



LA GARENNE
INTERNATIONAL SCHOOL

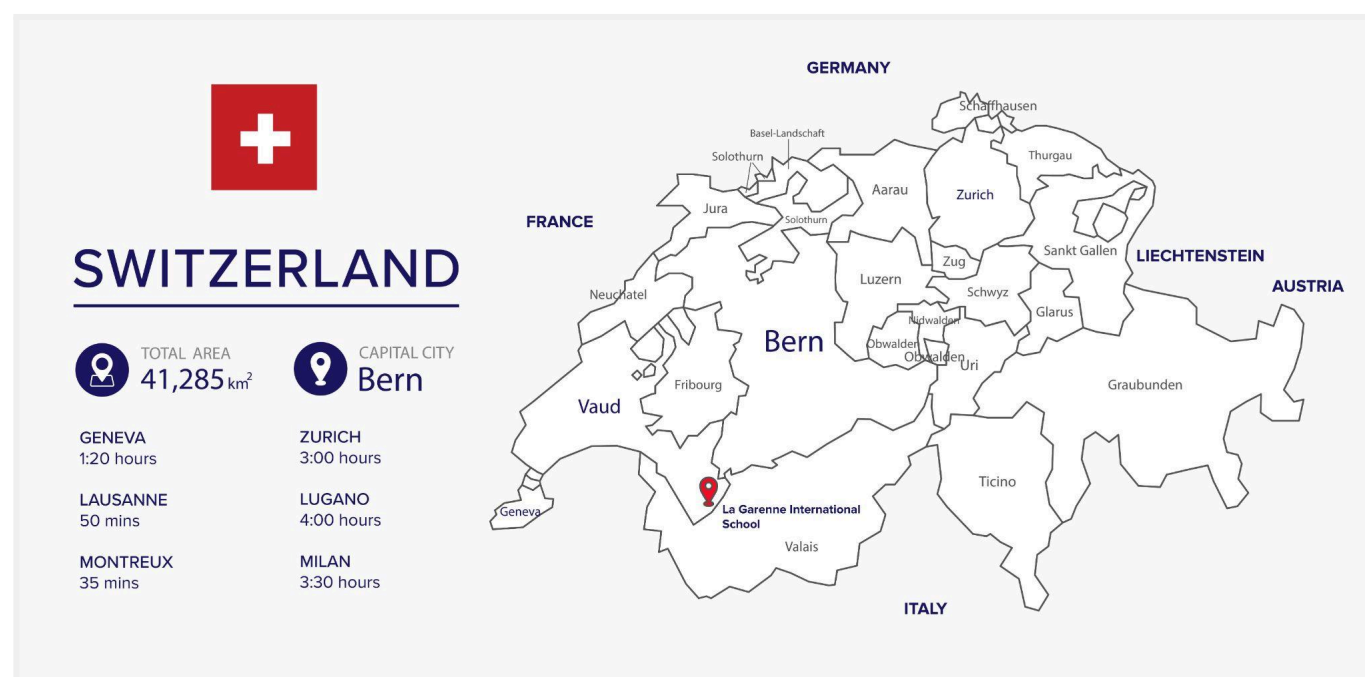
INFORMATION FOR PROSPECTIVE APPLICANTS

HR DEPARTMENT

la-garenne.ch/job-vacancies

Setting

La Garenne is located in the Swiss alpine village of Villars-sur-Ollon, just 1 hour and 20 minutes from Geneva. Villars has excellent rail and road connections to the rest of Switzerland and beyond. Our campus has panoramic views towards Mont Blanc and the Dents du Midi mountain range. This stunning setting attracts many visitors for winter sports and a wide variety of summer activities. These include hiking, climbing and cycling. The village has a well-developed infrastructure, including a sports centre and a swimming pool complex. Villars is safe, clean and noted for its quiet and relaxed atmosphere.





About our School

La Garenne School - Be the one who makes the difference

Founded in 1947, La Garenne International School is known across the world for its unique approach to education in a boarding school setting. Students from over 40 countries are welcomed each year to our modern campus in the French-speaking mountain resort of Villars, where we provide a secure environment and an extraordinary education to boarding and day students aged 4 to 18. Our educational philosophy is based on giving individual attention to each young person, instilling in them a passion for learning, developing international-mindedness, and ensuring their holistic development academically, socially, and emotionally.

