



SURVAL MONTREUX
GIRLS' SCHOOL IN SWITZERLAND

Resident Boarding Graduate Gap Assistant

Full-Time/One Year

Start Date: August 2023

Surval Montreux is a unique international girls' boarding school in Switzerland which provides an exceptional all-round education for girls aged 12-19. The school offers a High School programme for Grades 8-12, alongside a unique Swiss Gap programme for 17-19 year-olds, Winter Camp experiences and a Summer Camp June to August.

All aspects of a Surval education focus on empowering girls to challenge themselves, own their voice and lead their journey, across the academic, enrichment and pastoral life of the school.

Surval belongs to the international education group Bellevue Education consisting of 21 schools, with headquarters in London, UK. The Head of Admissions will benefit from networking and support within the Bellevue international recruitment team.

The Role

This is an exciting role which will appeal to an energetic and committed individual looking to make an active contribution to our busy, international boarding community of girls whilst enjoying life in this beautiful part of French-speaking Switzerland. This will suit a recent graduate with an interest in supporting young people and looking to broaden their experience in an international environment.

Surval Montreux is an international boarding school for girls aged 12-19 in a stunning location overlooking Lac Léman and the Swiss Alps. We provide a highly personalised, exceptional experience for up to 65 girls at a time, ensuring excellence in the academic, pastoral and wider educational experience of the students. A Surval education is built on the premise that each girl is supported to challenge herself, own her voice and lead her journey. All staff members play a key role in promoting these values.

Surval is a small school whose success and ethos depends upon our family atmosphere, the combination of safety and independence, and a warm yet professional relationship between girls and staff at all levels. The Resident Boarding Gap Assistant will play a vital part in this and will be a strong ambassador for Surval at all times.

With a restructuring in the boarding team, we are looking to have a team of two resident Graduate Gap Assistants in the boarding team, working closely alongside the Head of Boarding and the Boarding Housemother. The Resident Boarding Gap Assistant will report to the Head of Pastoral Care and Wellbeing, responsible for the welfare and pastoral care of all girls and the day-to-day running of boarding.



Job Specification

The Resident Boarding Graduate Gap Assistant will:

- Be wholly committed to the values and culture of Surval, centred on our international family and boarding ethos with a commitment to the all-round development of girls and full involvement in the life of this busy boarding community;
- Maintain professionalism at all times and act as a role model to the students in conduct, communication, dress and punctuality;
- Be comfortable, confident, and effective when liaising with girls and staff.

Key Tasks and Responsibilities

- Support the school's boarding ethos and pastoral objectives to ensure that each girl is supported, cared for and nurtured and given an exceptional boarding and pastoral experience;
- Know and treat each girl as an individual and encourage a sense of responsibility;
- Follow the school's Safeguarding Policy;
- Follow the school's procedures to support the well-being, safety, discipline and pastoral care of the girls and ensure consistency and fairness in approach;
- Communicate clearly and openly with the boarding team in support of the care of the girls;
- Support and supervise the day-to-day routines of boarding school life when on duty, including wake-ups, meals, preps, and bedtimes;
- Be proactive in organising in-house activities for the girls;
- Participate actively in the school's Sports, Activities and Trips programme, as directed by the Head of Enrichment;
- Support the sports and/or arts programme;
- Encourage each girl to develop self-discipline and a sense of responsibility;
- Support a kind, respectful and positive living and working environment;
- Promote and maintain standards regarding behaviour, manners and dress of the girls; using encouragement and reward and following the agreed system of appropriate consequences as necessary;
- Support administrative tasks as directed;
- Support airport transfers at the start and end of terms;
- Maintain records and inform the Head of Boarding of any pastoral concerns or disciplinary matters immediately;
- Maintain confidentiality as appropriate and confide such matters only to the Head of Boarding or Principal;
- Attend staff meetings and briefings, and official School functions;
- Help to prepare and close the Boarding areas at the beginning and end of term;
- Perform any other key tasks that the Head of Boarding and Principal may reasonably assign.

Person Specification

- Degree level education
- Previous experience working with young people an advantage
- Advanced level of English
- Team player with strong communication skills
- Ability to work under pressure and remain calm
- Flexibility to adapt to changing circumstances and openness to take on multiple tasks
- Open and fair-minded
- Initiative, resilience and integrity
- Enjoyment of sports and outdoor activities an advantage
- A clean driving licence and willingness to drive school vehicles an advantage

As this is an all-girls boarding school and this is a residential role, the position is only open to female applicants.



Conditions of employment

A bedroom with bathroom facilities on a private staff corridor and shared staff kitchen are available for a single person during term-time. Views from the bedroom and balcony across Lac Léman and mountains are spectacular.

Details of the Resident Boarding Gap Assistant's working pattern will be discussed at the interview. This will include boarding duties during the day and evening both during the week and at weekends, with one full day off in the week and two weekends off a month. Due to the nature of the job, it is a requirement to live on-site during term time. The monthly salary is 2500 CHF. Accommodation in the school is provided and meals are available during term-time.

How to Apply

To apply for this role, please submit the following documentation to the Principal's PA, Ms Pernille Mogensen pernille.mogensen@surval.ch :

1. **Letter of Motivation addressed to the Principal, Ms Nicola Dudley**
2. **CV**
3. **[Online application form](#)**

Applicants must give the names and contact details of three referees. Applicants should be aware that Surval reserves the right to contact previous employers, but will only do so after discussion with the applicant.

Pre-employment Checks

Employment with the School will be subject to the School being satisfied with the following:

- Criminal Records Disclosure or other relevant certificate from the relevant police authority;
- Verification of qualifications and identity;
- Three satisfactory references received;
- Such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations and in the limits of the Swiss Federal Act on Data Protection (FADP) 19 June 1992).

Surval Montreux is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening, including checks with past employers and appropriate police check.