



St. George's International School, Switzerland is an international day and boarding school for boys and girls aged 3 – 18. Our superb campus, situated near Montreux, overlooks Lake Geneva and the French Alps beyond.

We are seeking female/male assistants with a degree level education.

This position involves a variety of responsibilities and tasks that will require you to be flexible and willing to be called upon according to the school's need.

The Graduate Assistant will work with a team of Senior House Parents and Graduate Assistants and the Director of Boarding, to whom they are accountable.

We are looking for flexibility, communication initiative, and confidence when working with young students. Organisation abilities and knowledge of running activities are imperative.

Responsibilities will include:

- safeguarding and promoting the welfare of students in the boarding house and around the school
- supporting the international ethos of the school and giving help and support where needed
- ensuring that the general atmosphere of the house is conducive to study at the designated times
- organising and assisting with weekend and evening activities

It is anticipated that Graduate Assistants may have the opportunity to establish a link with a department within the school, and thus to gain further relevant experience in education. The role of the Graduate Assistant in supporting lessons will involve support for either individual pupils or teaching groups. It is possible that opportunities may arise for Graduate Assistants to plan, prepare and teach lessons under the supervision of colleagues.

Responsibilities include:

- preparation for assisting the teacher and supporting pupils during lessons
- helping pupils access the curriculum, consolidate understanding and express thoughts and questions
- helping pupils develop the skills needed for effective and happy interaction with others

A Driving Licence and a Criminal Records Bureau check will be required.

Some proficiency in French - will be preferred.

Please apply, sending a copy of your CV and letter of application to office@stgeorges.ch .

Start date: August 2017

Please note that only candidates who are shortlisted will be notified.