



Section Supervisor and Bilingual Section Collège and Lycée Teacher

MISSION

In view of the expansion of our bilingual programme, we are seeking a Bilingual Section Supervisor for our prestigious private school, Sainte-Marie de Neuilly, based in Neuilly-sur-Seine (92).

As the Bilingual Section Supervisor, you will be required to contribute to parent and teacher meetings and general communication on the subject.

As a Cambridge International School, you will be required to interact with Cambridge as Head of Centre and in matters related to Cambridge exams including the Cambridge IPQ.

You will take steps to get to know the other members of the bilingual section teaching team and to become familiar with their programmes, their teaching and support them in the challenges they face. Although they will not, at this stage, be reporting directly to you as the supervisor, they may come to rely on your support if needed.

The successful candidate will join our pioneering teaching team in our new international section from September 2025 and will play a key role in developing the Bilingual Programme as well as delivering high-quality programmes to our students.

RESPONSABILITIES

- Teach classes in English to students in the international section, ensuring that all lessons are engaging and delivered to a high standard.
- Develop lesson plans and assessments based on course materials provided in alignment with the BFI curriculum and Cambridge IGCSE syllabi.
- Maintain accurate records of student progress and performance and provide timely feedback.
- Collaborate with other teachers and staff members to ensure that the international section curriculum is cohesive and effective.
- Actively participate in professional development opportunities to stay up to date on best practices and teaching methodologies.
- Attend and contribute to staff meetings, parent-teacher conferences, and other school events as needed.
- Ensure the safety and well-being of all students and maintain a positive and respectful classroom environment.

REQUIREMENTS

- A native level of mastery of the English language and a conversational level in French, ideally equivalent to a B2 level minimum.
- A Bachelor's degree in a related field.
- Experience teaching high school classes is ideal.
- Strong organizational skills and the ability to work independently.
- A proactive and motivated attitude, with a commitment to excellence in teaching.
- Excellent communication and interpersonal skills

This is a full-time position with competitive compensation. If you meet the above requirements and are passionate about teaching in an international setting, we encourage you to apply.

Please submit your resume and cover letter to:
bilingualprogramme@saintemarieneuilly.fr