OUR VISION

To inspire our community to be responsible global citizens in an ever-changing world.

OUR MISSION

The mission of La Garenne International School is to prepare students from around the world to become independent, international-minded young people. We promote traditional Swiss values of responsibility, open-mindedness, innovation, empathy, and respect. We strive to nurture each student's talents, meeting their individual needs and aspirations.

OUR CORE AIMS

CARE

Give each student personalised attention with empathy and understanding to help keep them happy, motivated and healthy as they progress towards adulthood.

RESILIENCE

Promote strategies to adapt, recover, and grow in the face of challenges. Students step out of their comfort zone and learn never to give up.

BE HAPPY AND NEVER, NEVER, NEVER GIVE UP

IMPACT

Prepare students to make a difference to themselves and to the world, through community service and peer support, giving them the tools for self-reflection, aspiration and personal growth.

CURIOSITY

Make inquiry central to our teaching and learning so that students become lifelong learners, never ceasing to critically investigate, question, and analyse.

UNLEASH YOUR TALENTS, INSPIRE THE WORLD



Staff Engagement

Each member of staff plays an important role in school life, contributing to academics, boarding and the extracurricular programme. Some of our colleagues have been with us for more than 25 years. Just like the students, our members of staff come from all around the world, but the working languages of the school are English and French. School leaders, teachers and boarding staff work closely together. It is essential that teachers who join La Garenne, work as part of a team, know how to use their initiative and put students at the centre of their decision-making.

What we look for in new members of staff

All of our members of staff must be honest, well-mannered, dependable, passionate, creative, highly organised and have a strong work ethic. We are proud to recognise our highly motivated and dedicated staff, and wish to complement the team with like-minded individuals who share our common professional and personal values.

Working in a boarding school means that timetables and working days can be different to other schools. The school cares for its students all day, every day, and this is reflected in the duties and hours of the staff. Teachers work from Monday to Friday, which includes substantial planning and preparation time. When at school, we require all employees to be fully dedicated to the students; La Garenne is both home and school for the majority of students, and they need to feel fully supported by adults who genuinely care for them each day. Staff are expected to be aware of and follow all school policies and protocols at all times. The Teachers' Handbook provides the staff rules and regulations with further details on all aspects of school life.

Safeguarding

La Garenne International School is fully committed to safeguarding the children and young people in our care and expects the same from its employees.

All new staff are subject to enhanced pre-employment clearance, including criminal record checks and Swiss Justice Department searches for people working with children, as well as identity, qualifications and employment verification. Compulsory safeguarding training is undertaken by all new employees and renewed annually thereafter.

Interviews

There are 4 stages to the interview process.

- Stage 1 All requested documents must be received.
- Stage 2 Initial meeting, either online or in person.
- Stage 3 The teacher will be invited to the school for a day. **
- Stage 4 If the candidate is successful, a contract will be signed by both parties.

**Stage 3 - The teacher will be interviewed and is required to plan and teach a lesson that will be observed. The school will cover any reasonable costs associated with the interview process.

Final interviews will be held on campus at La Garenne. Candidates' expenses will be paid, subject to the approval of Invoices.



What do I need to bring for an interview?

- ☐ **DBS/Police Checks** - Anyone called for an interview at La Garenne should bring their original DBS certificate (UK-based teachers), or a Police Check from their own country dated within the last three months.
- ☐ Travel receipts
- ☐ **Original passport (other ID documents are not required)**

Work Permit

Everyone without a Swiss passport who works in Switzerland needs a work permit (usually a B permit). The application will be made on your behalf by our HR team (with your assistance) prior to the school year. The fee will be paid by the school.

Accommodation

Villars-sur-Ollon is a busy tourist destination in both the winter and summer months. As a result, reasonably priced long-term accommodation can be difficult to find. La Garenne will provide assistance in finding a suitable apartment or studio for those moving to Villars or nearby villages, via sharing local availability and links to reputable rental agencies.

Meals

Staff can organise their own meals (there is a staff room with a microwave, oven and a kettle) or they can eat lunchtime meals at school. The modest charge is deducted from the salary at the end of each month. Fresh fruit is provided daily.

