



AIGLON  
SWITZERLAND

# Candidate Profile





# Welcome to Aiglon College

Welcome to one of the world's most distinctive boarding schools and thank you for your interest in employment at Aiglon College in the Swiss Alps.

With a natural setting of outstanding beauty, a diverse and dynamic student body, a highly experience and motivated staff team and our rigorous and broad curriculum; Aiglon has a global reputation for excellence in education.

Through the balanced development of mind, body and spirit, we foster an appetite for a responsible life, well-led, in the quest for self-fulfilment and the service of others. At Aiglon, we believe in inquiry-based learning. Students are challenged to go beyond the accumulation of factual knowledge and to address the greater questions that frame our world. We celebrate creativity and originality as vital qualities that equip young people to step out beyond themselves.

Aiglon's remarkable national and cultural diversity is an inspiring example of how, on a small scale, we are able to build a harmonious and fulfilled community. Our alpine location provides exceptional opportunities for personal development outside the classroom. Our unique expedition programme develops self-reliance, team and leadership skills, determination, and a love of the natural environment.

Students who leave Aiglon are typically confident, gregarious, dynamic, entrepreneurial, and empathetic. They try new things; they ask probing questions; they dare.

If you have an appetite for challenge and an ambition to make a positive impact on our world, Aiglon could be the school for you and we welcome applications from candidates who share these values.



**Nicola Sparrow**  
*School Director*

# Our school at a glance

Aiglon is situated on a 60,000 sq/m campus in the beautiful Swiss Alps. The school has over 420 students aged 9 - 18 of approximately 65 different nationalities. The school's distinctive ethos underpins everything we do.

## WHAT WE OFFER AS A LEARNING COMMUNITY

### – Academic excellence

Unique relationships with outstanding educators surrounded by a diverse cohort of peers in a beautiful location empower our students to achieve results that significantly exceed global averages.

### – Unique environment

Our students and teachers only have to look out of the window to be inspired. The mountains inspire a spirit of exploration that is also profoundly connected to the Aiglon lifestyle, both through outdoor expedition programmes and ensuring that students develop an awareness of the natural world from the moment they are entrusted into our care.

### – A diverse home

Aiglon's unique boarding house culture is designed to empower the diversity of our student body. The development of this house identity, bolstered by the cultural, social and economic diversity of our student body is designed to establish friendships that will last a lifetime.

### – Not-for-profit culture

We consider our position as a non-profit school to be one of both privilege and responsibility. Maintaining this status allows us to educate and nurture with our full focus on student success. We are dedicated to impressing upon Aiglonians the importance of contributing to the community both locally and internationally. As a result, we craft opportunities for our students which guide them towards taking their place as intercultural learners, through volunteer work and connecting with an array of communities.



**422**  
TOTAL STUDENTS

**65**  
DIFFERENT STUDENT  
NATIONALITIES

**131**  
TEACHERS

**123**  
NON-TEACHING STAFF

**16**  
DIFFERENT STAFF  
NATIONALITIES



## **SAFER RECRUITMENT**

Aiglon is committed to safeguarding and promoting the welfare of children. All short-listed applicants will undergo child protection screening appropriate to the post. All offers are pending requisite employment checks.

## **DIVERSITY, EQUITY & INCLUSION**

Aiglon is committed to building a culture that firmly embeds diversity, equity and inclusion, creating a climate in which every member of the school community feels valued.

## **SUSTAINABILITY**

Aiglon is committed to working, living and educating in a manner that respects our place in the world and local context. We seek to reduce our environmental impact while preparing this generation and the next in sustainable living.





## Who are we looking for?

Successful Aiglon staff are enthusiastic, experienced, committed, reflective, dynamic and willing to try new ideas. They have varied and diverse interests that are evident both in and out of the classroom setting.

We welcome applications from teachers, expeditioners, boarding staff and administrators who care about young people, their learning and their development. We look for staff who love being in the company of students and go out of their way to spend time with them; from staff who are always prepared to go that step further and see working in a boarding school environment as a vocation.

