



SWISS INTERNATIONAL SCHOOL
QATAR

French Learning Assistant

Job Description



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Our Vision

SISQ aims to develop learners who are
FULFILLED INSPIRED PREPARED

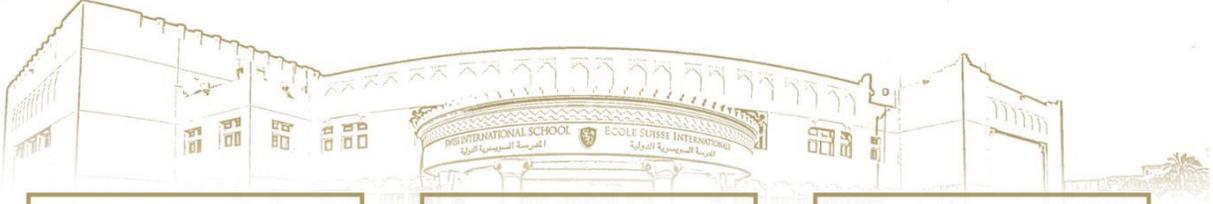
رؤيتنا

تهدف المدرسة السويسرية إلى تطوير متعلمين
يتصفون بأنهم

مُسْتَعِدُونَ مُلْهِمُونَ مُشْبَعُونَ

Notre Vision

SISQ encourage les apprenants à devenir
ACCOMPLIS INSPIRÉS PRÊTS



Our Mission

Through learning that is fun, engaging, holistic, collaborative and caring, SISQ develops students who are:

- Intellectually fulfilled: they find joy in their own learning and the learning of others; they are curious, engaged and passionate about learning.
- Emotionally fulfilled: they are happy with themselves, healthy, balanced and confident.
- Socially fulfilled: they develop meaningful relationships; they are connected to others, the world around them and the environment.

Through learning that is inquiry-based, meaningful, challenging, authentic and innovative, SISQ develops students who are:

- Inspired to keep learning: they are inquisitive, questioning and willing to try new things; they take ownership of their learning and are self-motivated.
- Inspired to share and apply their learning: they can use their learning to improve their lives and the lives of others; they communicate their learning to inspire others.

Through learning that is focused on transferable skills, character, attitudes and dispositions, SISQ develops students who are:

- Prepared for the future: they embrace change and challenge; they adapt to new situations and think creatively to solve complex problems.
- Prepared to lead lives of integrity: they are principled and strong; they have a set of values that guide them when they make decisions.
- Prepared to be good global citizens: they are multilingual, open-minded and multicultural in their outlook; they are courageous, caring and prepared to take action to make their community and the world a better place.

رسالتنا

من خلال المتعة والمشاركة، والتعاون، والشمولية والاهتمام، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مشبعون فكرياً، يجدون الفرح في تعلمهم وتعلم الآخرين؛ إهم فضوليون ومشاركون ومتحمسون للتعلم.
- مشبعون عاطفياً إهم سعداء بأنفسهم، يتمتعون بصحة جيدة، ومتوازنون، ووالقون من أنفسهم.
- مشبعون اجتماعياً، يطورون علاقات ذات مغزى؛ إهم مرتبطون بالآخرين والعالم من حولهم وبالبيئة.

من خلال التعلم الهادف والقائم على الاستقصاء، والتحدى والابتكار، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مُلهِمون لمواصلة التعلم، إهم فضوليون ومتساؤلون ومستعدون لتجربة أشياء جديدة؛ يتعلمون بدوافع ذاتية.
- مُلهِمون للمشاركة ما تعلموه وتطبيقه، يمكنهم استخدام ما تعلموه لتحسين حياتهم وحياة الآخرين؛ يفلون تعلمهم لإلهام الآخرين.

