only shortlisted candidates will be notified.
- Interview with the Principal and the Head of the primary school.

Due to the current COVID environment, interviews are likely to take place via MS Teams or another virtual platform.

All applicants will be required to provide some, if not all, of the following: (i) a cover letter clearly explaining why they are interested in the position and school, (ii) a CV containing their contact details and the history of their employment and achievements, (iii) at least two references of a recent/current position.

STUDENT PROTECTION STATEMENT

Inspired is committed to safeguarding and promoting the well-being of children and young people and, if you are selected, you are expected to share this commitment. Protecting the well-being of our students is the responsibility of all staff and individuals are expected to behave in a way that reflects the principles and values of our organization.

Successful applicants will also be required to undergo rigorous child protection screening, including checks with former employers and enhanced DBS monitoring, as well as relevant child protection assessments.

EQUAL OPPORTUNITY STATEMENT

Inspired Education is an equal opportunity employer committed to promoting diversity and inclusion in the workplace. We prohibit discrimination and harassment based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other characteristic protected by law.

This policy applies to all employment practices within our organization, including hiring, recruitment, promotion, termination, recall, leave, compensation, benefits, training, and learning. Inspired makes hiring decisions based solely on the skills, experiences, and attributes needed to continue to deliver excellence.