



MALVERN

COLLEGE SWITZERLAND

Applicant Information Pack



Information for Prospective Teachers
For August 2021

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Welcome

Dear Applicant,

Thank you for your interest in a teaching position at Malvern College Switzerland (MCS).

Recently appointed as founding Headmaster, I am delighted to be involved with this exciting new project. We are working in close partnership with Malvern College UK, to build a new school that will combine the best aspects of a modern international school with the time-honoured traditions of a British boarding school. The values and ethos that underpin a Malvern education reflect this joint concern; to ensure not only that each young person's academic potential is fulfilled, but also that, through an active and wide ranging co-curricular programme, each young person will have ample opportunity to develop themselves personally.

MCS will be opening in September 2021, accepting its first pupils into Year 9, Year 10 and Year 12. There will also be an entry point for school leavers onto our one-year University Preparation course. The curriculum will be based on the British system with pupils working towards iGCSEs and A-levels. A Malvern education prepares young adults for life beyond school – so that they not only feel happy and fulfilled but are also able to cope with all the pressures and demands of living in a rapidly changing world. All of our pupils will board, so we are looking for staff who embrace the boarding school ethos with all the benefits that this can bring.

To work for us in our first few years of operation, you'll need to be flexible, resilient and willing to turn your hand to new things. Not only will you be a superb classroom practitioner, who can inspire and motivate pupils, but you will contribute enthusiastically to school life outside the classroom. In return you'll get to play your part in the birth of a new school, with all the freedom to innovate and start afresh that comes with this.

If working at MCS appeals to you, please have a read through this pack and then, if you still have questions, do get in touch with us. We very much look forward to receiving your application if you think this is the right venture for you.

Yours faithfully,



Dr Tim Jefferis
Founding Head
Malvern College Switzerland



Our location



Malvern College Switzerland is nestled in the Swiss Alps in the village of Leysin, Switzerland.

The campus is centrally positioned in the village and faces south, ensuring that there is a steady stream of sunlight throughout the day. The village of Leysin is in the administrative canton of Vaud. The village hosts a wide array of amenities that are available to residents of the village, including Malvernians. Leysin has a population of roughly 4000 with over 60% composed of foreign nationals and students. This composition fosters an international outlook and an excellent environment for academic success. There is respectful inter-college rivalry within the village, and a real sense of academic community.

MCS has developed strong relationships with the village population as well as with the governing authorities. The College leadership intends to preserve its strong relationships with the community and in so doing enhance the academic and cultural experience for MCS pupils.

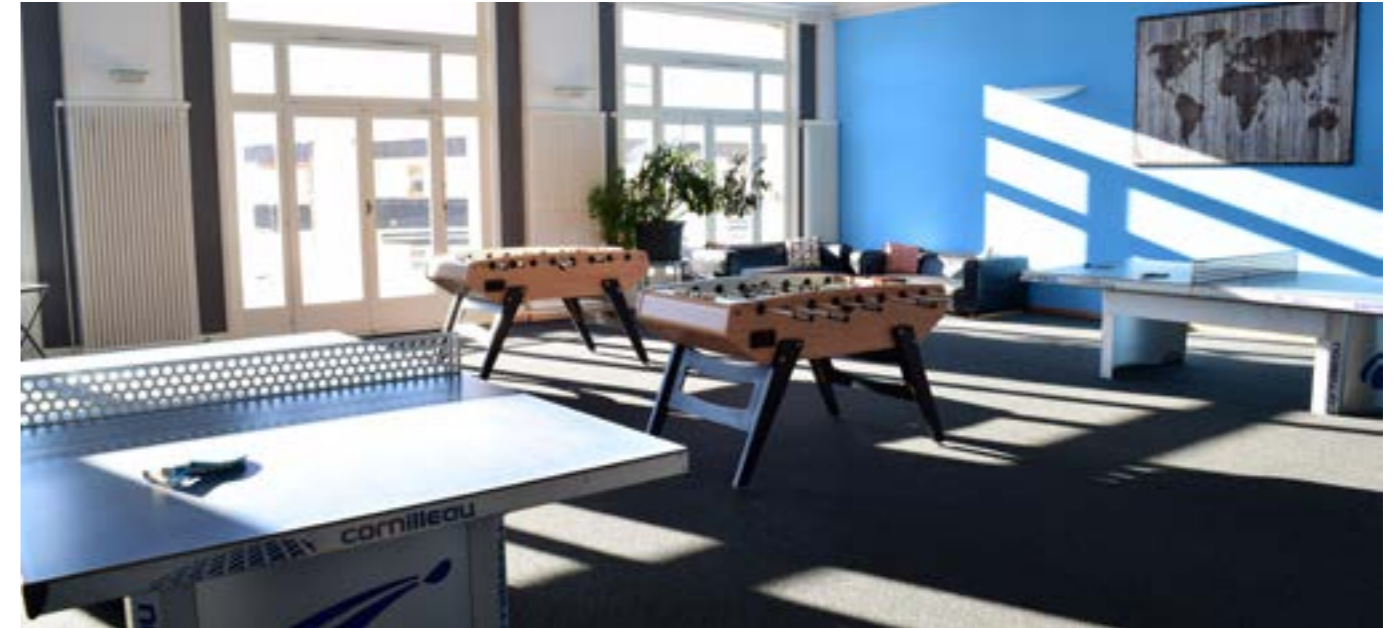
With the mountain lifts just 3 minutes' drive or 10 minutes' walk from the campus, MCS is a haven for winter and summer sports enthusiasts. There is also a lively social and cultural scene in the village – people come to feel very quickly at home.