من خلال التعلم الذي يركز على المهارات القابلة للنقل والمهارات الشخصية والموافق والتصرفات تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مستعدون للمستقبل يتبنون التغيير والتحدى؛ يتكيفون مع المواقف الجديدة ويفكرون بشكل خلاق لحل المشكلات المعقدة.
- مستعدون لعيش حياة تنسم بالحراة أصحاب مبادئ، أقوياء؛ لديهم مجموعة من القيم التي توجههم عند اتخاذ القرارات.
- مستعدون ليكونوا مواطنين عالميين صالحين، فهم متعددو اللغات ومتعدون الثقافات في نظرهم؛ إهم شجعان ومهتمون ومستعدون لاتخاذ إجراءات لجعل مجتمعهم والعالم مكاناً أفضل.

Notre Mission

Au travers d'expériences d'apprentissage amusantes, intéressantes, holistiques, collaboratives, positives, SISQ encourage les apprenants à devenir:

- Intellectuellement accomplis: ils prennent plaisir à apprendre individuellement et collectivement. Ils sont curieux, intéressés et passionnés par leur apprentissage.
- Émotionnellement aptes: ils savent s'apprécier, ils sont positifs, équilibrés et sûrs d'eux-mêmes.
- Socialement compétents: ils développent des relations significatives avec les autres, ils vivent en harmonie avec les autres, le monde et l'environnement.

Au travers d'un apprentissage centré sur la recherche, significatif, comportant des défis, authentique et innovant, SISQ encourage les apprenants à devenir:

- Toujours prêts à apprendre: ils sont curieux, ils posent des questions et sont prêts à innover, ils sont responsables de leur apprentissage et intrinsèquement motivés.
- Toujours prêts à partager et à appliquer leurs connaissances: capables d'utiliser leurs compétences pour transformer positivement leur existence et celle des autres, ils transfèrent leurs apprentissages pour inspirer autrui.

Grâce à un apprentissage orienté vers des compétences de transfert, l'édification du caractère, créant des attitudes et une disposition psychologique bénéfiques, SISQ encourage les étudiants à devenir:

- Prêts pour l'avenir: ils acceptent le changement et les défis, s'adaptent à de nouvelles situations et résolvent des questions complexes grâce à leur créativité.
- Déterminés à vivre de manière éthique, ils suivent leurs principes et sont intégrés. Leur valeurs les guident dans la prise de décisions.
- En tant que citoyens du monde: ils parlent plusieurs langues, pratiquent l'ouverture d'esprit en se confrontant à de multiples perspectives. Ils sont courageux, attentionnés et prêts à l'action pour transformer positivement leur communauté et le monde.

French Learning Assistant

About SISQ:

SISQ is an IB World school and has the ambition of becoming one of the leading educational institutions in the region.

We are a growing school in Qatar with a strong reputation for offering a quality educational program, offering a very competitive salary and an excellent place for teachers to work. Qatar, rated as one of the top ten safest countries in the World 2023, is welcoming to all expatriates, provides free movement, and is a vibrant country with a lot to offer its residents.

About the role:

Swiss International School in Qatar is seeking an outstanding and forward-thinking French Learning Assistant for Academic Year 2024-2025. This is an exciting and challenging opportunity to be part of a team of educators that is further developing the Particularly French 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 Particularly French.

A Learning Assistant requires a real passion for working with young children and a patient, positive and open-minded attitude. A Learning Assistant demonstrates the wish to help young children learn and achieve in all areas (particularly French)– and has an interest also in the wider school.

The Learning Assistant works very closely alongside and under the guidance of the class teacher to support and enhance learning (most specifically in French for those who are French-speaking) and complements the role of the Care Assistants.

The Learning Assistant will take responsibility for the support of learning, care, welfare and social development of individual and groups of children under an agreed system of guidance and support. At other times the Learning Assistant will work alongside Care Assistants to support after-school care or activities and to prepare the classroom, other learning spaces and learning resources.

