

*Munich International School (MIS), based in Starnberg, South of Munich, is an outstanding and innovative international school for students aged 4-18 from more than 65 countries. Since over 50 years inspirational faculty and staff create an exceptional learning environment that motivates our students to be globally-minded, academically successful, well balanced and prepared for future challenges and responsibilities. MIS is home and offers a lively community for international mobile families.*

We are looking for an

## **Continuing Classroom Supervisor (m/ f/ d)**

full-time, as of August 1, 2024.

### **YOUR ROLE**

The Continuing Classroom Supervisor (Substitute) works under the direction of a qualified and approved teacher. Lesson plans or intended activities are provided to the Continuing Classroom Supervisor by the school section office. The Continuing Classroom Supervisor welcomes students, takes attendance, provides instructions and guidance to students, supports them during lessons, and ensures that a safe, learning-conducive environment is maintained for all students at all times. The Continuing Classroom Supervisor must be familiar with MIS protocols and rules, including with relevant student and teacher handbooks, the MIS emergency procedures manual, and MIS Community Commitments to Principled and Ethical Conduct. The Continuing Classroom Supervisor is an important member of the school's educational team for ensuring that student learning can continue even when students' regular teacher is away from school.

### **YOUR KEY RESPONSIBILITIES**

The Continuing Classroom Supervisor . . .

- comes to school each day prepared to supervise students in lessons in which the regular classroom teacher is absent,
- supervises students both in classroom settings and in other typical situations around campus and ensures that students are safe, that they behave in ways consistent with the school's values and rules, and that any dangerous or concerning situations are reported quickly and thoroughly,
- follows the lesson plans or instructions of the regular teacher carefully and ensures that student learning can continue in the teacher's absence,
- maintains an orderly, safe, and focused environment for learning and alerts the school section office to any unusual, unsafe, or disruptive behaviour,
- is prepared to contribute to any day trips, planned activities, and other situations that may arise as part of the schedule for the class they are supervising,
- provides a short written summary for the regular teacher regarding students' progress, and any challenges or unusual occurrences.

## YOUR PROFILE

- Availability and flexibility to deal with the dynamic nature of teacher and staff absences.
- Desire to work with children and adolescents and to embody the school's values of care, respect, integrity, and trust.
- Education, training, or experience in the fields of education, childcare, or social work (ideal candidates have a full qualification as a teacher).
- Ability to build positive rapport and mutual trust with students, teachers, school personnel, and families.
- Willingness to be trained in first aid and child safeguarding as well as to respond proactively to any health emergencies that may arise at school.
- Proficiency in English required; proficiency in German desirable; proficiency in additional languages also valued.
- Positive, energetic, reliable person who enjoys working in a school environment.

## WE OFFER AT MIS ...

- A challenging and exciting position in a unique, international school environment
- Effective cooperation in a professional and caring team with positive team spirit
- Learning and development opportunities for personal and professional growth
- Initially a 2 year contract, with possibility to extend it time-unlimited
- Excellent benefits package: Monthly salary (based on an in-house collective agreement, 13th month salary, holiday bonus and meal allowance)
- Modern and comfortable working environment

## YOUR APPLICATION

If this position description fits well with your experience, qualifications, and aspirations, we would be thrilled to hear from you.

Candidates should send their application (in a single PDF document) to [employment@mis-munich.de](mailto:employment@mis-munich.de). Please check the details on our home page (<https://www.mis-munich.de/careers/vacancies>).

**Munich International School e.V.**

Schloss Buchhof • 82319 Starnberg • Germany  
Human Resources • [employment@mis-munich.de](mailto:employment@mis-munich.de)