

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

### **Duties:**

- Teaching in English the French Curriculum to one (part-time) or two (full-time) bilingual classes 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;
- Teaching the “Activités Pédagogiques Complémentaires” (APC) according to the schedule provided by the School;
- 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 and the Management.

### **Profile:**

- A diploma in Education (children-focused);
- A minimum of 3 years of experience in teaching;
- Knowledge of French language to be able to work together with the team on common projects and understand and support the children who have difficulties in English;
- Be a real team player and demonstrate capabilities in working in close collaboration with the French counterpart;
- Good knowledge of new technologies to work in class and in the team.

### **Factors or professional experience that will stand out in your application :**

- A teaching experience in a multilingual environment is preferable, in order to better understand and assimilate the unique language situations of each student;
- A practical experience of the use of communication skills through trainings / workshops or projects (drama, discussion sessions / debates...)... would be a plus;
- Any additional experience that could be an asset to the children (i.e. a sport or an artistic activity) will be considered.

**Interpersonal qualities and skills:**

- Adopt a benevolent attitude in regards to the children, their families, and work colleagues;
- Be flexible, proactive and dynamic, and have a great team spirit;
- Be open minded and able to listen;
- Be voluntary and willing to develop pedagogical projects related to the school project;
- Be invested in the school.

**Working hours in the classroom (inc. preparation time):**

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