



SWISS INTERNATIONAL SCHOOL
QATAR

FULLFILLED, INSPIRED & PREPARED



LEARNING ASSISTANT

LEARNING SUPPORT DEPARTMENT

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 a dedicated and enthusiastic Learning Assistant to join our Learning Support Department. The successful candidate will support students with diverse learning needs, particularly in phonics, literacy, and mathematics (from Kindergarten to Grade 5), working closely with teachers to ensure students reach their full potential.

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 learning support 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:

As the Learning Assistant you will be required to:

Support for Teachers & Students:

- Assist teachers in delivering phonics instruction and literacy interventions.
- Support students in mathematics up to Grade 5, reinforcing concepts and skills.
- Work with individuals and small groups to provide targeted learning support.
- Adapt resources and materials to meet diverse learning needs.
- Foster a positive and inclusive learning environment.
- Assist in tracking student progress and providing feedback to the LS teachers.
- Support students with special educational needs (SEN) in collaboration with the Learning Support team.
- Assist with classroom management and behavior support strategies.

Support for 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.
- Previous experience as a Teaching Assistant, Learning Support Assistant, or similar role.
- Strong phonics knowledge and experience supporting early literacy development.
- Proficiency in mathematics up to Grade 5.
- A passion for working with children and supporting diverse learning needs.
- Excellent spoken and written English (additional languages are a plus).
- Ability to work independently and as part of a team.
- 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 IB school or international school setting
- Training in phonics programs (e.g., Jolly Phonics, Read Write Inc., or similar).
- A diploma or certification in Education, Special Education, or a related field.

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)."



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