Our campus

The MCS campus comprises three different buildings:

1. **The Swiss Alpine Centre** serves as the main base of operations for Malvern College Switzerland. This is where pupils spend the majority of their time as it includes the classrooms, common rooms, dormitories, and most other amenities.
2. **The Villa** serves as the Admissions Office and welcome centre where parents can go upon arrival at school and talk to the Admissions Head by a cozy fire before starting their campus tour.
3. **The Alpine Clubhouse** is mainly an accommodation unit for teachers and visitors to the campus.

Our facilities



The facilities at MCS are superb and both pupils and staff will be encouraged to make the most of what is on offer.

There are many different common rooms, several games rooms, a computer lab, a yoga studio, a music room, a large auditorium, a gym, an arts studio, science laboratories, classrooms and a climbing wall all on the main site.

These on-site facilities are supplemented by the facilities available in the village which include, amongst other things:

- four clay tennis courts
- four outdoor tennis courts
- four indoor tennis courts
- an artificial pitch illuminated football pitch
- a year-round ice hockey rink
- a year-round curling rink
- two indoor climbing walls
- a multi-purpose sports hall
- two outside beach volleyball courts
- the largest snow tubing park in Europe
- two squash courts
- an Olympic size swimming pool
- a fitness centre
- an equestrian centre
- over 100 km of downhill ski pistes including two resorts that are connected
- 60 km of cross-country ski pistes

- 150 km of mountain bike trails
- the World Cycling Centre which includes pump tracks, indoor tracks and international training centre.
- the Youth Winter Olympic Freestyle Park, including one of the largest half pipes in Europe



Our curriculum



We will be opening with pupils in Year 9, Year 10, Year 12. In addition we plan to accept school leavers onto our University Preparation course. In Year 9 we'll be following the English National Curriculum closely, supplementing this where required so that our youngest pupils gain a firm grounding in the skills and knowledge they will need as they progress up through the school.

At GCSE we'll be offering a varied diet of subjects, with an element of choice for pupils built in so far as staffing and timetabling constraints allow. To keep things simple, we plan to offer the CIE iGCSE (A*-G) specifications at the outset. At A Level most pupils will start with a diet of 4 subjects, dropping to 3 in most instances on entering Year 13. Our University Preparation programme will focus on getting school leavers ready for the rigours of a university education, with lots of supplementary help in English, thinking and study skills.

All of our courses will be augmented by a varied and healthy mix of co-curricular opportunities. MCS teaching staff will be expected to embrace this element of the curriculum as enthusiastically as they embrace the academic element. There is more information on the planned curriculum on the [MCS website](#).



Working for us



Our teachers are the most important resource we have in order to provide our pupils with a first rate international education.

We are looking to appoint enthusiastic and dedicated teachers with a positive outlook who will thrive on the professional and personal rewards and challenges which come with working in an international school in its infancy.

The academic and pastoral provision at Malvern College Switzerland will be staffed by fully qualified, experienced, native-level English speaking teachers. Our staff will be drawn from both the UK and from international schools around the world. Alongside teaching responsibilities, all staff will be expected to take on pastoral responsibilities (a form and/or duties in the boarding houses) and to contribute to the academic enrichment and co-curricular programmes.

As a member of staff at Malvern College Switzerland you will:

- Have a key role to play, not only in the development of the curriculum, policies and procedures, but also, and most importantly, in setting the ethos and expectations of the College. All staff are role models and are expected to meet the school's high professional standards including adhering to the professional dress code;
- Contribute to creating a supportive and collegiate network with a strong vision for the school;
- Be able to make the most of professional learning and career development opportunities which arise in a developing school;
- Be fully committed to the holistic education which is at the heart of a Malvern education, contributing to the academic, co-curricular and pastoral provision which extends well beyond the confines of the classroom.

Job specification

We are looking for dedicated and creative teachers with the commitment to playing a full role in the development and implementation of MCS's academic curriculum and to achieving excellence in learning and teaching.

You will be required to contribute fully to the setting up of resources and to the development and embedding of new policies and procedures. Above all, we seek to build a team of staff committed to creating the nurturing, supportive environment conducive to the learning and development of children and young people.

