École Française Internationale de Djeddah (EFID)
Prince Khalid Ibn Abdullah Ibn Abdulaziz Street
Alearous District, Jeddah 23735 – Saudi Arabia
P.O. Box 9982 – Tel : (+966) 12 511 2200
Email : secretariat@lyceefrancaisdjeddah.com

JOB OPENING

Education Assistant - AED (M/F)

EMPLOYER	POSITION START	CONTRACT
EFID School Board	As soon as possible	Full-time or part-time — Local-law contract

MESSAGE FROM THE PRESIDENT OF THE EFID SCHOOL BOARD

Dear Madam, Dear Sir,

As President of the EFID School Board (École Française Internationale de Djeddah), it is my pleasure to present an employment opportunity within our school. Accredited by the French Ministry of National Education, in partnership with the Mission laïque française (Mlfmonde) and accredited by the Saudi Ministry of Education, EFID welcomes nearly 1,000 students, from Pre-Kindergarten (Petite Section) to Grade 12 (Terminale), in a stimulating, multilingual and internationally oriented educational environment.

We are looking for candidates who share our values of excellence, kindness, openness to the world and close human relationships, and who wish to join an inspiring and committed educational team. If this opportunity interests you, we would be delighted to meet you to discuss how you could contribute to our educational project.

Emile Nahat
President of the EFID School Board

THE SCHOOL

The École Française Internationale de Djeddah (EFID) offers a complete curriculum from Pre-Kindergarten (Petite Section) to Grade 12 (Terminale). Accredited by the French Ministry of National Education, in partnership with the Mission laïque française (Mlfmonde) and accredited by the Saudi Ministry of Education, it welcomes nearly 1,000 students in a multilingual, multicultural and internationally oriented setting.

POSITION OVERVIEW

Under the responsibility of the Senior Education Advisor (CPE — Conseiller Principal d'Éducation) and of the Education Advisor (Conseiller d'Education – CE), within the Student Life Office (Service de la Vie Scolaire), the Education Assistant (AED — Assistant d'Éducation) helps create an environment conducive to each student's academic success and personal flourishing. He/she is a

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daily adult reference, present across all student-life periods, and plays a key role in the quality of the school's climate.

MAIN MISSIONS

Supervision, oversight and safety

- Ensure students' safety through active, firm and supportive supervision across all common areas: school gate, entrance hall, corridors, staircases, playground, school restaurant, study halls, areas surrounding the school.
- Ensure the smooth and safe flow of students (arrivals, lesson transitions, departures, internal movement).
- Supervise the school restaurant in order to make mealtimes a friendly moment, in accordance with the rules of discipline, hygiene and balanced eating.
- Supervise study halls for middle- and high-school students: oversee the study room and foster a working environment conducive to concentration and peer support.
- Take part, in liaison with the school leadership, in the invigilation and setup of examinations, competitions, entrance tests and common assessments.
- Anticipate and manage high-risk situations: immediate reporting of incidents, initial safety actions, alerting the CPE/CE and the relevant services.

Attendance monitoring and liaison with families

- Carry out daily attendance checks (presence, lateness, absence) via the school-management tools (Pronote or equivalent).
- Verify justifications for absences and lateness, and contact families where required, in liaison with the CPE/CE.
- Keep follow-up records up to date and participate in absenteeism follow-up procedures.
- Communicate with teachers to share useful information about students (attendance, behaviour, particular circumstances).

Kindness, attentive listening and prevention

- Listen to students, spot weak signals of distress, bullying, family or academic difficulties, and alert the CPE/CE and the relevant services.
- Act as a mediator between students: prevent and manage conflicts, guide them towards a peaceful resolution.
- Take an active part in the bullying and cyber-bullying prevention initiatives (sentinel students, awareness-raising, support).
- Refer the student to the appropriate person or service depending on their request (CPE/CE, school nurse, psychologist, teachers, guidance counsellor).
- Assess the severity of a situation, intervene where it falls within his/her remit, and hand over without delay to the appropriate staff.

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Firm application of the internal regulations and educational stance

- Enforce the rules of community life with all students, based on the EFID internal regulations.
- Exercise constructive authority while commanding respect, including in front of a group.
- Write precise and factual accounts of observed situations (incident reports, follow-up sheets) for the CPE/CE and the school leadership.
- Be exemplary in dress, language and attitude; be fully aware of one's role as an adult reference within the school.

Participation in school life

- Contribute actively to the various events in which students take part during the school year: Open Days, celebrations, ceremonies, outings, school trips, educational projects.
- Occasionally accompany educational outings and school trips (subject to prior approval by the school leadership).
- Take part in the highlights of student life and the cross-cutting projects led by the Student Life Office.

Confidentiality clause

- All information of any kind that the AED is informed of or has been able to gather about students or parents, in any form whatsoever, and in particular during meetings and interviews, is confidential.
- The AED undertakes, firstly, not to disclose or communicate to anyone any or all of this confidential information and, secondly, to take all measures to ensure that this confidentiality is preserved.

CANDIDATE PROFILE

We are looking for a dynamic, committed and caring Education Assistant, ready to take on the challenges of modern education and invested in the success and flourishing of students, with a strong commitment to the values of the French education network abroad.

PREREQUISITES AND COMPETENCIES

Education and experience

- Minimum qualification of Baccalauréat to two years post-Baccalauréat, ideally a qualification in education, youth work, humanities or equivalent.
- Experience supervising students in a school (middle or high school), in an after-school setting or in an educational structure is desirable.
- Experience in a French school abroad (Mlfmonde, AEFE) is an asset.

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Language skills

- Native or near-native command of French (main working language with teaching teams and the majority of students).
- Command of one or more foreign languages (English, Arabic) is considered a significant asset for communication with students and families.

Technical skills

- Excellent oral and written communication skills with all members of the school community: students, parents, teachers, leadership.
- Good command of office software (Microsoft Office, Outlook, Teams, collaborative tools).
- Proficiency in Pronote software is an appreciated asset.
- Basics in child and adolescent psychology.
- Basics of first aid and emergency response are appreciated.

Personal qualities

- Strong listening, observation and empathy skills.
- Ability to manage conflicts: taking the initiative, analysing a situation, mediating between students.
- Constructive authority and ability to command respect, including in front of a group of adolescents.
- Exemplary conduct and awareness of the role of adult reference within the school.
- Strong sense of organisation, rigour and reliability.
- Discretion, confidentiality and neutrality in the exercise of duties.
- Enjoyment of teamwork and networked working, and the ability to adapt to a multicultural environment.
- Punctuality, regular attendance and long-term commitment.

POSITION CONDITIONS

- **Type of contract:** Saudi local-law contract (PDL — Personnel de Droit Local) — prior possession of a valid IQAMA (or one obtainable in the very short term) is required.
- **Working time:** full-time or part-time
- **Place of work:** EFID, Jeddah — Obhur, Saudi Arabia.
- **Compensation:** based on profile and the school's salary scale.
- **Environment: multicultural, stimulating, innovative and forward-looking.**

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REQUIRED DOCUMENTS

- Up-to-date Curriculum Vitae (CV)
- Cover letter
- Completed and signed application form
- Copy of IQAMA (Saudi residency permit) and passport

APPLICATION

Please send your complete application to the following address:

recrutement@lyceefrancaisdjeddah.com

Please state the title of the position you are applying for in the subject line.

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