



John F. Kennedy International School

JOHN F. KENNEDY INTERNATIONAL SCHOOL



APPLICANT INFORMATION PACK



Thank you for your interest in teaching at John F. Kennedy International School.

JFK is a unique small school with a steady cohort of approximately 100 students. During the Winter Term we offer a ski programme and student enrolment rises to 120. JFK works closely in partnership with parents and the local community. The school opened in 1971 and offers a private education to students from around the world. Students at JFK range in age from 2.5 – 14 (playschool to Year 9) and are taught in small class groups (maximum 16 students). Staff at the school know all students and vice versa.

Facilities at JFK are good, especially for such a small school. There are 4 buildings – one for playschool age children, one for Primary and one for Middle School. We have a Centre for Visual and Performing Arts as well as a Student Support Centre with dedicated rooms for student support including English as an Additional Language (EAL) and Special Educational Needs (SEN). We have a well-equipped science lab and will be a computer science classroom, increasing our STEAM provision across the whole school. Our outdoor facilities consist of a large well-equipped playground and sport field set against the mountain peaks around the school. In addition, we have access to the local school gym, climbing wall and swimming pool in Gstaad. All students in the Middle School have their own Apple computer which is used as part of our daily teaching and learning. Primary students make regular use of laptops and iPads as part of their daily learning.

Students from around the world attend JFK and the school utilises the International Early Years Curriculum (IEYC), International Primary Curriculum (IPC) and International Middle Years Curriculum (IMYC), ensuring a seamless progression throughout the school and ensuring our students can transition to their next school at Year 9 after completing their Middle Years IMYC learning cycle. We collaborate closely with other international schools in the region to support the application and transition process.

The school itself is situated in the village of Saanen, close to the ski resort of Gstaad and one hour from Montreux and Lake Geneva. The school has two boarding houses in the village and students are well known in the community.

At JFK we encourage students to develop their full potential, whether this is in the classroom or elsewhere. We want our students to be happy and safe at school and develop as independent, resourceful, and resilient individuals. Students should leave JFK with a love of learning and be equipped with the skills and resilience needed to succeed at their next school and beyond.

We provide a curriculum that is stretching, relevant and exciting, offer excellent teaching, high expectations and the best standards of behaviour. We expect staff to be positive role models for students and we have high expectations of all who work with us. We are an inclusive school focusing on the well-being and progress of every individual child, including those with additional needs.

If you believe that an all-round education is ideal, that all students can achieve and have a passion for delivering an outstanding education, we would love to hear from you.

How to Apply

John F. Kennedy International School is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a criminal check.

Please **apply via TES** and attach all of the following documents:

- Your CV
- A letter of application
- Contact details of two referees, including your current employer
- Email address & mobile phone number
- A copy of your passport
- QTS / Teacher qualifications

In your application, please attach a cover letter addressed to School Director Shirley Mitchell highlighting your ability to communicate with students which promotes their academic and social development as well as your understanding of how your teaching and learning strategies have motivated and raised the achievements of students' across a range of abilities.

Please note only short-listed candidates will be contacted for a Zoom interview. Kindly be advised that only EU/Swiss nationals/permit holders will be considered due to strict visa regulations.

Non-European applications

To our great regret, changes to Swiss law have made it extremely difficult for international schools like JFK to obtain work permits for non-EU citizens. For this reason, applicants without EU passports or Swiss work permits are advised that this greatly reduces their chances of being put on a short list.



Computer Science Teacher

Data & assessment Coordinator

STEAM Leader

We are looking to appoint an outstanding, motivated and experienced computer science teacher/specialist to join our team in August 2025. The applicant will need to have extensive experience of startup projects in schools relating to design and technology, STEAM development and robotics.

Staff at the school take on many roles such as lunchtime supervision, after school activities, accompanying excursions (including overnight), chalet events and hikes/cycles. Staff know all the students across the school and are comfortable teaching across the age range.

The ability to drive a minibus would be an advantage. References will be taken from 2 sources including your current employer and you must be able to provide evidence of your teaching qualification, registration, and additional qualifications.

Please note that only EU/Swiss nationals' applications will be considered due to strict Swiss working permit regulations.