The main areas of responsibility for teaching positions, regardless of subject specialism, are:

- Deliver an appropriately broad, balanced, relevant and differentiated curriculum
- Collaborate in the planning and development of units of inquiry and assessment of pupil learning
- Oversee the purchase of materials necessary for the delivery of the curriculum including textbooks, exercise books, chemicals and apparatus as appropriate
- Encourage and support the use of technology and a variety of resources in lessons
- Monitor pupils' learning and keep appropriate records of effort and assessment data
- Be mindful of the needs of those pupils for whom English is not their first language, and make adjustments to teaching as necessary
- Give regular feedback to pupils and use assessment to inform future learning
- Write personalised reports to inform parents of pupils' progress
- Collaborate with other members of teaching and support staff
- Play an active part in the broader life and running of the school
- Actively contribute to the co-curricular activities programme, contributing to the co-curricular programme as the school's needs dictate
- Be actively involved in pastoral support, realising that it is as important to learning and personal development as academic support
- Play a role in the tutor and house systems which are at the heart of the pastoral support structure in the school

- Carry out boarding duties as the school's needs dictate
- Attend and/or supervise off-site trips as the school's needs dictate
- Attend parents' meetings and other school events
- Set a good example to pupils in terms of dress, demeanor and language and be positive ambassadors for the Malvern brand
- Be prepared to undertake such other tasks, as the Headmaster may reasonably deem necessary for the smooth operation of the school

Requirements

- Minimum Bachelor's Degree in a relevant subject area
- A recognised teaching qualification for the required age range (e.g. B.Ed., PGCE)
- Minimum two years' teaching experience in the relevant age range
- Native-level English speaker
- Previous experience of teaching in a British Curriculum school is preferred, although outstanding candidates without this experience will be considered.
- Recent experience of the day-to-day management and care of pupils in a pastoral role
- Experience in teaching learners with diverse needs including second language learners of English
- Recent experience of curricular innovation and development
- Experience of co-curricular teaching

Remuneration package

International expatriate teachers working at Malvern College Switzerland will be granted the following benefits and support from the school:

Salary

MCS salaries will be similar, if not higher, to those at other international schools in the region.

Housing

We plan to accommodate all boarding staff onsite. Other staff are likely to be accommodated offsite for which there will be a housing allowance. MCS will arrange housing on teachers' behalf in the first instance.

Relocation expenses

MCS will pay reasonable relocation expenses. At the end of a given contract we pay for repatriation flights; however, we do not pay on-going removal costs – these are the responsibility of your new place of work.

Onboarding and accommodation

We organise accommodation for staff and their immediate family on arrival. Most of the accommodation we will be offering is fully furnished.

On arrival, all staff are taken through comprehensive induction training. Many aspects of this training are also appropriate for accompanying partners to help them feel part of the community and so we encourage their attendance too.

Flight allowance

We provide annual economy flights to and from the agreed place of origin for all expatriate teachers, their accompanying partner, and any dependent children (up to and including those aged 18).

At the end of a contract that will not be renewed these flights are one way only to the agreed place of origin.

Insurance

Private health insurance is compulsory in Switzerland, the premiums for which will be paid for by the College from a pre-selected provider.

MCS has insurance covering accidents both in and out of work.

Pension

Teachers coming from the UK will need to leave the Teachers' Pension Scheme. When they arrive at MCS they will be auto-enrolled in MCS's Swiss Pension Scheme.

Tuition subsidy

Please note that there will be no tuition subsidy for teachers' children in the early years of MCS's operation.

Holidays

Term dates and holidays are [published on our website](#). Holiday entitlement follows industry standards for the sector. Applicants should note, however, that there is no October half term. Instead this week has been used to extend the Christmas holiday – our location means that families value this extra time together in order to make the most of the snow.

Start date

Applicants should note the requirement to arrive one week before the start of the autumn term in this, our first year of opening. This week will be needed for induction and settling in as we prepare the arrival of our first pupils. For the avoidance of doubt all staff will need to be in Switzerland and ready to start work on Monday 30th August 2021.

How to apply



All applications should be submitted online via the [TES](#).

You are required to complete your online profile and supporting statement. Please note that a CV will not be accepted in place of the online application form.

If shortlisted, you will be contacted to arrange an initial interview online via video call.

You must give details of three referees, of whom one must be your most recent employer.

References for all shortlisted candidates will be taken up prior to interview.

Malvern College Switzerland reserves the right to contact any of your previous employers.

You may be contacted at any stage after submitting your application and MCS reserves the right to appoint an outstanding candidate at any stage during the process.

Safeguarding

Malvern College Switzerland exists to provide a quality all round education for pupils and is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo child protection screening and appropriate pre-employment checks.

If you have any queries about submitting your application, or about the role itself, please email us at this address: hr@malverncollege.ch for assistance.