



SURVAL MONTREUX

GIRLS' SCHOOL IN SWITZERLAND



THE ROLE

Head of Enrichment and Leadership

This new position will be part of the school's Learning Leadership Team comprised of the Principal, Head of Teaching, Learning and Assessment, Head of Wellbeing and Boarding, and Head of Enrichment and Leadership. This is an exciting opportunity that will appeal to an ambitious and creative educational professional who is passionate about the power of enrichment activities to support the personal growth and development of students. The role will suit someone who has prior middle leadership experience as a Head of Department or other position where they have experience of leading and managing change and driving high standards.

At Surval students are encouraged to be open to adventure, challenge and exploration, as we seek to make the most of the school's beautiful setting in French-speaking Switzerland. We are looking to continue to build our commitment to enrichment to ensure that all students are enthused and fully engaged in the breadth of exciting opportunities open to them through a Surval education. The successful candidate will be able to shape and drive The Surval Award, an exciting initiative designed to capture the impact of enrichment opportunities on the development of students and help set them up for future success, confident in the strengths and skills they have developed through their school experiences.

The successful candidate will be expected to teach up to 50% of the timetable. Candidates from all subject areas are welcome to apply. The Head of Enrichment and Leadership will report to the Principal and will be expected to work closely with the other members of the Learning Leadership Team.

RESPONSIBILITIES

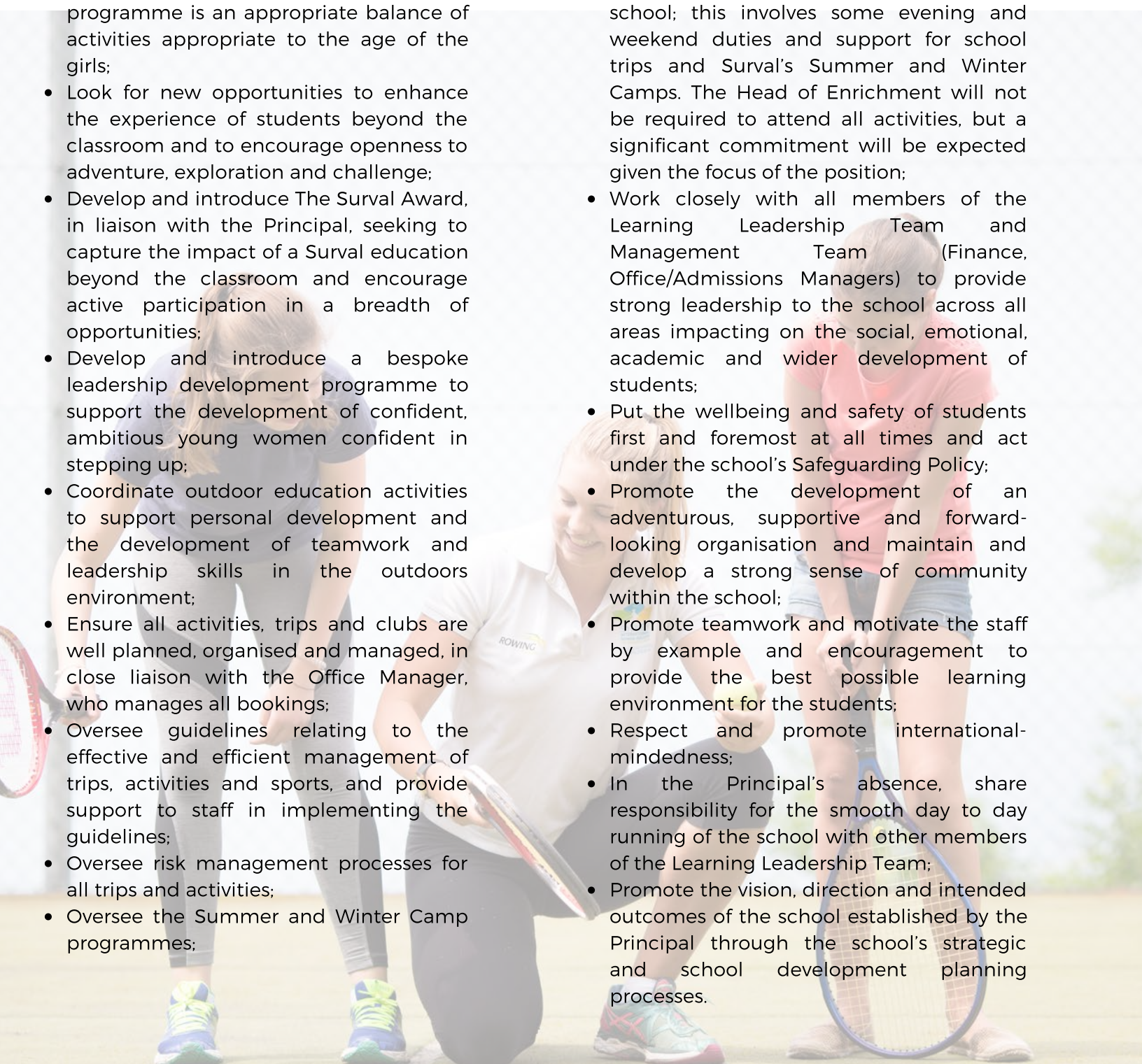
This job description gives an overview of the key areas of the position. The list is not exhaustive and the strengths and experience of the successful candidate will be taken into account in finalising the list of responsibilities.