We wish to appoint staff who enjoy being part of the wider school community and who give willingly and generously of their time. Teachers are expected to make a significant contribution to the ethos of Aiglon, being positive and contributing enthusiastically to the life and work of the school.



## ESSENTIAL REQUIREMENTS

- Appropriate degree, with internationally recognised teaching qualification and qualified teacher status
- A passion for teaching and commitment to education in the widest sense
- Adaptable and flexible to change
- Kind, hard working, enthusiastic and compassionate
- A positive, can-do attitude
- Excellent interpersonal and organisational skills
- Student focused and a highly effective communicator
- A high level of professionalism and commitment to the wellbeing of both students and fellow colleagues

# Aiglon as your employer

Our faculty and staff participate fully in the life of the school with all the expectations and benefits that this entails in a boarding school environment.

## EMPLOYMENT DETAILS

### – Appointment / Tenure

The number of lessons per week, lesson remission for any responsibility and tenure length of the position will be discussed at interview.

### – Professional development and review

Aiglon teachers will be required to undergo a yearly professional evaluation using the Aiglon professional development and review programme. There is generous provision for continued professional development.

### – Variable hours/duties

Aiglon teachers are expected to participate fully in the total life of the School. The nature of the position is such that teachers may be required to be available outside “normal” school hours.

### – Financial remuneration

The financial remuneration is generous, and the position (including the responsibility allowance) for an externally appointed, full time teacher (this includes tutoring, weekend duties, and activities) is in the salary range from CHF 53,676 to 96,936 annually. All Aiglon positions also include employer and employee pension contributions.

### – Other benefits

All Aiglon staff who work 67% and above are entitled to a 100% fee remission for their children to be educated at Aiglon provided the student admission requirements are met. All teaching staff who are contracted for 100% may also benefit from a fee remission for their children aged 5-9 to be educated in a specified local international primary school.







## What's next?

If you have an appetite for challenge and an ambition to make a positive impact on our world, Aiglon could be the school for you and we welcome applications from candidates who share these values.

A detailed job description, qualities and post-specific timings and information is attached in the appendix to this portfolio. Details may vary per posting.

### TIMELINE

#### – Application process

Aiglon manages its employment opportunities through a third-party platform called eTeach. All applications are received through this platform. If you have any problems you may contact [recruitment@aiglon.ch](mailto:recruitment@aiglon.ch). However, please note that all applications need to be received through eTeach.

Deadlines vary based on the specific posting. Please ensure all materials are submitted in a timely fashion.

#### – Long-list interviews

Selected candidates will be contacted for long-listed interviews. Typically, these interviews are conducted virtually.

#### – Short-list interviews

Selected candidates will be contacted for short-listed interviews. Typically, these interviews are conducted in-person and involved a multi-day visit to Aiglon's campus to meet with relevant staff members.

#### – Successful candidate

A successful candidate is selected pending all necessary residency permit applications and background checks.

## Appendix

The following pages contain the detailed job description and information for the post that is being advertised.



**Job Description****Teacher of German (Possible Head of Department)****Responsible to****Head of World Languages****JOB PURPOSE**

Aiglon College is an international boarding school based in the Swiss Alps with a worldwide reputation for providing a challenging and transformational holistic education in an inspiring setting within a safe, caring and supportive framework. The School is CIS accredited, and caters for 450 students aged 7-18 representing 70 nations. Students prepare for Cambridge IGCSEs and the IB Diploma Programme. Teachers are expected to make a significant contribution to the ethos of Aiglon. The expectation is that staff will be positive and contribute enthusiastically to the life and work of the school.

The World Languages department consists of 20 full-time and part-time teachers. It is a busy, highly professional department, with an emphasis on teamwork, the sharing of good practice and an innovative approach to all that we do. As might be expected in a languages department in an international school, our main philosophical aim is to ensure diversity and multilingualism and; to this end, we offer as wide a variety of languages as possible. The main languages on offer are French, Russian, Chinese, Japanese, and Spanish but we also have students studying towards qualifications in Arabic, Italian, Portuguese, as well as many others.