General Responsibilities:

As the French Learning Assistant, you will be required to:

Manage learning:

- Promote the inclusion and acceptance of all children, encouraging them to interact and work co-operatively with others and engage in all activities – particularly classroom learning tasks and also the activities taking place during after-school care (and those in French*)
- Under the guidance of the class teacher, this may involve planning, preparing and supporting agreed learning activities for individuals, groups or whole classes on occasion
- Adjusting activities according to the responses and needs of individuals or groups
- of children
- Monitoring and assessment of learning activities which may involve recording and providing feedback to the class teacher
- Establish constructive relationships and communication with colleagues to support the achievement and progress of children (particularly in French)
- Understand the individual needs of children and be responsible for advising them on learning, social, health and hygiene development
- Supervise children before school and during play and lunchtime breaks
- Help with toileting and changing as the needs arise according to the child's age and individual needs
- Deal with toileting or other incidents and the health and hygiene of the children
- Take care of children who are upset or unwell – and accompany a sick or injured child to the school nurse or clinic
- Accompany pupils on school visits or to enrichment activities
- A commitment to student learning and safeguarding.
- Show commitment to students and their learning.

- Demonstrate expertise in the subjects you teach and in the delivery of the content.
- Apply differentiation in class.
- Encourage inquiry learning and concept-based instruction.
- Use varied assessments in class to reflect students' learning
- Take responsibility for managing and monitoring each student's progress
- Ensure that all evidence and recording of student's work are kept up-to-date, ensuring accuracy in reporting writing through peer review
- Report to parents through informal and formal meetings, anecdotal records, incident report, reflection, feedback and conferences
- Ensure the safety and welfare of the students and resources in your care
- Be responsible for the provision of out of school learning activities, such as After School Care for instance, within guidelines established by the school
- Be responsible for the provision of French Enrichment Activities during after school time - identifying and executing appropriate out of school activities which consolidate and extend the French learning carried out in class
- 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
- Participate in training and other learning activities as required
- 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

Professional management of self, planning and reflection:

- Work collaboratively with all SISQ staff; able to demonstrate your collaborative planning and reflection, level weekly planning, involvement in the School/Whole School meetings, School events etc.

- Ensure thorough planning, informed delivery, assessment of the IB programs of Areas of Inquiry and target setting are in accordance with the IBO requirements so as to facilitate progression in learning.
- Weekly planning is available and long-term schemes of work are planned for the year.
- Implement SISQ policies at all times.
- Show a positive attitude in dealing with the students, parents and colleagues.
- Promptly respond to any parent queries / concerns, escalating where required

Professional development:

- Share your expertise or learning in your subject area and best classroom practices with your peers
- Take part in personal development inside and outside of SISQ to develop and enhance your teaching practices and knowledge

Resources:

- Provide a stimulating and challenging classroom environment.
- Develop additional resources to supplement classroom materials to improve instruction and for differentiation

Pastoral Care:

- Be responsible for the supervision of the students (drop off, after-school childcare, EA's and all break times)
- Celebrate students' achievements
- Promote the IB Attitudes and Profile
- Respond to students' physical, mental and emotional needs in school
- Communicate to parents through e-mail

Whole School:

- Actively participate in all school meetings, school events and PD days
- Promote and encourage parent involvement in the school through events and parent conferences
- Contribute and encourage a positive atmosphere in school.

About you:

The successful candidate will have the following essential qualities:

- Previous experience of working with children is essential
- The ability to relate very well to both children and adults
- A positive and enthusiastic approach to school life
- Excellent communication skills
- Excellent spoken and written English
- Excellent spoken and written French
- Strong literacy and numeracy skills
- Have a very professional attitude to your work
- Form professional relationships with a wide range of colleagues
- Have a strong regard for children's safety and well-being
- relate very well to young children and be good at caring for and assisting them
- Take direction and work very well as part of a team
- Have good organisational and time management skills
- Respect diversity as you will work with children and colleagues from a variety of backgrounds
- A collaborative working style
- A commitment to continuous improvement;
- A commitment to student learning, wellbeing and safeguarding.

The following qualities would be an advantage:

- First Aid (desirable but not essential)
- Have an understanding of behaviour management strategies
- 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:

- A High school Degree or Bachelor Certificate.
- No more than 49 years of age in August 2024 (at the point of joining the school)