



AIGLON
Switzerland

Job description

Post of Head of Expeditions

Aiglon College is a British international boarding school based in the Swiss Alps with a worldwide reputation for providing a challenging holistic education in an inspiring setting and within a safe, caring and supportive framework. The School is CIS accredited, and caters for 350 students aged 9-18 representing more than 55 nations. Students are prepared for IGCSEs and the IB Diploma Programme.

The school wishes to appoint, for August 2019, a Head of Expeditions.

The Head of Expeditions is responsible for organising and administering the Expeditions programme, which is an important part of Aiglon's aim to educate the "whole person". Their task is to ensure that students are trained in expeditions and outdoor education in accordance with the stated aims of the school. These aims are:

1. To encourage students to appreciate and enjoy their natural surroundings.
2. To develop self-reliance and the ability to work together to achieve a common aim.
3. To develop leadership and responsibility.
4. To provide individuals, according to their ability, with adventurous and extending experiences, whilst employing high standards of safety.

The post involves planning and overall responsibility for the three day Long Expeditions in the winter and summer terms plus the Aiglon Challenge.

The Head of Expeditions position may be either an academic teaching or non-teaching role. If it is combined with a teaching role, there is a reduced teaching programme of 11 taught periods plus the appropriate financial remuneration for a Head of Department.

The post holder is responsible for seeing that all students fulfil at least the minimum number of expeditions each term, with as much enthusiasm as

possible and it is their task to see that accurate records are kept. The Head of Expeditions must liaise with the school's PE and Sports departments and with the local guides in matters concerning safety, the environment and the good reputation of the school in the community. This co-operation is particularly important in the January term, when skiing is the basis of both the PE, Sports and Expeditions programmes. As a Head of Department, they are also responsible for the development of the staff within their department but also more widely with other staff at Aiglon who wish to become more competent or qualified in leading groups in the outdoors.

In order to fulfil these responsibilities, the Head of Expeditions at Aiglon should ideally possess the following qualities and qualifications:

1. The maturity of judgement that comes from wide experience and training. The Head of Expeditions has overall responsibility for the safety and security of Expeditions.
2. The organisational skills necessary for sending out a large number of staff and students at a weekend or a three day Long Expedition.
3. Considerable personal competence in mountaineering techniques, particularly those required in the Alps. Minimum outdoor qualification is International Mountain Leader; Guide status is advantageous but not a prerequisite.
4. A high level of skiing proficiency (including alpine, touring and cross country).
5. Additional qualifications for example in paddlesports and biking are advantageous.
6. Ability to communicate with local guides and authorities which requires some fluency in French.
7. Knowledge of local terrain (advantageous but not a prerequisite).
8. Ability to communicate personal enthusiasm for Expeditions to the students and staff.
9. IT skills appropriate to record keeping.
10. The ability to speak confidently and articulately in large school gatherings.
11. To ensure all equipment is safe and updated as regularly as required.
12. To manage the budget efficiently.
13. Effective management and development of the staff within the department but also more generally with those staff who assist the Expeditions department in different or specialist areas.

This position will either be a part time position or a full time position if an additional subject is offered. The ideal candidate for this position would be an experienced teacher with a background in IGCSE and IB.

Effective: Late August 2019
Responsible to: Deputy Head (Student Life)

This job description is additional to the basic duties outlined in the Aiglon College contract of employment in accordance with the school's policies and guiding principles, and under the direction of the Head Master. A summary of the key accountabilities is included below.

