



SURVAL MONTREUX
GIRLS' SCHOOL IN SWITZERLAND



Teacher of English

Surval Montreux is a unique international girls' boarding school in Switzerland that provides an exceptional all-round education for girls aged 12-19. The school offers the American High School Program[1] for grades 8-12, including Advanced Placement courses.

Surval belongs to the Bellevue Education Group consisting of 19 schools, with headquarters in London, UK.

This is an exciting time in the School's history having recently celebrated our 60th anniversary, connecting with the school's traditions and heritage while seeking to continue to provide a forward-thinking and creative education in order to prepare young women for tomorrow's world.

Classes are small at Surval, typically around 10 students or smaller. As a small school, subject practitioners must be self-sufficient in their subject specialism, able to build their resources, and to deliver the curriculum and assessments efficiently. Flexibility is valued and expected.



The Role

This is a non-exhaustive list of professional duties which should be read in conjunction with any additional job description or code of conduct provided by the Principal, and with the letter of appointment.

Teaching, Learning and Assessment

- Planning and preparing courses and lessons ensuring teaching is differentiated to meet the individual needs and levels of students;
- Marking work promptly and giving effective feedback to individual students, setting individual targets as appropriate;
- Working individually or with colleagues to develop inspirational and stimulating lessons, and cross-curricular opportunities for students;
- Teaching, according to their educational need, the students assigned; setting and marking work (including examinations) to be carried out by the students in school or elsewhere;
- Advising the Principal of any issues of which s/he should be aware regarding students;
- Assessing, recording and reporting on the development, progress and attainment of students. This will include entering data onto the school system and reporting to parents;
- Delivering creative lessons tailored to the needs of the students;
- Integrating technology in the classroom effectively and creatively to support engagement in learning and strong student outcomes;
- Covering for absent colleagues when required.

Other activities

- Promoting the general progress and well being of individual students and of any class or group of students assigned;
- Acting in accordance with school policies and guidance on all matters;
- Providing guidance and advice to students on educational and social matters. Making records and reports on the personal and social needs of the students;
- Participating in professional development meetings as required;
- Contributing to the planning of the educational and cultural trips and accompanying students on such trips away from the School.

Assessment and reports

- Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students;
- Using the best professional judgement in making comments that are fair and objective.

Appraisal

- Participating in any arrangements that may be made for teacher appraisal and performance management.

Further training and development

- Reviewing regularly methods of teaching and programmes of work;
- Keeping up to date with developments in specifications at all levels, using on-line resources through professional associations etc;
- Participating in arrangements for continuing professional development;
- Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role or as may be necessary to fulfil the School's statutory or regulatory obligations.
- Educational methods
- Advising and co-operating with the Principal, and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements;
- Taking part in weekly training sessions and working groups to provide the best possible education provision for students.

Child protection, behavior management, health and safety

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Ensuring high standards of behaviour among the students and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere;
- Acting reasonably as a parent would in an emergency medical situation.

Staff meetings

- Participating in staff briefings and other meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

Public examinations

- Participating in arrangements for preparing students for and supervising them during public examinations, as required, and providing assessments.

Administration

- Participating in administrative and organizational tasks related to such duties as are described above, and the ordering and allocation of equipment and materials;
- Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after timetabled lessons.

Commitment to extra-curricular activities and boarding

- Playing a full part in the extra-curricular life of the school, providing interesting, challenging and varied enrichment activities for girls in the evenings and at weekends. All teachers are expected to take a share in the running of weekend activities and residential trips;
- Undertaking supervisory duties as outlined in the contract.

Flexibility

- A teacher may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

Survival Offers

- A unique and enriching experience in exceptional surroundings whilst being part of an international community;
- A competitive salary based on post and responsibilities;
- Accident insurance;
- Small classes where staff have time to focus on the individual student;
- Professional development opportunities;
- Varying activities and trips on offer;
- 15 weeks paid holiday spread throughout the year.

How to apply

Submit your application form with all relevant documents (CV, motivation letter and copy of passport)

Applicants must give the names and contact details of two referees. Applicants should be aware that Survival 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.

Survival 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.



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