



John F. Kennedy International School

# JOHN F. KENNEDY INTERNATIONAL SCHOOL



## APPLICANT INFORMATION PACK



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 100 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 Early Years Curriculum, International Primary Curriculum and International Middle Years Curriculum, ensuring a seamless progression throughout the school and an ability that our students can move on after Year 9 to any curriculum.

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 behaviour. We expect staff to be positive role models for students and we 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 behaviour. 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.

## 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 **apply via TES** and attach all of the following documents:

- Your CV
- A letter of application
- Contact details of two referees, including your current employer
- Email address & mobile phone number
- A copy of your passport
- QTS / Teacher qualifications

We will consider your application only when all documentation has been received. Please note only short-listed candidates will be contacted for a Zoom interview. 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.

## **EAL Head of Department/Teacher**

### **1<sup>st</sup> January 2022 – Indefinite contract**

We are looking to appoint an outstanding, motivated and experienced Head of EAL for our students in Primary & Middle School. The Head of EAL oversees the provision for students who are learning English as an additional language and require extra support to sufficiently access the curriculum. It is the role of the Head of EAL to teach EAL students across the school and to lead and support teachers to produce the best lessons that will ensure each student makes rapid progress with their English and their confidence in using the language for all aspects of school life. In addition to teaching our EAL students, the Head of EAL will demonstrate a vision for outstanding provision for EAL for students of all ages, and the planning and leadership skills required to achieve that vision.

Experience of teaching beginners and more proficient students across both the Primary and Middle School is essential. The successful candidate would report directly to the Head of Primary School & Head of Middle School.

Staff at the school take on many roles such as lunchtime supervision, after school activities, accompanying excursions (including overnight), chalet events and hikes/cycles. In line with all teachers at JFK, the successful applicant would be expected to lead an after-school activity of their choosing during either the Autumn or Spring term. 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. The ability to drive a minibus would be an advantage. References will be taken from 2 sources including your current employer and you must be able to provide evidence of your teaching qualification, registration and additional qualifications.

Please note that only EU/Swiss nationals applications will be considered due to strict Swiss working permit regulations.

## Person Specification - EAL Head of Department/Teacher

Criteria	Essential	Desirable	How assessed?
<b>Qualifications and Training</b>			
Relevant degree or equivalent	X		Application
Recognised full teaching qualification	X		Application
Cambridge CELTA qualification with Young Learner Extension		X	Application,
<b>Experience / Knowledge / Skills</b>			
At least 5 years successful teaching experience of pupils in the relevant age groups (6-14 years old)	X		Application, Interview
Knowledge of the subject	X		Application, Interview
Experience of successful preparation for Cambridge examinations: Young Learners, KET, PET and FCE		X	Application, Interview, References
Evidence of successful leadership of an EAL department		X	Application, Interview, References
Experience of establishing and running an EAL community programme		X	Application, Interview, References
Experience of leading extra-curricular activities		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, organizational and ICT skills	X		Interview, References,
Experience of supporting EAL students learning through the IPC/IMYC Curriculum		X	Application

<b>Personal Attributes</b>			
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
Belief that all can achieve	X		Interview, References
Flexibility to adjust to change and development	X		Application, References
Ability to work with staff across the school in order to advise and share good practice	X		Application, References
Effective behaviour 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
Common sense and initiative	X		Application, References
Willingness to attend extra-curricular events out of school time	X		Interview, References
Willingness to participate enthusiastically in all aspects of school life	X		Application, Interview
An understanding of the importance of promoting and safeguarding the welfare of children	X		Application, References
DBS / Criminal record check	X		References

## **Teacher's General 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 department
- 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 learners' needs.
- Encourage students to see the real-world application of your subject
- 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
- Positively embrace different cultures
- 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
- Be inclusive and supportive in and out of the classroom
- Act as a positive 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
- Reflect on your teaching and adapt as necessary

### **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. This includes, but is not limited to, ski events in the Winter term.
- Ensure that all deadlines are met, as published in the school calendar
- For staff over 70% participate in the Autumn Excursion week and/or Spring Overnight 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.



### **Responsibilities Specific to the Role of Head of EAL**

- Manage the JFK EAL department
- Direct and coordinate the teaching of EAL across the Primary and Middle School
- Teach EAL across the school
- Liaise with Admissions to identify EAL needs prior to entry
- Establish an interview process with prospective students prior to entry to assess their level of English and inform timetabling requirements
- Liaise with SEN department to ensure appropriate support for students with SEN and EAL needs
- Oversee the assessment and monitoring of all students' level of English
- Ensure all students identified with EAL needs have those needs shared with staff who work with these students
- Monitor teaching quality and work directly with teachers to ensure the highest standards of everyday classroom practice
- Create regular opportunities for teachers to share, reflect and improve on classroom practice
- Lead Department meetings, ensuring a focus on improving student outcomes
- Oversee the development of a progressive and effective EAL curriculum
- Monitor student progress, evaluate the success of EAL strategies and identify areas for improvement
- Ensure assessment and feedback strategies are of the highest standards and have a direct impact on improving the quality of teaching and learning
- Support teachers in the timely and effective reporting of information to parents
- Develop EAL to be an example of excellence to others within and beyond the school
- Communicate the successes and impact of EAL activities within and beyond our community
- Select students, with student agreement and parents' permission, for the Cambridge English Language examinations
- Coordinate the application procedure, liaising with the Cambridge Examinations Officer in the entries, arrangements and provision of all external assessments and examinations
- Coordinate the provision of the exams in school and accompany the students to these examinations, if necessary
- Be responsible for all correspondence with parents regarding the various stages of the examination process except the recharging of costs
- Liaise with teachers to support EAL students across the curriculum and promote the highest standards of teaching and learning
- Attend in school IPC and IMYC training workshops
- Collaborate with other school teaching staff to ensure thematic consistency across the IPC and IMYC planning units where appropriate
- Organise and be responsible for at least one Entry Point per academic year and support Middle School EAL students in their preparation for Exit Points

### **English Competence Centre**

- To develop and establish the English Competence Centre in coordination with the Director

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.