A - PROFESSIONAL STANDARDS AND EXPECTATIONS

- Carry out teaching duties and exercise responsibilities in line with the Guiding Principles of Aiglon;
- Treat all members of the community, colleagues and students, with respect and consideration. Treat all students fairly, consistently and without prejudice;
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance;
- Read and adhere to the various policies of the school as expressed in the School Handbook and other agreed documentation, and support the ethos of the school by upholding the behaviour code, uniform regulations and other expectations;
- Be available to work on campus in good time to complete all necessary preparations and meetings before the start of term;
- Take personal responsibility for professional development (both pastoral and academic) and participate in staff training when provided, in line with the continued professional development programme of Aiglon College;
- Reflect on personal and school practices in pursuit of continuous improvement. Participate in appraisal and self-evaluation activities;
- Attend departmental meetings and full school meetings to discuss student progress;
- Undertake pastoral and other duties as prescribed within school policies;
- Ensure that all deadlines are met as published in the school calendar and as directed by the Head of Department/Deputy Heads;
- Undertake professional duties that may be reasonably assigned, including cover and exam invigilation;
- Attend Assembly/Meditation on at least two mornings a week when averaged over any term and be prepared to give a Meditation once each term;
- Be proactive and take responsibility for matters relating to health and safety;
- Support the school through regular attendance at various events in the School Diary (these maybe religious, spiritual, sporting or cultural).

B – TEACHING and TUTORING (if appropriate for this position)

- Teach the set and appropriate number of lesson per week as decided by the Head Master, in accordance with departmental schemes of work and programmes of study;
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery;
- Work in collaboration with Aiglon's programme of support for students with specific learning difficulties, as directed by the Head of Learning Support or the Deputy Head;
- Take account of students' prior levels of attainment and baseline data and use these to set targets for future improvements;
- Set work for students absent from class for health, disciplinary or co-curricular reasons;
- Where appropriate, prepare students thoroughly for public examinations including the marking and moderation of coursework as required by the Head of Department or Deputy Head;
- Engage with and promote the use of ICT and the development of appropriate ICT skills both within the curriculum and in wider school life;
- Maintain good discipline by adherence to the advice given to colleagues in the Student Handbook and elsewhere, and by the Head of Department and Deputy Heads;
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in lessons and in the boarding environment;
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work, in line with agreed school policies;
- If appropriate, act as a tutor in an assigned Boarding House, exercising best practice in pastoral care and providing guidance and encouragement to students, as directed by Houseparents and Deputy Heads. This will include the need to attend scheduled meetings at the Houseparents' or Deputy Heads' discretion and meet with students outside of formal meeting times;
- Assume House duties. At present, house duties usually involve the following, but these may be revised by the Head Master should circumstances so require:
 - o a regular weekday duty
 - o one in three term time weekend duties per academic year.

C - ASSESSMENT, RECORDING AND REPORTING (where appropriate)

- Maintain notes and plans of lessons undertaken and records of students' work;

- Mark, monitor and return student work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate and keep records of students' performance as required by the Departmental marking policy or the Deputy Heads;
- Complete student formative and summative assessments in line with policy and as specified in the published calendar, including the House feedback system;
- Be familiar with and apply procedures for identification and assessment of special educational needs, E.A.L requirements and other learning support issues;
- Provide mark reading information and write detailed reports on students at the end of each term as required;
- Attend parents' meetings as designated in the school calendar.

D - COMMUNICATION AND MEETINGS

1. Attend meetings when required
2. Ensure that communication is timely, relevant, respectful and pertinent
3. Assist where necessary with the school's promotional initiatives
4. Preserve and promote the good name of Aiglon in all dealings with the wider public.

Person Specification

A teacher is expected to:

1. *Demonstrate responsibility*, by motivating and enthusing staff and students, giving direction and showing initiative and drive while demonstrating good judgement
2. *Work effectively with other people*, by treating people respectfully, apathetically and equally in order to develop good working relationships
3. *Get the job done*, by delivering what is required within deadlines and to a high standard
4. *Manage resources effectively*, in particular demonstrating strong time management skills, but also effective management of equipment, ICT facilities, and information
5. *Communicate clearly*, by getting across the message effectively, listening carefully and responding to feedback
6. *Look the part*, by maintaining a professional and business-like appearance
7. *Foster a positive professional climate* through constructive, empowering behaviours rather than negativity and complaint
8. *Act as a role model to students*, exemplifying a positive attitude in line with the school's Guiding Principles.

Aiglon is committed to safeguarding and promoting the welfare of children. All shortlisted applicants will undergo child protection screening appropriate to the post.

NS/CDC / 25/2/2019