



**LA GARENNE**  
INTERNATIONAL SCHOOL

**JOB VACANCY**  
HEAD OF PASTORAL

HR Department



## About our School

### La Garenne School - Be the one who makes the difference

Founded in 1947, La Garenne International School is known across the world for its unique approach to boarding education. Students from over 35 nations are welcomed each year to our modern campus in the French-speaking mountain resort of Villars, where we provide a secure environment and an extraordinary education to boarding and day students from 4 to 18 years old.

Our philosophy is based on individual attention to each and every young person, instilling in them a passion for learning, developing international mindedness and ensuring their holistic development academically, socially and emotionally.

### OUR VISION

To inspire our community to be responsible global citizens in an ever-changing world.

### OUR MISSION

The mission of La Garenne International School is to prepare students from around the world to become independent, international-minded young people. We promote traditional Swiss values of open-mindedness, responsibility, innovation, empathy, and respect. We strive to nurture each learner's talents, meeting their individual needs and aspirations.

### OUR CORE AIMS

#### CARE

**Give each student personalised attention** with empathy and understanding to help keep them happy, motivated and healthy as they progress towards adulthood.

#### RESILIENCE

**Promote strategies to adapt, recover, and grow** in the face of challenges. Students step out of their comfort zone and learn never to give up.

**BE HAPPY AND NEVER, NEVER, NEVER GIVE UP**

#### IMPACT

**Prepare students to make a difference** to themselves and to the world through community service and peer support, giving them the tools for self-reflection, aspiration and personal growth.

#### CURIOSITY

**Make inquiry central** to our teaching and learning so that students become lifelong learners, never ceasing to critically investigate, question, and analyse.

**UNLEASH YOUR TALENTS, INSPIRE THE WORLD**



## Role Description

La Garenne International School would like to appoint a **Head of Pastoral**. The Head of Pastoral is responsible for ensuring a **coherent, safe and high-quality student experience across the full 24-hour school cycle**, bridging academic life, boarding and co-curricular provision for students aged 4–18.

The role operates at the same leadership level as the **Head of Primary & Middle School** and **Head of Secondary**, reporting directly to the **School Principal**, and works collaboratively to ensure that the school's mission is supported through a consistent and integrated pastoral approach.

The Head of Pastoral provides **strategic oversight rather than operational replacement** of existing systems, ensuring alignment between academic, boarding and co-curricular teams, and continuity of care across all aspects of school life, including evenings and weekends.

The nature of this role means that working hours are largely concentrated in evenings and weekends; however, the post-holder is not necessarily required to live on campus, though close proximity is required. Working hours will be defined in consultation with the School Principal to ensure effective SLT coverage across the full 24-hour school cycle.

## Leadership & Collaboration

- Collaborating effectively with the General Director, School Principal, Head of Primary & Middle and Head of Secondary to ensure alignment across academic, pastoral and boarding provision
- Leading the strategic development and implementation of **whole-school pastoral systems**, ensuring consistency across Primary, Middle and High School
- Acting as one of the school's **Designated Safeguarding Leads (DSL)** during key times ensuring 24/7 coverage, ensuring compliance with Swiss and international safeguarding standards
- Ensuring effective communication and collaboration between academic staff, boarding teams and co-curricular/activity coordinators
- Leading the development of systems that ensure **effective sharing of student information** across all contexts (academic, boarding and co-curricular)
- Providing strategic oversight of all boarding houses (Primary, Middle and High School), ensuring a high-quality and consistent student experience
- Working closely with Heads of Section to ensure strong alignment between **boarding and academic provision**, including behaviour, routines and student support
- Supporting Heads of Section in managing complex pastoral and safeguarding cases, ensuring a coordinated whole-school approach
- Development and implementation of **evening, weekend and co-curricular provision**, working with coordinators and service providers to ensure alignment with student wellbeing and development aims
- Leading and contributing to staff training in safeguarding, pastoral care and boarding practice



- Supporting staff wellbeing alongside the General Director and School Principal
- Building strong relationships with students, parents and boarding families, ensuring clear and consistent communication regarding student wellbeing
- Acting as a key member of the Senior Leadership Team, contributing to whole-school strategy and development

