



John F. Kennedy International School

# JOHN F. KENNEDY INTERNATIONAL SCHOOL



## APPLICANT INFORMATION PACK





## John F. Kennedy International School

Thank you for your interest in teaching at John F. Kennedy International School

JFK is a unique small school with a steady cohort of approximately 80 students. During the Winter Term we offer a ski programme and student enrolment rises to 120. JFK works closely in partnership with parents and the local community. The school opened in 1971 and offers a private education to students from around the world. Students at JFK range in age from 2.5 – 14 (playschool to Year 9) and are taught in small class groups (maximum 16 students). Staff at the school know all students and vice versa.

Facilities at JFK are good, especially for such a small school. There are 3 buildings – one for playschool age children, one for Primary and one for Middle School. We have dedicated rooms for Art and Music as well as a Science lab. There is a playground and a playing field and we are able to use the local school gym, climbing wall and the local swimming pool. All students in the Middle School have their own Apple computer and these are used extensively in class. Primary students make regular use of laptops and iPads.

Students from around the world attend JFK and the school utilizes the International Curriculum for Early Years, primary and Middle School ensuring a seamless progression throughout the school and an ability that our students can move on after Year 9 to any curricula.

The school itself is situated in the village of Saanen, close to the ski resort of Gstaad and one hour from Montreux and Lake Geneva. The school has a boarding house in the village and students are known in the community.

Our school has grown substantially recently and we look forward to welcoming you through this exciting growth phase.

At JFK we encourage students to develop their full potential, whether this is in the classroom or elsewhere. We want our students to be happy and safe at school and develop as independent, resourceful and resilient individuals. Students should leave JFK with a love of learning and equipped with the skills needed to succeed at their next school and beyond.

We provide a curriculum that is stretching, relevant and exciting, offer excellent teaching, high expectations and the best standards of behavior. We expect staff to be positive role models for students and have high expectations of all who work with us. As a consequence of the excellent relationships between staff and students we have very low incidents of poor behavior. We are an inclusive school focusing on the well-being and progress of every individual child, including those with additional needs.

If you believe that an all round education is ideal, that all students can achieve and have a passion for delivering an outstanding education, we would love to hear from you.



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## How to Apply

John F. Kennedy International School is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a criminal check.

Please send by **email** to [zannie@jfk.ch](mailto:zannie@jfk.ch) with all of the following documents:

- Your CV
- A letter of application
- Contact details of two referees, including your current employer (if available):
- Email address
- A copy of your passport

We will consider your application only all documentation has been received. Please note only short-listed candidates will be contacted. Kindly be advised that only EU / Swiss nationals/permit holders will be considered due to strict visa regulations.

### Non-European applications

To our great regret, changes to Swiss law have made it extremely difficult for international schools like JFK to obtain work permits for non-EU citizens. For this reason, applicants without EU passports or Swiss work permits are advised that this greatly reduces their chances of being put on a short list.

Candidates who are invited to interview will be required to submit proof of their teaching qualifications.

Any candidate wishing to seek additional information should contact the Director - Mr. Henri Behar by email ([henri.bekar@jfk.ch](mailto:henri.bekar@jfk.ch)) or telephone (+41 33 744 13 72).



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## **Play School Manager September 2020**

We are looking to appoint an outstanding and motivated teacher and manager for our Play School, leading a team of assistants. The successful applicant would be Early Years trained with at least 2 years of experience in managing a playschool setting. Learning and development is underpinned by the four learning strands of the International Early Years Curriculum. The number of students varies during the year to a maximum of 18 students. The successful candidate would report directly to the Head of Primary School.

John F. Kennedy International School is a small school with a family atmosphere. Student role is approximately 80 in Autumn and Spring and 120 in Winter. Staff at the school take on many roles such as lunchtime supervision, after school activities, accompanying excursions (including overnight), chalet events and hikes/cycles. Staff know all of the students across the school and are comfortable teaching across the age range.

All staff are expected to exhibit the JFK Core Values of Adaptability, Morality, Resilience, Enquiry, Cooperation, Communication, Thoughtfulness and Respect.

Please note that only EU / Swiss nationals applications will be considered due to strict Swiss working permit regulations. A full /clean driving license, with recent driving experience is required. The ability to drive a minibus would be an advantage. References will be taken from 2 sources and you must be able to provide evidence of your teaching qualifications.

## Person Specification- Playschool

Criteria	Essential	Desirable	How assessed?
Qualifications and Training			
Relevant degree or equivalent	X		Application
Recognised full teaching qualification	X		Application
A higher qualification in education and / or management		X	Application
Any further relevant training	X		Application, Interview
Experience / Knowledge / Skills			
At least 2 years successful teaching management in a playschool setting	X		Application, Interview
Experience of teaching in the relevant subject and knowledge of the subject	X		Application, Interview, References
Experience of leading extra curricular activities		X	Application, Interview, References
Evidence of successful leadership across the subject	X		Application, Interview, References
Knowledge and experience of a range of successful teaching and learning strategies	X		Interview
Knowledge of curriculum developments related to the post	X		Interview
An understanding of how children learn and how to raise standards of achievement	X		Interview
Experience of building successful relationships with parents, pupils and staff	X		Interview, References
An excellent and effective class teacher	X		References
Ability to communicate effectively at different levels and with different sets of people	X		Interview, References
Ability to monitor and set targets in order to allow students to make good progress	X		Interview, References
Ability to motivate and inspire others	X		Interview, References
Good administrative and organizational skills	X		Interview, References,
Experience of teaching the IEYC curriculum		X	

