



Le Régent International School is seeking to recruit a Post Graduate in Computer Science / Information Technology on a temporary basis as a Graduate Assistant/Trainee (or *stagiaire*).

### **General details**

The IT and Computing Post Graduate will assist and learn across the Computing Department and the IT Services for Le Régent. The post would suit a person considering a career in teaching but also someone keen to develop an understanding of the core IT Systems used in a forward thinking school. A passion for working with children, supporting the development of others and an excellent understanding of Computer Science and IT Systems would be essential.

### **Overview of duties**

A typical working week will be 40 hours and the details of the timetable will be established between the *stagiaire* and the management. Every effort will be made to make the timetable regular although a degree of flexibility should be envisaged and the *stagiaire* may be called on to work during the day, evening and at weekends as part of the life of a busy boarding and day school.

### **The Stagiaire's role**

This may include any of the following (although this is not a definitive list) and much will depend on the person's skills, abilities and interests as well as developing school needs:

- To support the administration and development of the school's MIS system (ISAMS)
- To support IT Services with day-to-day IT Support for staff and students
- To provide digital coaching and skills development for staff
- To support the teaching and extra-curricular opportunities for students in Computer Science and IT

The person appointed may also be asked or invited on an occasional basis to:

- assist and support the supervision of the students during the school day and/or evening
- undertake library cover
- act as an assistant in the classroom
- help with outdoor and indoor weekend activities
- participate in short and long expeditions sometimes at the weekend

### **Le Régent will provide:**

1. A monthly allowance of CHF 1,200
2. Air travel to and from Le Régent from the airport at the *stagiaire*'s place of origin at the beginning and end of the contract
3. Board (three meals a day), lodging (in a Régent boarding house), use of Le Régent's sports facilities
4. Health and accident assurance
5. Right to school holidays as defined by the school calendar

### **Le Régent will also offer the Stagiaire:**

1. Mentoring and guidance by a senior teacher
2. The right to refer to a director for help and guidance as required
3. The right to the time necessary for study as part of his or her educational programme if this is still ongoing



4. An appraisal of his or her work by the appropriate academic heads both in the course of and at the end of the internship
5. An end of internship report signed by the Headmaster

### **Length of contract and relevant conditions**

This contract begins in January 2021 at the beginning of the Régent term and finishes on 30th June 2021. There will be a one-week trial period; thereafter, It can be terminated by either party with four weeks' notice. (This contract depends on obtaining a Swiss work permit, the administrative procedure for which will be supported by Le Régent.)

### **Application procedures**

Applications can be via the TES following the site's instructions.

### **Closing date**

The closing date for applications is 16th October but interviews of suitable applicants will begin immediately and an appointment made as soon as possible.

Le Régent International School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff to share this commitment. All new employees are required to undertake a security clearance, which includes providing criminal records reports as well as a special excerpt from the Swiss criminal records for people working with children.