**Person Specification –
Design and Technology Teacher / Data &
assessment Coordinator / STEAM Leader**

Criteria	Essential	Desirable	How assessed?
Qualifications and Training			
Graduate with qualified teacher status	X		Application
IB and/or IMYC certified and trained, with minimum 5 years teaching practices and experience	X		Application
VEX Robotics Certification or similar		X	Application
Design Thinking Certification		X	
Certification in Sustainable Three-Dimensional Design		X	
Experience of a relevant and successful Leadership/Coordination position	X		Application
Experience / Knowledge / Skills			
At least 5 years successful teaching experience of pupils in the relevant age groups (4-14 years old)		X	Application, Interview
Extensive knowledge and experience of computer science school development	X		Application, Interview
Evidence of successful teaching experience or teaching practice	X		Application, Interview, References
Experience of supporting and developing STEAM education in schools	X		Application, Interview, References
Experience of leading extra-curricular activities related to Robotics and STEAM education	X		Application, Interview, References
Knowledge and experience of a range of successful teaching and learning strategies	X		Interview Interview, References
Experience in leading teams of students in mixed age groups in project-based learning related to computer science and robotics	X		Interview
An understanding of how children learn and how to raise standards of achievement	X		Interview
Experience of building successful relationships with parents, pupils and staff	X		Interview, References
An excellent and effective class teacher	X		References
Ability to communicate effectively at different levels and with different types of people	X		Interview, References
Ability to motivate and inspire others and be team player	X		Interview, References

Personal Attributes			
Passionate about subject area	X		Interview, References
Lead by example	X		Interview, References
A commitment to personal development, maintained through self-guided reading and research	X		Application, Interview
A team player, proactive and positive about challenges	X		Interview, References
Predisposition to immediate action	X		Interview, References
Belief that all can achieve	X		Interview, References
Flexibility to adjust to change and development	X		Application, References
Ability to work with staff across the school to advise and share good practice	X		Application, References
Effective behaviour management and strategies	X		Interview, References
Excellent attendance and punctuality	X		References
Common sense and initiative	X		Application, References
Willingness to participate enthusiastically in all aspects of school life	X		Application, Interview
An understanding of the importance of promoting and safeguarding the welfare of children	X		Application, References
DBS / Criminal record check	X		References

JFK is a unique small school with a family feel. We believe that learning exists inside and outside the classroom and that each child is different and so their learning and progression will also be unique

JFK staff are expected to foster a professional environment through exhibiting the core values of the school.

Key areas of responsibility:

Teaching and Learning

- Plan outcomes of learning showing a balance between outcomes of knowledge, understanding, and thinking skills, showing differentiation where necessary
- Ensuring effective teaching so that teaching objectives are met, and the best use is made of teaching time
- Demonstrate extensive understanding of subject content and connections with other subjects
- Plan collaboratively with colleagues to ensure the curriculum is integrated, broad and balanced
- Ensure that lessons consider the full range of ability of the students and make appropriate use of information from the EAL and SEN department
- Set high expectations for students' behaviour, establishing, and maintaining a good standard of discipline through well focused teaching
- Mark and monitor students work promptly. Provide constructive oral and written feedback and set targets that make the next steps clear
- Be a class teacher and/or homeroom teacher as required
- Ensure there is a constant review of teaching approaches and subject content, keeping up to date with developments in your subject curriculum
- Set high, clear, and consistent expectations for student achievement and student pride in work
- Develop schemes of work and assessment procedures to ensure a consistent approach to teaching and learning
- Create and maintain a pleasant, safe and accessible environment where students are engaged in purposeful learning activities in a variety of ways
- Be flexible and adjust the content and process to meet individual learners' needs.
- Encourage students to see the real-world application of your subject
- Teach an average of 25 lessons per week for a full-time post

Learner well-being

- Ensure safeguarding of students, reporting concerns to the appropriate member of staff
- Create a positive community of mutual respect and support
- Positively embrace different cultures
- Read and adhere to the various policies of the school and support the ethos of the school by upholding the behaviour code, uniform regulations and other expectations
- If required, act as a tutor to one of the boarding students, providing pastoral care as required
- Be inclusive and supportive in and out of the classroom
- Act as a positive role model for students, exemplifying a positive attitude

