

EST. 1947

LA GARENNE
INTERNATIONAL SCHOOL

JOB VACANCY

PRINCIPAL

About our School

"Be Happy and Never, Never, Never Give Up" - Grégory Méan

La Garenne School - Be the one that makes the difference

La Garenne is an international school for 4-18 year olds which has been delivering exceptional education for over 75 years. Owned and managed by the second generation of the Swiss Méan family, the school prides itself on its personal approach and individualised attention.

Our approach delivers real-world learning, both in terms of academic achievement and life skills that last for generations. In the Primary School (ages 4-11), students follow the International Primary Curriculum (IPC), which prepares them to enter the Secondary School where they study the highly-regarded International Baccalaureate Middle Years Programme (ages 11-16). Upon completion of the MYP, our students start their studies for the IB and High School Diploma Programmes (ages 17-18).

Our team is multilingual and multinational and forms a unique community which is supportive, friendly, empathetic, hard-working, flexible and resilient. Everyone in the team has a role to play in the development of our students, and we encourage all our staff to think creatively and be that special person who helps bring out the best in every student.



Job Description

The Role

La Garenne International School is looking to appoint an inspirational Principal to join its dynamic and forward-thinking team in September 2027. This is an exciting opportunity to lead our growing school in the next phase of its educational journey. The new Principal will demonstrate an evident passion for the positive and holistic development of the students, staff and curriculum.

Main Duties

General

- Working closely with the board members to build a coherent strategic vision of excellence at all levels of the school;
- Oversee daily school operations, including managing staff, budgeting, resource allocation, and facilities management;
- Recruit, hire, access, promote, and retain qualified and dedicated teaching, boarding and administrative staff;
- Establish strong relationships with parents, community members and local organisations to foster a sense of partnership and collaboration in supporting student success;

Leading Teaching and Learning

- The Principal will work closely with the Head of Secondary and Head of Primary & Middle School to develop the implementation of high-quality learning across the school;
- Establish and develop successful strategic partnerships to support the curriculum;
- Maintain a high level of understanding of current and future curriculum developments across all key stages, with an emphasis on a deep understanding of IPC, IBMYP, IGCSE and IBDP;
- Develop appraisal systems, including monitoring and evaluation, target setting, school improvement planning and curriculum leadership;
- Use the analysis, interpretation and understanding of relevant data and information from both within and outside the school to shape decision-making processes;
- Lead, manage and develop a culture of high expectations and appropriate challenges led by personal example;
- Ensure the delivery of a broad and balanced curriculum, which includes innovative pedagogical approaches to enrich the educational experiences of all pupils;
- Develop strategies for personalised learning in order to ensure success for every child.

Managing and Leading the Organisation

- Management of staff performance through rigorous appraisal and performance management systems;
- Create and promote a positive and inclusive school ethos;
- Identify successes and failures and positively embrace change to secure continuous school improvement;
- Develop current and new ways of working to develop, connect and implement effective school systems
- Create cohesive practices across school campuses and programmes
- Represent the school at conferences locally and internationally
- Maintain and develop relationships with all stakeholders.

Communication

- Ensure parents/caregivers receive regular information about the curriculum and their children's progress, to promote a common understanding of student development;
- Work with parents/caregivers to ensure students are participating fully in the life of the school, from completing homework to joining extra-curricular activities;
- Work with staff to develop internal and external communication strategies to ensure that all areas of the school are working with a clear understanding of the process and responsibilities of one another;
- Ensure that all school handbooks are updated as required.

Pastoral & Discipline

- Possess a deep understanding of safeguarding in schools, supporting DSLs and dDSLs to be rigorous in their practice and ensure that policies are both proactive and reactive;
- Develop positive working relationships with staff to ensure they are fully part of the school community and fulfilling their responsibilities to students and colleagues;
- Create a nurturing environment in school so that the physical and mental health of students and staff can flourish;
- Oversee the development and implementation of the behaviour policy and rewards & conduct system across the school;
- Hold staff accountable to school regulations and challenge professional conduct as required;
- Promote equality and inclusion in all aspects of school life.

Person Specification

- Master's degree in Education Administration or a related field (Doctorate preferred).
- Successful leadership and management experience in a boarding school (5 years minimum)
- Proven experience in raising standards of achievement and determination to bring this experience to La Garenne;
- An inspirational leader, able to motivate and empower all staff and students;
- A commitment to working within the principles of equality, diversity and inclusion;
- Experience of school self-evaluation, successful line management and staff development;
- Data analysis skills, and the ability to use data to set targets and identify weaknesses;
- Understanding of evidence-based teaching and learning and the ability to model this for others;
- In-depth knowledge of best practice in supporting SEND & EAL students
- Understanding of school finances and financial management;
- Ability to create and communicate a strategic vision and inspire others through effective, positive working relationships;
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that compromise the position;
- Fluency in written and spoken English with excellent communication and listening 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 school life;
- Strong ICT competence;
- Possesses a positive outlook, an optimistic approach to change and development, and a good sense of humour;

How to Apply

We welcome applicants who have a passion for education, who are ready to offer individual attention, participate in the life of the whole school and who will uphold our Guiding Principles.

La Garenne International School is fully committed to safeguarding the children and young people in our care. All new staff are subject to enhanced pre-employment clearance, including criminal records and Swiss Justice Department searches for people working with children, as well as identity, qualifications and employment verification. La Garenne is committed to the principle of equal opportunity in employment.

Please send the following documents by email to **hr@la-garenne.ch** or by post to the address below:

- Full curriculum vitae.
- A letter of application, preferably handwritten.
- A copy of your passport information page and/or Swiss work permit.
- Names and contact details of at least two referees for your last two jobs.

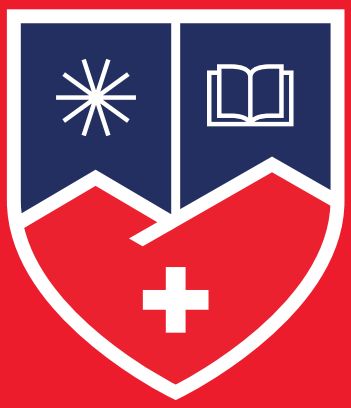
La Garenne International School
Human Resources
Chemin des Chavasses 23
1885 Chesières
Switzerland
www.la-garenne.ch

Term and conditions of employment

The salary and other benefits will be competitive and reflect the seniority of the role and the experience of the appointed candidate. The principal has the opportunity to live and work in a beautiful area with great connections to the rest of Europe; within a safe and secure environment. There are numerous outdoor activities on the doorstep - Villars is a renowned ski, hiking and mountain biking resort. Other benefits include:

- Subsidised gym membership plus free use of the school gym;
- An opportunity to learn or improve your French;
- Being part of a growing school with opportunities for advancement;
- Attractive working conditions;
- Professional development opportunities;
- Possibility to travel internationally;
- Depending on availability, discounted tuition fees for staff children.

EST. 1947



www.la-garenne.ch