

Job Description

Position	Teacher Coverage (Substitution) Deputy (50%)/ Student Supervisor (50%)		
Department	Administration	Division	Administration
Reports to	Teacher Coverage Officer, Exam Coordinator, and Student Management Coordinator	Position(s) Supervised	-

Job Scope	This dual position is responsible for (1) contributing to the organization and oversight of teacher coverage plans to ensure the smooth functioning of the school during teacher absences, (2) assigning proctors for internal and external exams, and (3) helping to sustain and support a well-disciplined school environment that is conducive to learning. The position starts at 06:30 and finishes at 15:00 M-F.
Main Responsibilities and Duties	<p>1. <u>Teacher Coverage (Substitution) Deputy (50%)</u></p> <p>A. <u>Teacher Coverage:</u></p> <ul style="list-style-type: none"> • Arrive at the school by 06:30 daily to assist the Teacher Coverage Officer in accessing and reviewing teacher absences • Coordinate and prepare daily coverage schedules together with the Teacher Coverage Officer, ensuring that absent teachers' responsibilities are allocated to other staff fairly and efficiently while considering individual workloads and allocations. • Communicate coverage assignments to teachers promptly. • Collect weekly teaching points and distribute the relevant lesson points along with coverage assignments. • Keep records of coverage assignments to maintain fairness and transparency. • Answer teachers' questions regarding coverage assignments. <p>B. <u>Exam Proctor Assignment:</u></p> <ul style="list-style-type: none"> • Prepare proctoring schedules for internal and external exams, ensuring an accurate number of proctors as determined by the ISF Examination Coordinator. • Assign proctors in a fair and systematic manner while considering individual teaching assignments by subject and allocations. • Communicate proctoring assignments to teachers well in advance and address any queries, last minute absences, or conflicts that may arise. <p>C. <u>Communication and Coordination:</u></p> <ul style="list-style-type: none"> • Assist the Teacher Coverage Officer in collaborating with Academic Coordinators to manage coverage. • Coordinate with Academic Coordinators and the ISF Examination Coordinator to manage proctoring schedules effectively. • Coordinate with the Teacher Coverage Officer to provide school management with regular updates about coverage.

	<ul style="list-style-type: none"> • Provide regular updates to school management about proctoring schedules and address any challenges promptly. <p>D. Documentation and Reporting:</p> <ul style="list-style-type: none"> • Maintain account coverage@isf.sabis.net and accurate records of teacher absences, coverage assignments, and proctoring schedules. • Provide reports to school management as needed, including coverage totals and feedback on challenges and proposed solutions. <p>E. Support for Contingencies:</p> <ul style="list-style-type: none"> • Be available on coverage@isf.sabis.net during the school day to assist the Teacher Coverage Officer in arranging coverage for leaving teachers. • Be prepared to adjust coverage or proctoring plans on short notice in case of unexpected absences or changes in requirements. • Work proactively to mitigate disruptions caused by teacher absences or scheduling conflicts. • Be ready to proctor during internal and external exams. • Substitute and cover for teachers when needed. • Implement the full teacher coverage process in the absence of the Teacher Coverage Officer. <p>2. Student Supervisor (50%)</p> <ul style="list-style-type: none"> • Promote the consistent adherence to the Student Code of Conduct and behavior expectations as set out in the ISF Student-Parent Handbook • Encourage all students to make choices aligned with behavior expectations and rules • Intervene when students are breaking the rules, especially, but not limited to, circumstances in which they could injure themselves or others • Accept sole responsibility for supervising children during assigned periods (lunch, breaks, before or after school, playground) and remain with them at all times • Model exemplary behavior and conduct for all students • Know, follow, and promote school procedures to safeguard the health and safety of the children with playground rules and rules regarding the use of equipment • Know and follow emergency procedures • Monitor student behavior in hallways and direct students to their assigned areas • Input student behavior data including attendance into the school management system • Attend staff and Student Management Department meetings • Perform other Student Management-related duties as assigned by the Management Coordinator or the School Director/Deputy Director
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Position Requirements	
Education	Bachelor's degree
Language(s)	Native speaker or native speaker fluency in English; knowledge of German a plus
Required Certificates	N/A
Experience	3-5 years of work experience; experience working in a school setting a plus

<p>Competencies</p>	<p>Core Competencies:</p> <ul style="list-style-type: none"> • Possesses the ability to plan, prioritize, and execute daily tasks efficiently, ensuring coverage and proctoring schedules are prepared and communicated on time. • Demonstrates fairness and transparency in assigning responsibilities, fostering trust among staff members. • Ensures accuracy in schedules, records, and communications to prevent errors or misunderstandings. • Works effectively with AQC's, department heads, and other staff to coordinate schedules and resolve conflicts. • Skilled in using SSMS and other school management software to generate reports, monitor absences, and assign tasks seamlessly. <p>Functional Competencies:</p> <ul style="list-style-type: none"> • Expertise in creating effective coverage and proctoring schedules that meet the school's operational needs and maintain fairness. • Ability to address and resolve concerns from teachers regarding their assignments in a professional manner. • Maintains detailed and organized records of teacher absences, coverage assignments, and proctoring schedules to provide data-driven insights. • Quickly adjusts plans in response to last-minute absences or changes, ensuring minimal disruption to the school's functioning. • Proficient in both written and verbal communication to convey plans clearly and professionally to teachers and staff. • Familiarity with school policies on teacher absences, coverage, and proctoring to ensure compliance. <p>Behavioral Competencies:</p> <ul style="list-style-type: none"> • Agility: Ability to think, analyze, and act quickly in alignment with the school's mission and the SABIS® Educational System™ • Empathy • Stress management • Anticipates challenges and takes initiative to resolve them before they escalate. • Consistently fulfills responsibilities on time and to a high standard, earning trust from colleagues. • Thinks critically and creatively to develop practical solutions for coverage and scheduling challenges. • Respects sensitive information about staff absences and schedules, ensuring discretion and professionalism.

This job description reflects the present job requirements. As duties and responsibilities change the job description will be reviewed and subject to amendments by HR.