ENRICHMENT AND LEADERSHIP

- Co-ordinate the sports, clubs, trips and activities programmes to ensure the programme is an appropriate balance of activities appropriate to the age of the girls;
- Look for new opportunities to enhance the experience of students beyond the classroom and to encourage openness to adventure, exploration and challenge;
- Develop and introduce The Surval Award, in liaison with the Principal, seeking to capture the impact of a Surval education beyond the classroom and encourage active participation in a breadth of opportunities;
- Develop and introduce a bespoke leadership development programme to support the development of confident, ambitious young women confident in stepping up;
- Coordinate outdoor education activities to support personal development and the development of teamwork and leadership skills in the outdoors environment;
- Ensure all activities, trips and clubs are well planned, organised and managed, in close liaison with the Office Manager, who manages all bookings;
- Oversee guidelines relating to the effective and efficient management of trips, activities and sports, and provide support to staff in implementing the guidelines;
- Oversee risk management processes for all trips and activities;
- Oversee the Summer and Winter Camp programmes;

LEADERSHIP

- Lead by example, playing a full and active role in the daily life of this busy boarding school; this involves some evening and weekend duties and support for school trips and Surval's Summer and Winter Camps. The Head of Enrichment will not be required to attend all activities, but a significant commitment will be expected given the focus of the position;
- Work closely with all members of the Learning Leadership Team and Management Team (Finance, Office/Admissions Managers) to provide strong leadership to the school across all areas impacting on the social, emotional, academic and wider development of students;
- Put the wellbeing and safety of students first and foremost at all times and act under the school's Safeguarding Policy;
- Promote the development of an adventurous, supportive and forward-looking organisation and maintain and develop a strong sense of community within the school;
- Promote teamwork and motivate the staff by example and encouragement to provide the best possible learning environment for the students;
- Respect and promote international-mindedness;
- In the Principal's absence, share responsibility for the smooth day to day running of the school with other members of the Learning Leadership Team;
- Promote the vision, direction and intended outcomes of the school established by the Principal through the school's strategic and school development planning processes.





COMMUNICATION

- Establish and maintain excellent relationships and professional communication throughout the school community, internally and externally;
- Ensure regular, timely and professional communication with parents to support their daughters' engagement in the wider life of the school;
- Develop appropriate links with relevant networks and associations to enhance the reputation of the school and grow opportunities for the students.

PERSON SPECIFICATION

The Head of Enrichment and Leadership will demonstrate a range of qualities, skills and experience, as outlined broadly below:

- Be wholly committed to the values and culture of Surval, centred on our international family and boarding ethos;
- Have excellent and proven experience firstly as a teacher and secondly in a wider role involving the leadership of people and of change;
- Have high standards of written and oral communication;
- Be ICT literate;
- Have excellent and proven organisational skills;
- Be comfortable, confident, and effective when liaising with girls, staff and international parents;
- Hold a degree and teaching qualification.

PERSONAL CHARACTERISTICS

Candidates for Head of Enrichment and Leadership are likely to demonstrate the following qualities:

- Imaginative, open to new opportunities and ideas;
- Ambitious to strive for the highest standards;
- Organised and proactive with attention to detail;
- Forward-thinking and able to take the initiative;
- Dynamic and determined;
- Strong interpersonal skills to work within and lead a close-knit team of professionals;
- Resourceful, flexible, and resilient.



HOW TO APPLY

Applicants are requested to submit the completed application form, a copy of their CV and a letter of application outlining their reasons for applying and relevant experience, addressed to the Principal Ms Nicola Dudley by Monday 1st November at 12 noon, by email to pernille.mogensen@surval.ch. Applicants must give the names and contact details of three referees. Applicants should be aware that Surval reserves the right to contact your previous employer, but will only do so after discussion with the applicant.

Surval Montreux and Bellevue Education are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening, including checks with past employers and police checks.