Personal Attributes			
Passionate about subject area	X		Interview, References
Lead by example	X		Interview, References
Evidence of JFK core values – Adaptable, Moral, Resilient, Enquiring, Cooperative, Communicative, Thoughtful, respectful	X		Application, Interview, References
A commitment to personal development, maintained through self guided reading and research	X		Application, Interview
A team player, proactive and positive about challenges	X		Interview, References
Predisposition to immediate action	X		Interview, References
A belief that all can achieve	X		Interview, References
Effective behavior management	X		Interview, References
Ability to assess the emotions of others and adapt words, tone and body language as a result	X		Interview, References
Excellent attendance and punctuality	X		References
Willingness to attend extra curricular events out of school time	X		Interview, References
DBS / Criminal record check	X		References





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### Job Description

JFK is a unique small school with a family feel. We believe that learning exists inside and outside the classroom and that each child is different and so their learning and progression will also be unique

JFK staff are expected to foster a professional environment through exhibiting the core values of the school.

### Key areas of responsibility:

#### Teaching and Learning

- Plan outcomes of learning showing a balance between outcomes of knowledge, understanding and thinking skills, showing differentiation where necessary.
- Ensuring effective teaching so that teaching objectives are met and the best use is made of teaching time
- Demonstrate extensive understanding of subject content and connections with other subjects
- Plan collaboratively with colleagues to ensure the curriculum is integrated, broad and balanced
- Ensure that lessons take into account the full range of ability of the students and make appropriate use of information from the EAL and SEN departments
- Set high expectations for students behaviour, establishing and maintaining a good standard of discipline through well focused teaching
- Mark and monitor students work promptly. Provide constructive oral and written feedback and set targets that make the next steps clear
- Be a class teacher and / or homeroom teacher as required
- Ensure there is a constant review of teaching approaches and subject content, keeping up to date with developments in your subject curriculum
- Set high, clear and consistent expectations for student achievement and student pride in work
- Develop schemes of work and assessment procedures to ensure a consistent approach to teaching and learning
- Create and maintain a pleasant, safe and accessible environment where students are engaged in purposeful learning activities in a variety of ways
- Be flexible and adjust the content and process to meet individual learner's needs.
- Teach an average of 24 lessons per week for a full time post

#### Pupil well being

- Ensure safeguarding of students, reporting concerns to the appropriate member of staff
- Create a positive community of mutual respect and support
- Read and adhere to the various policies of the school and support the ethos of the school by upholding the behaviour code, uniform regulations and other expectations
- If required act as a tutor to one of the boarding students, providing pastoral care as required.
- Act as a role model for students, exemplifying a positive attitude

### Accountability

- Ensure pupil progress is reported via written reports to parents each term
- Demonstrate responsibility by motivating and enthusing staff and students
- Plan for student assessment with clear assessment criteria and standards that have been communicated to students and which link to external outcomes
- Ensure students are making good progress, documented through evidence, and take appropriate action if a group you teach is doing less well than it should
- Ensure your personal beliefs are not infiltrating through your teaching
- Participate in the school appraisal system

### Additional duties

- Take at least one after school activities class per week in either the Autumn or Spring Term
- Attend all school functions as required, regardless of who is running them - School Council, Parents, other teachers, etc.
- Complete break and lunch duties as required
- Participate in staff meetings, In Service Training and parents meetings as required, including before the start of term and when term has finished.
- Make a contribution to school events and projects, assuming leadership with colleagues and initiating new ideas
- Ensure that all deadlines are met, as published in the school calendar
- For staff over 70% participate in the Autumn overnight trip and/ or Spring Trip if required
- Provide cover as and when required by line manager
- Engage in professional development both inside and outside the School.

### Other

- Liaise with your line manager promptly, communicating clearly, listening carefully and responding to feedback appropriately
- Demonstrate effective time and resource management
- Work cooperatively with colleagues
- Ensure that as a member of staff you set the highest standards (being punctual to lessons, dealing with adults and students in a sensitive manner, being open to change, appropriate dress, etc.)
- Positively embrace differing cultures
- Preserve and promote the good name of JFK in all dealings with the community and parents
- Work effectively with other people by treating people respectfully and equally and developing good working relationships
- Maintain confidentiality - never publicly relay information about the school until the director has given permission.
- Manage resources effectively, in particular demonstrating strong time management skills but also effective management of equipment, ICT facilities and information
- Look the part by maintaining a professional and business like appearance
- Ensure that all interaction with students and parents remains within the confines of an appropriate professional relationship (including Facebook/ Instagram pictures and friendships)

The job description is subject to variation depending on the needs of the school. Teachers may be required to carry out additional reasonable requests as requested by their line manager or the Director of the school.