



The Institut International de Lancy is a private international school offering high-quality teaching in English and French, geared to 21st Century skills. Over 1500 students attend the school in its French, English and Bilingual sections, from Early Years through to the French and International Baccalaureate.

We are recruiting a:

Classroom Assistant (English-speaking)

Bilingual Primary Section

Main duties

- Supervise the activities planned by the different teachers;
- Prepare and put away the equipment used for the activities;
- Supervise students moving around the campus, during breaks and mealtimes;
- Accompany classes on school outings;
- Occasionally replace the teacher at the request of the line manager.

Required Qualifications and Skills

- English speaker;
- Good command of French;
- Basic skills in the use of IT tools (iPads and interactive screens);
- Knowledge of child development;
- Ability to identify the needs of children aged 3 and above;
- Basic skills in French and mathematics in order to provide support to students;
- Ability to work as part of a team and understand roles and responsibilities in class.

The following will be considered as assets:

- Previous work experience with children under 12;
- Postgraduate diploma in Early Childhood Education;
- Specific skills in literature, science, crafts or the arts.

Type of contract

Fixed-term contract from 19 August 2025 to 31 August 2026.

Rate of employment

95% - 38.25 hours per week during school terms: on Monday, Tuesday, Thursday and Friday from 7:45 to 16:30; on Wednesday from 7:45 to 13:00.

Start Date

20 August 2025 (Induction day for new staff on 19 August 2025)



Institut
International
Lancy

Documents required to apply

Curriculum Vitae

Letter of motivation

Copies of diplomas and work certificates

Documents to be provided at the time of employment

Swiss or European passport or valid work permit

Extracts of criminal records (classical and special)

Please note that only shortlisted candidates will be contacted. Should you not receive a reply from us within thirty days, please consider that your application has not been selected.

14 April 2025