



GENEVA ENGLISH SCHOOL

Head of Learning Support for September 2019

Closing date for applications: Monday 4 February 2019

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Message from the Head, Tim Meunier

Welcome to our school.

We are delighted that you are considering applying for the post of Head of Learning Support 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.

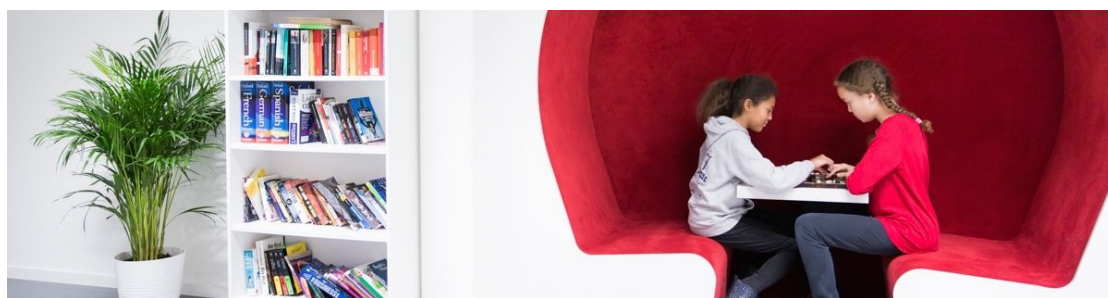


About Geneva English School

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 *Petit Malagny*, a beautiful, 18th century building in Genthod by Lake Geneva. The site 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 (3 kilometres from the primary site). The secondary school has been growing rapidly, adding one year-group each year, with Year 10 set to open in September 2019.

Head of Learning Support

Role

This vacancy arises as a result of the retirement of the current post-holder at the end of this academic year. We are looking for someone to continue the development of learning support that has been taking place at the School, coordinating the work of specialist teaching assistants, and supporting pupils, parents and teachers across the curriculum.

Although the job will be based mainly in the Primary, we are looking for someone who will be able to work with individuals and groups of students in Key Stages 3/4, and to provide advice to the Secondary Deputy Head and the growing team of teachers in the Secondary.

Learning Support at GES

Our aim is to provide all pupils with the opportunity to fulfill their potential, whatever their ability or need. We have high expectations for all our pupils and aim to remove any barriers to learning and participation. As an international school in which English is the principal language of communication and learning, we aim to ensure that every child has appropriate facility in English in order to access the learning opportunities appropriate to their age.

Learning support exists to:

- Identify, assess and plan provision to meet individual learning needs across the whole spectrum of abilities and backgrounds;
- Monitor, record and report on the progress of pupils with individual learning needs;
- Develop partnerships with parents to support pupils and ensure that pupils have an age-appropriate voice in this process;
- Develop effective working arrangements with appropriate external experts and agencies.

GES follows the three-tiered 'wave model' for learning support, with all children having access to Wave 1 (inclusive teaching that identifies pupils' needs through continuous formative assessment and provides challenge for every child), some accessing Wave 2 (individual or group support identified via whole-class provision mapping) and a few children with specific needs accessing Wave 3 support via individual education plans and tailored interventions.

Key responsibilities

- Lead and develop all aspects of learning support provision in the Primary (including support for those who have English as an additional language) and to provide advice and support for the provision in the Secondary
- Work with class teachers, heads of department and members of the senior leadership team, coordinating and supporting the identification of children's needs and the planning of appropriate provision and support.
- Liaise with parents and with visiting/external professionals and agencies.
- Lead, manage and deploy staff and resources in order to provide for the needs of the pupils.

- Maintain records and share information as appropriate.
- Contribute to the professional development of all staff, through informal discussion and support and via in-service training.
- Liaise with next providers of education, including leaders at the Secondary, to ensure a smooth transition for individual pupils.
- Set out an annual improvement and action plan that:
 - contributes to whole school aims and objectives;
 - is based on evidence and evaluation;
 - identifies realistic targets for improvement and development.
- Submit an annual budget bid that is informed by this improvement plan and manage the budget, keeping within designated limits of spending.
- Carry out an annual review of the School's learning support policy and procedures, reporting findings and plans for development to the Head and SLT.
- Keep abreast of developments in learning support provision and practice, always looking to strengthen your own knowledge, understanding and expertise.
- Be involved in the induction of new members of staff.
- Contribute towards the professional review of colleagues, following the guidelines in the School's professional review policy.
- Represent the School at relevant local, national or international meetings.
- Ensure that staff and pupils work in a safe manner in accordance with any relevant risk assessments and with the School's policy on Health and Safety.
- Contribute to the creation of a stimulating learning environment around the School.
- Show an active commitment to the wider life of the School, including clubs, activities and events.
- Show commitment to your own professional development and take an active interest in educational discussion and debate.
- Carry out administrative and supervisory duties efficiently and conscientiously.

Person specification

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

Essential

- Qualified and forward-looking learning support practitioner
- Knowledge of modern approaches to learning and teaching
- Experience in supporting bilingual/multilingual pupils and those with English as an additional language
- Commitment to an interconnected curriculum and to liaising with colleagues across all disciplines
- The ability to communicate effectively and engagingly with pupils, parents and staff and to work as part of a collaborative team
- Flexibility, a sense of humour and a willingness to contribute to all aspects of school life, including trips, projects, special events and clubs

Desirable

- Excellent IT skills, including experience with educational databases

How to apply

Please **submit a completed GES Application Form** ([available on our website](#)) to the Head of HR, Ms Aurore Alefsen by email to hr@geschool.ch **before 12:00 on Monday 4 February 2019**. A brief covering letter 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 11 February 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.