

The International School of Lausanne (ISL) is a leading not-for-profit, International Baccalaureate (IB) World School set in the French speaking part of Switzerland. Our school is committed to excellence in education. We strive to recognise the unique potential of each student, and to equip them to play an active and responsible role in a complex, multicultural world. The school employs approximately 250 members of staff on its campus where we welcome approximately 850 students from over 60 nationalities, from 3 to 18 years of age.

We are seeking to appoint an experienced, organised, and efficient

Head of Activities and Sports

from 1 August 2025

Within the holistic framework of our school, the Head of Activities and Sports leads and coordinates a diverse range of programmes and activities to provide every student with the opportunity to explore their talents, develop new skills, and be successful beyond the classroom.

Our After-School Activities (ASA) programme features more than 125 activities that are an important part of our holistic approach to education. The activities encompass indoor and outdoor competitive and recreational sports, well-being, music, art, technology and science activities. Activities for younger children such as arts and crafts, outdoor activities, and recreational games are offered as part of our extended care programme, providing a safe and engaging environment for students outside regular school hours. Our instrumental and vocal music programme allows students to enhance their musical skills through individual lessons, group ensembles, choir participation, and performances. In addition, our camps programme welcomes more than 600 children throughout the year, offering a wide range of activities including gymnastics, tennis, football, robotics, language, and multi-activity camps.

The Head of Activities and Sports reports to the School Director and is a member of the Leadership Team. This role involves leading a team of six direct reports responsible for the coordination and smooth running of all activities, involving approximately 100 activity leaders, coaches, camp staff, and instrumental teachers.

Main responsibilities:

- Provide strategic and operational leadership for all activities and programmes, overseeing their development, planning, implementation, and evaluation to ensure alignment with ISL's strategic objectives.
- Supervise the effective scheduling and coordination of activities, ensuring a seamless integration with academic schedules.
- Effectively manage resources, budgets, and logistics to deliver high-quality, efficient services.
- Develop and implement systems and processes to enhance the efficiency of programme management.
- Foster student engagement and participation by creating an inclusive and supportive environment in all programmes.
- Ensure ongoing innovation and development of the programmes so that students have access to a broad, balanced and constantly evolving programme of activities.
- Monitor and assess the effectiveness of programmes, gathering feedback from students, parents, and staff to ensure continuous improvement.
- Promote the school's extracurricular programmes to the wider community, showcasing their value and impact on students' development.
- Ensure effective and timely communication to parents, students, staff and the wider community
- Lead and support staff by hiring, evaluating, and developing team members, while setting clear performance expectations and ensuring accountability.
- Ensure the highest level of safety and well-being of all participants of the programmes.
- Represent the school at national and international school associations and conferences.

Desired profile:

- Bachelor's or Master's degree in Education or Management.
- Ability to think at a strategic level, combined with the capacity to take actions quickly at ground level.
- Proficient in budget management and resource allocation.
- Exceptional organisational skills, with the ability to manage multiple programmes and activities simultaneously.
- Strong focus on communication, process optimisation, and efficiency.
- Ability to motivate colleagues while providing clear direction and accountability.
- Excellent interpersonal skills for building trust and engaging effectively with students, parents, staff, and the wider community.
- Excellent verbal and written communication skills in English (C1 minimum); proficiency in French or any other language is a strong asset.
- Knowledge of safety regulations and best practices for managing activities and programmes for children and youth. Formal leadership experience in safeguarding would be particularly valued.
- Ability to model our core values: honesty, respect, openness, equity, self-control, and care and concern for others.
- Commitment to self-reflection and professional development.

Are you interested?

To apply please submit the following documents on [APLi](#):

- cover letter
- résumé/ CV
- copies of diplomas
- copies of work certificates/ reference letters (if any)
- copy of work permit (if applicable)

Closing date: Friday 21 February 2025

We care for children

The International School of Lausanne is committed to safeguarding and promoting the welfare of children and young people. We expect all of our staff to share this commitment. A complete reference check and criminal records check will be conducted on all successful applicants.

We value diversity

At ISL, all members of our community contribute to creating an environment where diversity is valued. Each individual is committed to ensuring everyone has a strong sense of belonging and feels respected. ISL is committed to being an inclusive employer that values diversity. Find out more about our values [here](#).