



GENEVA ENGLISH SCHOOL

Assistant Head of Sport and PE

for September 2019

Closing date for applications: Monday 25 March 2019



Contents

Message from the Head, Tim Meunier	3
About Geneva English School	4
Assistant Head of Sport and PE	5
Role	5
Physical Education at GES	5
Sport at GES: a sport for all approach	5
Key responsibilities	5
Person specification	6
How to apply	7
Safer recruitment	7



Message from the Head, Tim Meunier

We are delighted that you are considering applying for the post of Assistant Head of Sport and PE at Geneva English School.

This is a school in which there is purposeful energy and zest for life, coupled with a remarkable openness and generosity of spirit that extends throughout the whole community.

Our vision is to provide an outstanding education within a caring and collaborative learning environment. We take the traditions and values of British education and combine them with the best of modern, international and global programmes to create an engaging, relevant and cutting edge education that prepares individuals for the interconnected world of the future.

We are in an exciting phase of our development as we continue to grow our new, forward-looking secondary school on the foundations of our well respected and highly successful primary.

I look forward to reading your application.



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 Geneva. 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 kilometres from the primary site). The Secondary has been growing organically, with the addition of one year-group every year. Year 10 is set to open in September 2019.

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

Assistant Head of Sport and PE

Role

This vacancy arises as a result of the planned growth of the School and the continued development of our ambitious and highly successful sports and PE programme. We are looking for an enthusiastic and well-qualified teacher and sports coach to work alongside the Head of Sport and PE. This is a new, full-time position across both the primary and secondary parts of the School. It represents an exciting opportunity to help us to take sport and physical education at GES to the next level.

Physical Education at GES

Encouraging a healthy and active lifestyle is at the heart of our philosophy for physical education. Our approach focuses on inspiring a genuine enthusiasm for exercise and on the enjoyment, satisfaction and benefits of keeping physically fit. Physical Education is an important part of our curriculum and a subject taught by specialists on a weekly basis across the School.

Sport at GES: a sport for all approach

Our aim is to nurture and develop the physical abilities and talents of all children, allowing them to explore and enjoy sport in an environment in which they feel safe and confident. We encourage maximum participation and offer competitive sport for all abilities through internal and external events, tournaments and tours. The enthusiasm, spirit and determination shown by our individuals and teams often leads to remarkable levels of success in local and national competitions. As the School grows, we aim to offer ever more choice and opportunity for all our pupils, instilling a love of individual or team sport that will last a lifetime.

Key responsibilities

- Work with the Head of Sport and PE to generate an enthusiasm for sport and physical education amongst pupils, parents and colleagues.
- Support the Head of Sport and PE in developing resources, schemes of work and extra-curricular programmes for sport and physical education, having regard for the needs of all pupils.
- Keep abreast of developments in sport and physical education, continuously looking to strengthen your own knowledge, understanding and expertise.
- Attend relevant in-service training, and organise and lead training for others as appropriate.
- Organise and be involved in a range of sports activities, tournaments and trips.
- Teach the lessons assigned to you, planning appropriately to meet the needs of all pupils, making effective use of resources, and securing the best possible standards of learning and achievement.
- Maintain good order and discipline amongst pupils, in accordance with the School's behaviour policy, and have due regard for their welfare, health and safety.
- Maintain a productive learning environment by employing good classroom techniques, resources and management skills.

- Follow guidelines for assessment as set out by the School and keep appropriate records.
- Establish professional and effective communication with parents, reporting to them formally and informally on the development, progress and attainment of pupils.
- Liaise with the Head of Learning Support and with appropriate members of the SLT concerning any pupils with specific learning needs or who give rise to learning or pastoral concerns.
- Contribute to the creation of a stimulating learning environment around the School.
- Show an active commitment to the wider life of the School, including extra-curricular activities and events.
- Show commitment to your own professional development and take an active interest in educational debate and development.
- Carry out administrative and supervisory duties efficiently and conscientiously.
- Supervise and, so far as is practicable, teach any pupils who are assigned to you by the teacher in charge of cover arrangements.
- Undertake such other tasks as may be reasonably assigned by the Deputy Heads or Head from time to time.
- Act in accordance with the policies of the School and in particular with the principles laid down in the Staff Handbook, Staff Code of Conduct, ICT Acceptable Use Policy and Safeguarding & Child Protection Policy.

Person specification

We keep an open mind in the consideration of any applicant who believes they have something special and valuable to contribute.

Essential

- Experience of teaching and coaching sport and physical education
- Knowledge of the English National Curriculum for Physical Education
- An enthusiastic and creative approach to teaching and coaching, which inspires pupils and enables learning to be engaging and relevant
- A commitment to helping pupils to develop a broad range of skills and attributes
- A commitment to an interconnected curriculum and to working with colleagues across a range of disciplines
- The ability to communicate effectively with pupils, colleagues and parents and to work as part of a collaborative team
- An interest in education beyond the classroom and across the age range
- Flexibility, a sense of humour, and a willingness to take part in all aspects of school life, including tournaments trips, projects, special events and extracurricular clubs

Desirable

- Degree level qualifications in sport and physical education
- Qualified teacher status
- Experience of teaching gymnastics and dance
- Experience of coaching netball
- Coaching qualifications
- First aid qualification
- Experience of teaching and coaching both primary and secondary pupils

How to apply

Please **submit a completed GES Application Form** (available from <https://www.geschool.ch/about/work-with-us/teaching-vacancies>) to the Head of HR, Ms Aurore Alefsen, by email to hr@geschool.ch **before 12:00 on Monday 25 March 2019**. A brief covering letter to the Head and/or curriculum vitae may also be submitted but will not be accepted in place of a complete application form. Interviews will be held at the School in the week beginning Monday 1 April 2019.

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 and enhanced national/international criminal records checks.