

JOB DESCRIPTION

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| Position title | EDUCATIONAL ASSISTANT |
| Supervisor | School Director |
| Weekly hours | Depending on educational needs |
| Sites | Ecole Maternelle ou élémentaire Dubaï / Sharjah |
| Contract Type | Limited local contract |
| Period | From 01/09/2020 to 10/12/2020 <i>(only if teaching in classroom)</i> |

As part of the new health measures imposed by the UAE local authorities, the LFIGP is looking for Educational Assistants, for fixed periods, for our international/bilingual curriculums (english/french), to help teachers carry out activities and class sessions in order to respect all health and safety rules.

MAIN MISSIONS AND ACTIVITIES

- Manage group of students (from 6 to 15 students),
- Take attendance and ensure the administrative tasks for the students,
- Ensure the safety within the classroom and during breaktimes,
- Apply the safety and social distancing instructions related to COVID-19,
- Set up the educational activities prepared by the class teacher,
- Provide the necessary elements of explanation / clarification allowing students to perform the tasks prepared by the teacher,
- Inform the class teacher of the difficulties encountered by the students, of any elements allowing the teacher to better understand the progress, evolutions, needs of the students,
- Work in collaboration with the class teacher

The Educational Assistant do not have teaching responsibility. Indeed, class teacher remains the person in charge of teaching organisation and learning processes in his/her classroom. Educational Assistant has to help class teacher to ensure the efficient teaching missions.

** Les missions listées ne sont pas exhaustives et sont sujettes à évolution



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Agence pour
l'enseignement français
à l'étranger

REQUIRED SKILLS

- High school diploma minimum
- English native speaker profiles are preferred
- Bases in French language is strongly appreciated
- Adaptability and versatility in a demanding environment
- Dynamism, skills in child psychology
- Ability to work in a team
- Good communication and interpersonal skills with children and teachers

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