## Organisation & Administration

- Overseeing pastoral systems within school platforms (e.g. iSAMS), ensuring accurate and up-to-date records relating to safeguarding, behaviour and student wellbeing
- Developing and monitoring systems for tracking student wellbeing, behaviour and engagement across academic, boarding and co-curricular contexts
- Ensuring effective structures for **daily and weekly communication** between boarding and academic teams
- Contributing to the planning and coordination of the school calendar, particularly in relation to boarding, activities and student wellbeing initiatives
- Supporting admissions processes where pastoral insight is required
- Contributing to accreditation and inspection processes related to safeguarding, boarding and student welfare
- Monitoring the quality and consistency of boarding and co-curricular provision, identifying areas for development

## General Duties

- Upholding and promoting the school's mission statement and IB philosophy
- Maintaining a visible and active leadership presence across the school, including evenings, weekends and school events
- Supporting conflict resolution and mediation relating to students and staff
- Contributing to assemblies, student events and wider school life
- Working with SLT to support continuous school improvement
- Making recommendations to improve the overall student experience across academic, boarding and co-curricular provision

**Please note** that whilst the key responsibilities have been included in this job description, it should be acknowledged that the role is not limited to these activities and can vary based upon the needs of the school / faculty, as directed by the School Principal.



## Role Expectations

All La Garenne staff are required to carry out rota duties to ensure that students can be safely supervised across both campuses at all times and to ensure better communication beyond the classroom. As part of their commitment to school life, staff members are expected to attend all events (see list below) and should be prepared to accompany children on other day or residential trips within Switzerland or beyond if required.

As a member of the Senior Leadership Team (SLT), visibility at these events is essential, often acting in an organisational capacity in addition to ensuring that standards are met with regards to student behaviour and professional conduct.

- Parent/Teacher Days (during the school day)
- Student parties (Halloween, Christmas & End of Year Celebration)
- Staff Christmas Party
- Supervision of Saturday morning study on a rota basis (Secondary teachers only)
- Overnight Group Expedition (All full time Teachers should accompany once a year; 1 night 2 days)
- Boarding duties on a rota basis
- Ski Race (during the school day) and Medal Presentation Ceremony
- Charity Days (during the school day)
- School Challenge Days (usually on Sunday afternoons)
- Sports Day (during the school day)
- School Show & End of Year Ceremony (during the school day)



## The Ideal Candidate

You will be an educator who is dedicated to continual improvement and embodies the attributes of the IB Learner Profile.

- Has a good honours degree and/or a further degree
- Has experience of working within a Senior Leadership Team as a Deputy / Vice Principal
- Has experience of working as a Designated Safeguarding Lead
- Embraces a commitment to working within the principles of equality, diversity and inclusion
- Is passionate about residential school life and working within boarding environments
- Embraces developments and innovations in education and is willing to experiment with new practices
- Has experience of leading policy development and implementation
- Has excellent written and verbal communication skills
- Shares the educational vision of La Garenne International School including our holistic vision of education and is excited to contribute to the co-curricular and pastoral aspects of life at the school
- Has strong interpersonal skills and can build relationships and collaborate with colleagues and the wider school leadership
- Experience working in a boarding school setting
- A proven track record of taking initiative
- Knowledge of the IB philosophy, principles and practices
- Familiarity with a wide range of curricula, including the IB MYP and DP
- Has demonstrated significant commitment to their previous school communities
- Possesses a positive outlook, an optimistic approach to change and development, and a good sense of humour



## Benefits

We are committed to ensuring that all of our teaching staff continue to develop themselves professionally and embrace new and innovative approaches to teaching and learning. The successful candidate will teach in our new Senior school campus, which has contemporary, bright teaching spaces equipped with the latest educational technology.

### **The school has a range of additional benefits including:**

- The opportunity to live and work in a beautiful area with great connections to the rest of Europe
- A safe and secure environment in which to work
- Numerous outdoor activities (particularly as Villars is a renowned ski resort)
- An opportunity to learn or improve your French
- To work in a school with an excellent reputation
- To be part of a growing school with opportunities for advancement
- Attractive working conditions
- Professional development opportunities
- Possibility to travel internationally
- Depending on availability, free tuition for staff children
- To teach in modern classrooms with the latest technology
- Approximately 15 weeks of annual holiday spread throughout the year
- Annual ski pass offered by the school for full-time teaching staff
- Final interviews held at the school at our expense once approved by the General Director



## How to apply

We welcome any applicant who has a passion for education, who is ready to give each learner individual attention, participate in the life of the whole school and will uphold our guiding principles.

### If this is you, please send:

- A complete Curriculum Vitae
- A letter of application
- A copy of your passport information page and/or Swiss work permit (if applicable)

Human Resources ([hr@la-garenne.ch](mailto:hr@la-garenne.ch))

Chemin des Chavasses 23

1885 Chesières

Switzerland