



GENEVA ENGLISH SCHOOL

Assistant Headteacher, Post 16

For September 2021

Closing date for applications: 14 December 2020

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Message from the Head, Matt Williams

Dear Candidate,

Thank you for your interest in Geneva English School. GES is a thriving all through school situated just outside of Geneva. We have two campuses in Genthod and Versoix and are an academically successful school with wonderful students and a warm and welcoming community. Our school teaches the British National Curriculum from age 3 through to 18. This role as leader of the sixth form is key to the future success of the school as the community has aspirations for all students to attend a world-class university.

We are the main provider of a British education in the area and are known locally for the high quality education that we provide. Our primary school has been open for almost 60 years and our secondary school for just five. We are regularly inspected by ISI, are a member of COBIS and IAPS and follow British safeguarding procedures.

I joined as headteacher in September and have loved every minute of my new role. I have found the GES community to be welcoming and friendly, the students to be hard working, polite and studious and Switzerland a wonderful place to live. My aim, and that of the board, is to ensure that we offer a truly world class education to our young people. We want to ensure that they are academically successful, happy and are able to learn in the environment around them. We want them to attend the best universities in the world and be prepared for the changing world of work around them.

The Assistant Headteacher, Post 16 role sits at leadership team level. I am looking for someone with proven experience of getting results at A level but also someone that can coach and lead others, developing classroom practice and always pushing for the best. In return, you will be developed and challenged and will gain the skills and experiences needed for a deputy head role in the future.

I would be happy to talk further about the role and can be contacted via our HR team at school. Good luck in your application and I look forward to reading your application soon.

Best wishes,

Matt Williams
Head

About Geneva English School

Geneva English School (GES) is an international, British curriculum, not-for-profit school, based just outside central Geneva. Since its foundation in 1961, the school has maintained its very strong sense of community and we are proud of the high-quality, holistic and innovative education we provide to our pupils.

GES is a member of [COBIS](#), [IAPS](#), [AGBIS](#), [SGIS](#) and [AGEP](#) and was recently rated "[excellent](#)" in [every area of our provision](#) by the [Independent Schools Inspectorate](#) – the highest possible rating. Our broad and enriching educational programme has its foundations in the UK national curriculum, but is continuously enhanced and adapted so it is relevant and applicable to our international community and ensures we take advantage of our beautiful, local surroundings.

The nursery and primary school are housed in an elegant, mid-nineteenth century building in Genthod by Lake Lemán. The campus includes five acres of outside space, an indoor gym, library, 22 classrooms and spacious, specialist classrooms for art, music and drama.



In 2016, GES embarked on an exciting new phase of its development with the opening of a secondary school in an architect-designed, state-of-the-art facility in Versoix (three kilometers from the primary site). The Secondary has been growing organically, with the addition of one year-group every academic year. Year 10 opened in September 2019 and Year 11 followed in September 2020.

We follow the English National Curriculum in Key Stage 3 and offer a mixture of GCSEs and IGCSEs at Key Stage 4 (14 - 16). At Key Stage 5 (16+), we will offer an A Level Diploma Programme in which A Level studies will be supported by complementary courses, enrichment studies, an independent project and the development of key life skills.

Job Advert

GES is a wonderful and academically successful school located on the shores of Lake Lemman and overlooking the Mont Blanc. We are looking for an exceptional teacher and leader to be our first Assistant Headteacher responsible for post 16. This is an exciting role as the sixth form only opens in September and so you will be responsible for shaping the A level education for our first year group and then expanding and developing the provision over the years to come. This is a unique opportunity for someone with the following experiences:

- You must be an excellent teacher and have a track record of getting outstanding A level results in your subject area. This could be in state, private or international schools and will be checked at interview. You must be able to teach the whole ability range of students including those with SEN
- You must have teaching and learning leadership experience. This could be through already being an assistant Principal or head of sixth form or leading a large department. We will want to hear how you have developed other staff to improve their teaching and impact in the classroom
- You must have experience helping students get into the top universities in the UK and possibly in other countries too
- You will have a strong idea about what a good post 16 education looks like and lead staff and students to achieving ambitious goals around results and university admissions
- You will be a strong leader and will have a demonstrable track record of improving others and leading a school area to success
- You will be a team player, enjoying working with others and keen to ensure that GES becomes the best international school in Geneva over the next 5 years

As a school we offer wonderful, committed and exceptionally behaved students who are keen to learn and be challenged by their teachers. Being situated in the glorious Geneva region of Switzerland outdoor pursuits, glorious scenery and safe, friendly and efficient public transport await you. The school is well equipped and has an exciting journey ahead. We are a well-respected and fast growing school with a friendly, family ethos and a commitment to academic excellence. I became headteacher in September after leading a large inner city secondary school and have enjoyed every moment of my time at the school so far. We are on an exciting journey and this role will be pivotal to the future success of the school.



Assistant Headteacher, Post 16

Job description

We expect that you will be responsible for the following areas:

- Post 16 leadership and management
- Post 16 recruitment and transition
- Post 16 achievement
- Post 16 pastoral care
- Post 16 teaching and learning
- Post 16 curriculum
- University admission and raising participation activities
- Effectively line manage and performance manage key post holders and curriculum areas to support school priorities.
- Fulfill all day-to-day duties of a member of the Leadership Team whilst supporting the school vision and values and upholding high standards for staff and students.
- Have an absolute commitment to the safety and welfare of all students.
- Liaise with external partners and stakeholders to support remit.
- Participate in recruitment to ensure key areas are effectively staffed.
- Carry out the duties of a class teacher to ensure student progress.
- Undertake such duties that are delegated by the Headteacher

Person specification

- Held a leadership role for a minimum of two years (either at senior or middle leadership) and have ambition to deputy headship and headship
- A proven ability to lead initiatives outside of their immediate area
- Experience of guiding students into top universities across the UK and the world and working experience of the UCAS process
- Excellent interpersonal and communication skills, including the ability to inspire and motivate and form strong relationships with all stakeholders
- Strong leadership and management skills including strategic thinking, problem solving and self-evaluation
- A positive attitude and the ability to maintain this under pressure
- Demonstrable success in raising attainment and standards of teaching and learning through coaching staff and leading whole school professional development
- The ability to make accurate judgments with regard to the quality of learning and teaching and student progress
- The ability, as an outstanding teacher, to inspire students in their learning and secure consistently impressive examination results
- Evidence of continued educational professional development, particularly with regards to leadership
- Sound technical understanding of school leadership issues, the Ofsted inspection framework, changes to the curriculum and assessment requirements
- Demonstrable experience of leading others in successful curriculum or pastoral innovation and an enthusiasm for developing innovative approaches to learning, teaching, mentoring and guidance
- A 'can do' and 'no excuses' personality that always strives for the best for all students
- Be a positive role model and person
- Hold a QTS

How to apply

Applications should be made through our TES school portal. Please do not send a CV, as they are not accepted. In your application letter you should ensure that you outline your impact and successes and how you meet the job description and person specification. Due to the large number of applications we get for every role, it may not be possible to contact every candidate but we thank you in advance for your interest in our school. If you would like further information or an informal chat with the headteacher, Matt Williams, then please contact HR via hr@geschool.ch

Recruitment process

- Deadline for application is Monday 14th December
- Interviews via Skype w/b 11th January
- Final interviews in Geneva w/b 25th January (COVID-19 depending)

Safer recruitment

Geneva English School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers, enhanced national/international criminal records checks and prohibition from teaching checks. In some instances social media/Internet checks may also be carried out.