The ideal candidate for this position would be a native speaker of German who is an expert in Language A (Literature), as well as Language B.

The department is extremely well-resourced and is particularly well-known for innovating at every given opportunity. Achieving outstanding grades and producing top linguists in a wide variety of languages is an end product of our teachers' genuine passion for languages.

*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 of School. A summary of the key accountabilities is included below.*

**KEY TASKS AND RESPONSIBILITIES**



## **A - GUIDING PRINCIPLES and PROFESSIONAL STANDARDS**

- Carry out teaching duties and exercise responsibilities in line with the Guiding Principles of Aiglon College and the Guiding Principles for Learning. Look to inspire and engage students.
- Treat all members of the community, colleagues and students, with respect and consideration. Treat all students fairly, consistently and without prejudice. Always putting their interests first.
- 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, the staff prudence code, uniform regulations and other expectations.
- Engage with professional development (both pastoral and academic) and participate in staff training including the staff weekly inset programme, in line with the CPD programme of Aiglon College.
- Reflect on personal practices as well as the practices of the school with aim of continuous improvement and participation in appraisal and self-evaluation activities.
- Participate in the operation of school by attending various team and staff meetings such as departmental meetings as called by the Head of Department 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 School Director/School Director
- Undertake professional duties that may be reasonably assigned (e.g. 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 calendar (these may be spiritual, sporting or cultural).
- Be actively involved in any co-curricular activities that the Deputy School Director/School Director may reasonably request.
- Undertake any other task which may be reasonably required by the Deputy School Director
- Understand and implement all school policies and procedures, particularly those relating to safeguarding children and young people
- Understand the School's Guiding Principles and uphold the ethos of the School at all times

## **B – TEACHING and TUTORING**



- Teach up to an average of 21 academic lessons per week, 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 Director Learning.
- 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 coursework as required by the Head of Department or Deputy School Director
- Promote technology for learning.
- Maintain good discipline by adherence to the advice given to colleagues in the Studies Handbook and elsewhere, and by the Head of Department and Deputy School Director/School Director
- 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, tutor in an assigned Boarding House, exercising best practice in pastoral care and providing guidance and encouragement to students, as guided by the Assistant Heads, Deputy School Director and School Director
- Make contact with tutees' parents as per tutor guidelines as outlined by the Director of Boarding and Assistant Heads.
- Meet your tutees individually on a weekly basis
- Assume House duties. At present, house duties usually involve the following, but these may be revised by the School Director should circumstances so require:
  - a regular weekday lunchtime and evening duty
  - weekend duties amounting to approximately 10-12 per year. Not including starts of term and graduation weekends where attendance is expected.

## **C - ASSESSMENT, RECORDING & REPORTING**

- Maintain notes and plans of lessons undertaken, and keep 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 School Director.



- 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 the college's procedures for identification and assessment of Special Educational Needs, E.A.L need and other Learning Support.
- Provide mark reading information and write detailed reports on students as per the academic calendar.
- Support a maximum of three students per year through the Extended Essay process
- Write recommendation letters for students applying for university.
- Attend parents' meetings as designated in the academic calendar.
- Attend staff, department, parents' meetings and other meetings when required.
- Support effective communication by forwarding documentation to the relevant staff.
- Assist with the Department's contribution to the school marketing effort.
- Preserve the good name of Aiglon College in all dealings with the wider public.

#### D - CO-CURRICULAR DUTIES

- Contribute to the Activities and CAS programme on a weekly basis in consultation with the Activities and CAS Coordinator;
- Participate in the Expeditions programme, including the Winter and Summer Long Expeditions in consultation with the Head of Expeditions and Deputy School Director. Participation in expeditions is encouraged for all staff, and appears on the weekend duty rota.
- Contribute to the annual Aiglon Discovery Trips (ADT) in consultation with the Deputy School Director.

TMD/Sept 23