



SURVAL MONTREUX
GIRLS' SCHOOL IN SWITZERLAND



THE ROLE

Head of Teaching, Learning and Assessment

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 inspiring innovation in the classroom. 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. The opportunity may appeal to someone who is looking to make a step to a senior leadership position after a few years of impact at Surval.

With recent growth in student numbers and new initiatives under the direction of the new Principal, this is an exciting time to be joining Surval Montreux.

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 Teaching and Learning 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.

TEACHING, LEARNING AND ASSESSMENT

- Drive Teaching and Learning, in collaboration with all members of the teaching team, to ensure that all students are challenged and engaged in their learning and are supported to develop as independent, inquisitive learners;
- Ensure Surval's Teaching and Learning Charter remains a forward-looking and meaningful code that visibly underpins practice and helps exemplify the impact of a Surval education;
- Ensure assessment practices and procedures are rigorous and align with relevant standards and rubrics;
- Oversee academic tracking, monitoring and reporting, building in subject assessments and standardised test data to ensure each student is supported and challenged to achieve in line with or beyond expectations;
- Monitor, evaluate and support the practice of teachers in Teaching, Learning and Assessment to ensure consistency and rigour;
- Support the annual appraisal process;
- Lead INSET sessions on Teaching, Learning and Assessment;
- Review and embed key policies and procedures relating to Teaching, Learning and Assessment;
- Oversee and drive the use of digital technology in Teaching, Learning and Assessment. Experience with Google for Education is an advantage but not essential;
- Oversee curriculum planning to ensure all courses are rigorously planned, support continuity, progression and challenge and are aligned with the relevant standards;
- Oversee curriculum mapping to ensure cohesion and progression across the curriculum;
- Oversee skills mapping across the curriculum to articulate how Surval prepares students for the future world of work;
- Support the option choices of students;
- Create the school timetable and oversee its implementation;
- Manage cover in the event of staff absence;
- Oversee the programme of curriculum trips to ensure appropriate organisation and permissions are in place and all necessary documentation and risk assessments are completed;
- Oversee the work of the AP Co-ordinator and Exams Officer to ensure the smooth administration and running of all external examinations;
- Ensure that student transcripts are kept up to date;
- Support students and staff in ensuring the Student Code of Conduct is respected.





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 Camp;
- 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 in accordance with 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;
- Sustain and develop effective structures for the smooth running of the academic life of the school, ensuring that responsibilities are clear but not exclusive;
- Sustain and develop practices to ensure the school builds academic credibility and attracts a diverse group of students looking to graduate from Surval.

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 engagement in the academic development of their daughters;
- Develop appropriate links with relevant networks and associations to enhance the academic reputation of the school and grow opportunities for the students.



PERSON SPECIFICATION

The Head of Teaching, Learning and Assessment 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 academic role involving the leadership of people and of change;
- Have high standards of written and oral communication;
- Have strong ICT skills;
- 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 Teaching, Learning and Assessment are likely to demonstrate the following qualities:

- 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;
- Open-minded, open to new opportunities and ideas;
- 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. 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.