



SURVAL MONTREUX
GIRLS' SCHOOL IN SWITZERLAND



Assistant Head Academic

Surval Montreux is a unique international girls' boarding school in Switzerland that provides an exceptional all-round education for girls aged 12-19. The school offers the American High School Program[1] for grades 8-12, including Advanced Placement courses.

Surval belongs to the Bellevue Education Group consisting of 19 schools, with headquarters in London, UK.

This is an exciting time in the School's history having recently celebrated our 60th anniversary, connecting with the school's traditions and heritage while seeking to continue to provide a forward-thinking and creative education in order to prepare young women for tomorrow's world.

Classes are small at Surval, typically around 10 students or smaller. As a small school, subject practitioners must be self-sufficient in their subject specialism, able to build their resources, and to deliver the curriculum and assessments efficiently. Flexibility is valued and expected.

Introduction

This position plays an important role in the leadership of the academic life of the school, helping to ensure we deliver on our promise to provide a tailored and personalised education which enables students to challenge themselves, flourish, and forge strong pathways to their future goals.

The Assistant Head Academic will work closely within the Senior Leadership Team[1] [2] , to ensure a joined-up approach to school life across the academic and wider life of the school and to ensure that the school's systems and processes support the academic development of all students.

The position carries a teaching commitment of minimum 50%, with the exact teaching load agreed in discussion with the Principal.



The Role

This job description gives an overview of the key areas of the position. The list is not exhaustive, and it is anticipated that as the academic life of the school continues to develop, the postholder's focus and priorities will shift accordingly.

Teaching, Learning and Assessment

- Oversee the curriculum overview, including reviewing the range of academic courses and electives offered, which are tailored to the needs of our students and optimise outcomes;
- Oversee curriculum planning to ensure all courses are rigorously planned, support continuity, progression and challenge and are aligned with the relevant standards;
- Lead options planning for returning and incoming students; including supporting discussions around option choices and their collation;
- Involvement in timetable design and planning, in liaison with the Senior Leadership Team;
- Ensure assessment practices and procedures are rigorous and align with relevant standards and rubrics;
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- Coordinate academic data tracking, analysis and impact;
- Coordinate standardised testing (CAT, PASS, Language Placement tests);
- Coordinate external academic tutors;
- Coordinate external examinations (SATs, APs, DELF, IELTS);
- Coordinate the management of transcripts: create transcripts of incoming students; update and monitor student transcripts over the year and finalise transcripts at the end of the year;
- In collaboration with all members of the teaching team, and Senior Leadership Team, drive teaching and learning to ensure that all students are challenged and engaged in their learning and are supported to develop as independent, inquisitive learners;
- Play a role in the annual appraisal of teachers, led by the Principal;
- Contribute to the Academic Handbook;
- Coordinate parental communications on academic matters to support prompt and helpful communication which keep parents involved in their daughters' academic progress.

Careers and University Guidance

- Support the Careers and University Guidance programme, which includes a timetabled slot for group counselling and individual support, for girls from Grades 10-12;
- Support the university applications process for Grade 12 and Gap students as needed; provide particular guidance and support to students applying to US colleges, and liaise with colleagues supporting applications to the UK and elsewhere.

Communication

- Establish and maintain excellent relationships and professional communication throughout the school community;
- Coordinate regular, timely and professional communication with parents to support their engagement in the academic development of their daughters;
- Play an active part in the promotion of the school through sharing of academic content for newsletters, social posts etc.

Person Specification

The Assistant Head Academic will demonstrate a range of qualities, skills and experience, as outlined broadly below:

- Be wholly committed to the values and culture of Surval, centred on our international family and boarding ethos;
- Have excellent and proven experience as a teacher and also ideally in a wider School role involving leadership and management;
- Have high standards of written and oral communication;
- Have strong ICT skills;
- Have excellent and proven organisational skills;
- Be comfortable, confident, and effective when liaising with girls, staff and international parents;
- Hold a degree and teaching qualification.

Personal Characteristics

- The postholder is likely to demonstrate the following qualities:
- Ambitious to strive for the highest standards;
- Organised and proactive with attention to detail;
- Forward-thinking and able to take the initiative;
- Dynamic and determined;
- Open-minded, open to new opportunities and ideas;
- Strong interpersonal skills to work within and support a close-knit team of professionals;
- Resourceful, flexible, and resilient.



Survival Offers

- A unique and enriching experience in exceptional surroundings whilst being part of an international community;
- A competitive salary based on post and responsibilities;
- Accident insurance;
- Small classes where staff have time to focus on the individual student;
- Professional development opportunities;
- Varying activities and trips on offer;
- 15 weeks paid holiday spread throughout the year.

How to apply

Submit your [application form](#) with all relevant documents (CV, motivation letter and copy of passport)

Applicants must give the names and contact details of two referees. Applicants should be aware that Survival reserves the right to contact previous employers, but will only do so after discussion with the applicant.

Pre-employment Checks

Employment with the School will be subject to the School being satisfied with the following:

- Criminal Records Disclosure or other relevant certificate from the relevant police authority;
- Verification of qualifications and identity;
- Three satisfactory references received;
- Such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations and in the limits of the Swiss Federal Act on Data Protection.

Survival Montreux is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening, including checks with past employers and appropriate police check.



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