Holidays

In Switzerland, teachers are entitled to at least 6 weeks of holiday per year. At La Garenne, teachers typically enjoy around 14 weeks paid holiday per year. This comprises 3 weeks at Christmas, 3 weeks at Easter, 7 weeks over the summer and 1 week for the October break. This can vary from year to year, based on school needs. There is a six-week summer camp during which the teachers are encouraged to teach each morning from Monday to Friday (08:00 - 12:00). There are three sessions, each lasting for two weeks. If a teacher works during the summer they will receive an extra amount of CHF 1'200 per session worked.

Absence due to illness

Every member of staff pays a contribution from their monthly salary towards sickness cover. This ensures that if they have an accident or fall ill, they still receive their full salary. A doctor's certificate is needed if a member of staff is away from work for more than three days due to illness. Staff members should contact the school early in the morning at the latest if they are unwell in order to ensure that there is adequate cover for their work. Teachers should leave cover work in the Academic Office, to be used in case of unexpected absence.

Dress Code

All members of staff should dress appropriately and professionally. For teachers and administration staff the dress code is smart (for example, shirts with a collar, no blue jeans) and the dress code policy will be issued on arrival. For non-teaching staff, work is often varied and requires comfortable and practical



clothing. Where clothing is not deemed to be professionally appropriate, this will be challenged by the school leadership.

Smoking Policy

We have a strict no-smoking policy throughout the La Garenne campus and when off-site with students.

Private Lessons

Many subject areas attract private students. Teachers are therefore able to earn additional income by providing these lessons at lunchtime or after school. All sessions are recorded and paid directly into salary, at a rate of CHF 90 per hour (or part thereof). Private lessons are regulated by school leadership to prevent conflicts of interest and to ensure quality of service.

Subsidised education for your children

La Garenne offers the children of staff a subsidised place in the school.

Salary

All the following charges are deducted directly from the teacher's salary by the employer:

- Cotisation AVS/AI/APG: Pensions and disability allowance
- Contribution LPCFam (VD): Swiss tax for poor families in the Canton of Vaud
- Cotisation AC1: Unemployment cover
- Cotisation AANP (Code 11): Cover if you have an accident when out of school
- Cotisation AAC (Code 11): The additional 20% of your salary in case of an accident
- Cotisation assurance IJM: 80% of salary to be paid in the case of illness or accident
- Cotisation LPP: Private pension fund, depending on your age, family situation and profession. The private pension fund must be transferred to a new account when an employee leaves the school. This is your responsibility.
- Impot source canton: Taxes are between 8% - 13% depending on your family situation/marital status.

Taxes are subject to change each year.

- Personal pensions may be reclaimed upon retirement in your own country depending on the inter-country agreement.
- Health insurance is obligatory and is paid for by the member of staff. Costs vary but start from around CHF 250 per month. Information is shared within our Teachers' Handbook.