Accountability

- Ensure student progress is reported via written reports to parents each term and through ongoing formative assessments and student-centered reflection.
- Demonstrate responsibility by motivating and enthusing staff and students
- Plan for student assessment with clear assessment criteria and standards that have been communicated to students and which link to external outcomes as per the IMYC assessment for learning.
- Ensure students are making good progress, documented through evidence, and take appropriate action when you are concerned about a student.
- Ensure your personal beliefs are not infiltrating through your teaching.
- Participate in the school professional development and mentoring system.
- Reflect on your teaching regularly and adapt as necessary.

Additional duties

- Attend all school functions as required
- Complete break and lunch duties as required
- Participate in staff meetings, school professional development including in house trainings as required, including before the start of term and when term has finished.
- Make a contribution to school events and projects, assuming leadership with colleagues and initiating new ideas. This includes, but is not limited to, ski events in the Winter term.
- Ensure that all deadlines are met, as published in the school calendar
- For staff over 70% participate in the Autumn Excursion week and/or Spring Overnight trip if required
- Provide cover as and when required by line manager
- Engage in professional development both inside and outside the school.

Other

- Liaise with your line manager promptly, communicating clearly and responding to feedback appropriately
- Demonstrate effective time and resource management
- Work cooperatively with colleagues
- Ensure that as a member of staff you set the highest standards (being punctual to lessons, dealing with adults and students in a sensitive manner, being open to change, appropriate dress, etc.)
- Positively embrace differing cultures
- Preserve and promote the good name of JFK in all dealings with the community and parents
- Work effectively with other people by treating people respectfully and equally and developing good working relationships
- Maintain confidentiality - never publicly relay information about the school until the director has given permission.
- Manage resources effectively, demonstrating strong time management skills but also effective management of equipment, ICT facilities and information
- Ensure that all interaction with students and parents remains within the confines of an appropriate professional relationship (including social media pictures and friendships)
- The job description is subject to variation depending on the needs of the school. Teachers may be required to carry out additional reasonable requests as requested by their line manager or the Director of the school.

Job Description for: Computer Science Teacher / STEAM Leader

Responsibilities

As a computer science teacher, you will need to:

- Lead in the learning of students in Y2 to Y9 in Design & Technology; you will be an outstanding classroom practitioner and specialist with the ability to transmit your passion and knowledge to inspire the next generation of engineers, designer makers and artisans.
- Develop a new department within the school, ensuring that the school has a clear development plan for STEAM education and especially related to robotics and AI.
- Develop inclusive learning practices across the school with mixed aged group learning with an emphasis on project-based learning opportunities in line with the IMYC curriculum.
- Develop staff training and professional development opportunities for staff in the school to improve use of technology in the classrooms, share best practices.
- Create extracurricular opportunities for students to develop their design and technology abilities through a network of robotics and STEAM global initiatives.
- Take the lead in school ICT support for staff and students, trouble shooting and solving technology problems.
- Support the marketing and development of the school's image as a regional leader in robotics technology for our age group of students.
- Create and maintain short and long-term development plans in relation to the STEAM department and education with the senior leadership team.

IPC / IMYC Curriculum

- To support any in school training workshops on the IPC / IMYC.
- Develop design and technology as an integral part of the IPC/IMYC and to support new initiatives
- To implement the structure of the IPC / IMYC.
- To collaborate with the other middle school teaching staff to ensure thematic consistency across the IPC / IMYC planning unit.
- Support the IMYC Student Personal Project yearly and be a mentor for one or more students in the process.

Trips/Excursions

- To lead/help to lead at least one excursion during the term.
- To go on all other excursions, if your classes have been cancelled.
- To be a presence at all JFK events
- Staff over 70% are expected to attend school trips where required and for homeroom teachers this is obligatory for both Autumn and Spring trips.

The job description is subject to variation depending on the needs of the school.

Teachers may be required to carry out additional reasonable requests as requested by their line manager or the Director of the school.