

## **JOB SHEET | Part-time Native English-Speaking Preschool Teacher**

### **Duties:**

- Teaching in English the French Curriculum to one bilingual, mixed-age group of preschool children;
- Sharing the class with your French-speaking counterpart, planning the programme for the week together;
- Closely monitoring the children and their learning progression, and reporting this information to the school director and to the families accurately;
- Coordinating with the classroom Teaching Assistant for daily programme and matters;
- Contributing to the development of a special pedagogical project across school, in line with the school project and the French curriculum;
- Supervising morning breaks and/or afternoon breaks according to the schedule provided by the School;
- Attending the team meetings according to the schedule provided by the School;
- Participating in the school's events outside of teaching time (i.e. end of year fair, open house and gardening days), and that may occur over the weekend;
- Liaising with children's parents whenever requested (inc. regular parent-teacher meetings scheduled twice a year);
- Reporting to the Pedagogical Director.

### **Example of working hours in the classroom (inc. preparation time) on a part-time basis:**

Monday and Wednesday: 7.30am-3.30pm (you are entitled to a lunch break) + Friday: 7.30am-12.00pm

### **Requirements:**

- Being a holder of a Diploma in Education;
- Having at least 2 years of experience, as a preschool teacher ideally.

### **Qualities:**

- Have a caring and benevolent nature;
- Be flexible and be a real team player;
- Be open-minded and able to think outside the box;
- Be proactive and dynamic;
- Be involved at work and willing to develop pedagogical projects, in line with the school yearly project.