

Student Supervisor / Assistant(e) d'éducation - September 2020

School:	Lycée International de Londres Winston Churchill	Posted:	9th March 2020
		Expires:	20th April 2020 11:59 PM
Location:	London	Start Date:	1st September 2020
Contract Term:	Fixed term contract	Job ID:	1096228
Salary:	12.27/hour	Job Reference:	offer-g7osa
Hours:	Part Time		



Lycée International de Londres
Winston Churchill

Student Supervisor / Assistant(e) d'éducation

Part Time, 1 year fixed term (renewable)

start: 1 September 2020

Report to: Dean of Students

Hours/week: 30 hours per week / Term Time Only. This is a part time job. London is an expensive city and you will need additional income to live comfortably.

End date: early July 2021 with possibility of renewal for the following academic year 202/2022

Please note this is a part time role and is paid as a gross sum.

Overview

The main purpose of the role is to ensure the smooth running of the 'vie scolaire' by providing support and supervision to the pupils in the school or on school outings. The team is made up of 10 supervisors under the responsibility of the Dean and Deputy Dean of Students.

Key Responsibilities and Accountabilities

- Supervising pupils during playtime and in teachers 'absence;
- Assisting teachers with pupils' supervision during class outings;
- Supervising pupils or leading them in simple activities during lunchtime, throughout the school;
- Monitoring pupils' entrance and exit to and from the school;
- Undertaking administrative duties including but not limited in relation to pupils attendance - as directed by the Head of Primary or Secondary;
- Helping students with their iPads;
- Report all incidents;
- Establish and maintain a good working relationship with students and staff;
- Manage conflict;
- Maintain the classrooms and cloakrooms;
- Apply the School's Code of conduct to all aspects of work life;
- Any ad-hoc duties requested.

Benefit scheme

We take great care of our most valuable asset - our team:

- Free 3-course meal cooked fresh in our kitchen every day, equivalent to £1,500/annum nontaxable
- Free hot beverages throughout the day
- Discount at nearby Costa, Dapper dry cleaning and local businesses including Wembley gym
- Perkbox account paid for by the business
- Free weekly language classes (French or English)
- Enhanced paternity/maternity leave

Education & Experience Required

- Ideally bilingual French & English (Fluent French needed)
- Display commitment to safeguarding and protection of children;
- Punctuality;

- Ability to communicate effectively in both languages;
- Good listening skills;
- Ability to strike a balance between discipline and support;
- Keen interest in children and how they learn;
- Ability to work as part of a team;
- Confidentiality;
- Calm and patient under pressure;
- Ability to adapt quickly and effectively to changing circumstances;
- Computer literate;
- Knowledge of both French and IB education systems (ideally);
- Knowledge of safeguarding practice;
- Knowledge of health and safety requirements;
- Experience of working with children (school, after school clubs, summer camps).

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the School as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

It is a requirement that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the Lycée International de Londres. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the Lycée.

Lycée International de Londres Winston Churchill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity and overseas police checks from any countries a candidate has lived for longer than three months since the age of 18.

Lycée International de Londres Winston Churchill is an equal opportunities employer.

About Lycée International de Londres Winston Churchill

Lycée International de Londres Winston Churchill is an independent school in Wembley, London offering two tracks: the French curriculum in a bilingual environment and the English International Program leading to the IB Diploma programme in Y12 and 13. Our Early Years programme (available to students from 3 to 5 years) opens in September 2020.

The school opened its doors in September 2015 and now welcomes 850 students from Year 1 to Year 13. Located in the splendid, historic and entirely renovated Brent Town Hall, the Lycée offers state-of-the-art facilities and learning tools where the art and happiness of learning and teaching rule.

Safeguarding Statement:

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