School Trips & Extra Duties

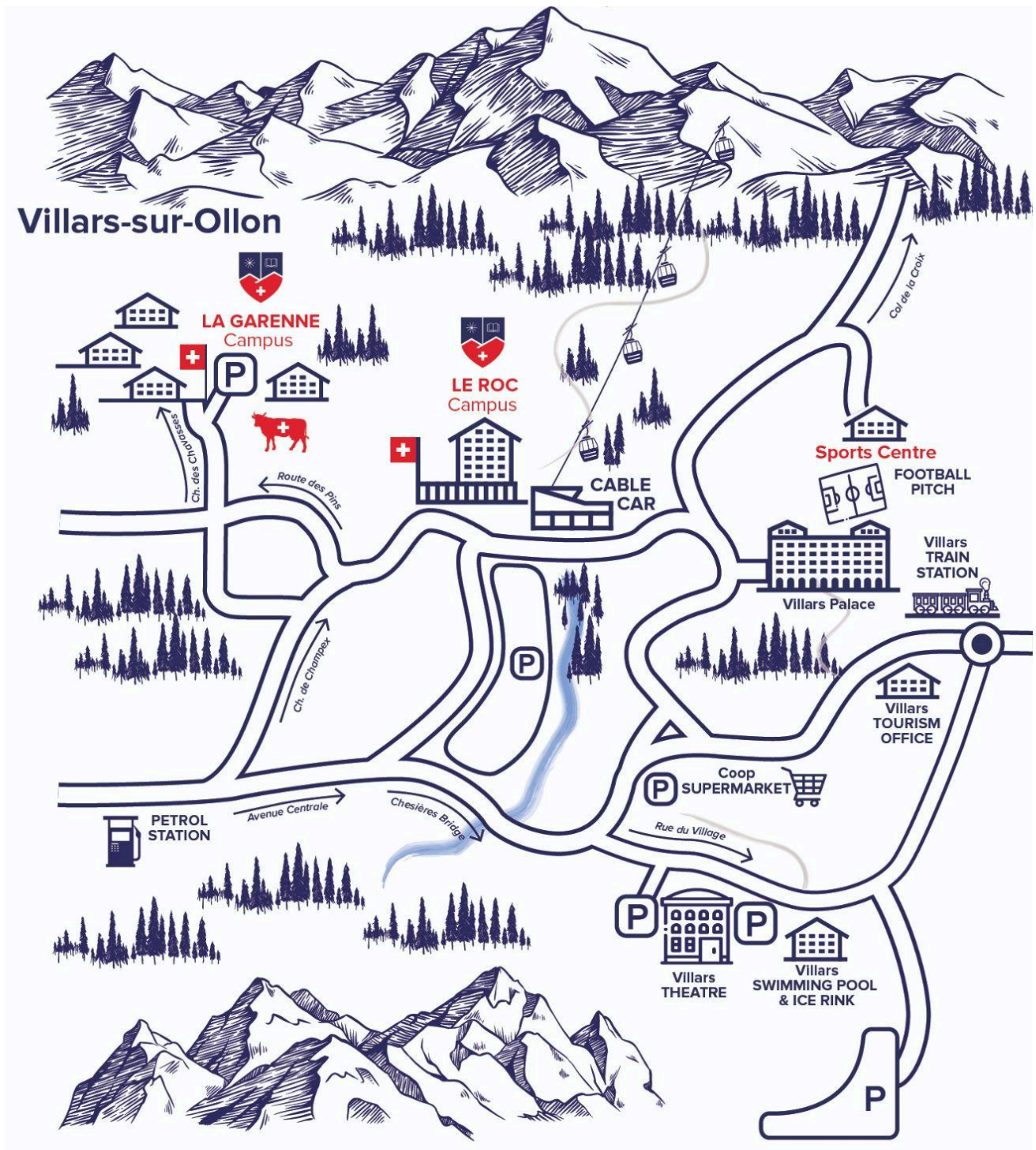
Staff are required to participate in occasional school trips and school events that might be outside their regular working hours. These are detailed in the Teachers' Handbook, which will be issued when you start working at La Garenne to facilitate future planning.

Discounts

As a member of staff at La Garenne, you have a 10% discount at 'Sports House' and most clothes shops in Villars.

To bear in mind...

Villars is a small village and while it has many of its own facilities, for visits further afield (theatre, cinema, etc.), there are regular [train and bus services](#) to Bex and Aigle from where you can get direct trains to many towns and cities in Switzerland. The [Centre des Sports](#) is the village sports facility, with a gym, tennis courts, Squash and Padel facilities and a range of fitness classes. There is also a swimming pool, an ice rink and a bowling alley. Working at La Garenne is a fantastic opportunity to learn to speak French or improve your French. However, many people working in the shops and businesses in the town speak English.





Benefits of employment at La Garenne International School

- To work with polite and hard-working students who are a pleasure to teach
- The opportunity to live and work in a beautiful area with great connections to the rest of Europe
- A safe and secure environment
- The numerous outdoor activities (particularly skiing, which is literally on the doorstep)
- To work in a school with an excellent reputation
- To teach small classes where you have time to focus on the individual student
- An opportunity to learn or improve your French
- To enjoy the varying activities that are on offer
- To teach in modern classrooms with exceptional views and the latest technology
- To have a certain freedom regarding the taught curriculum (BNC, IPC, IBMYP, IGCSE & IBDP)
- 14 weeks paid holiday spread throughout the year
- Free use of the modern school gym
- Professional development opportunities
- Possibility to accompany students on exceptional international trips
- Possibility to increase your monthly salary by providing private lessons
- Possibility to increase salary via our summer camp
- Magic ski pass (annual)
- Maternity allowance 100% of salary
- Assistance with relocation for new teachers
- Final interviews held at the school at the school's expense