



LA GARENNE
INTERNATIONAL SCHOOL

JOB VACANCY
UNIVERSITY ADMISSIONS COUNSELLOR



About our School

La Garenne School - Be the one that 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 3 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 **University Admissions Counsellor** to help guide our students through their learning journey and work closely with colleagues and parents to ensure that a personalised pathway is clearly defined for each student. The role incorporates a wide range of responsibilities, including but not limited to:

Leadership & Collaboration

- The implementation and oversight of the Higher Education & Futures (HEF) programme, ensuring that we fulfill the 8 Gatsby Benchmarks
- Work closely with the school's HEF Coordinator to ensure a collaborative and systematic approach to preparing our Secondary School students for university admission.
- Working closely with other HEF providers to facilitate a comprehensive and personalised approach to HEF support for Secondary School students
- The maintenance of personalised HEF pathways for individual students across the Secondary School
- Liaising with colleagues across schools departments (e.g. Subject Coordinators, Learning Support, Boarding, School Counsellor) to ensure that you have the whole picture of each student, aiding pathway personalisation and tailoring both Teacher and Counsellor references
- Regular, proactive consultation with students and parents to establish and refine HEF pathways
- Taking responsibility for country-specific application processes
- Leading in-house student and staff workshops

Organisation & Administration

- Supporting the HEF Coordinator in the creation and maintenance of a HEF Calendar which includes all key dates pertaining to careers, university guidance, supra-curricular / personal development opportunities
- Support in managing and updating HEF development, tracking and application systems, including (but not limited to) Unifrog, CommonApp and UCAS, ensuring that student data is kept up to date and the development of each student's progress is closely monitored with appropriate interventions in place
- Support in coordinating and overseeing the application process in its entirety with distinct groups of students; reference-writing and collation, sourcing and uploading student transcripts, supporting all written application material (e.g. UCAS personal statement, Common App essays, US College



supplementary essays, Letters of Intention etc.), uploading references and both sourcing and providing quality assurance throughout this process, ahead of final submission

- Support in managing and facilitating access and support with SAT, IELTS and other HEF pathway assessments/admission tests and interview preparation, as required, including registration, portal administration and oversight of logistics, including access arrangements
- Support in arranging local and international university visits depending upon the interests of the students, in addition to ensuring our attendance at local university fairs and other events which could help to strengthen university applications
- Support in coordinating programmes of seminars, webinars and subject-specific workshops/ one-to-ones related to the HEF programme
- Working with the Marketing Team to promote and celebrate the HEF programme at La Garenne
- Support with the organisation of an annual 'Futures Week' for the Secondary School students
- Communicate regularly with families to provide application and progress updates

General duties

- Ensuring your availability (on campus / remotely, as required) following the release of external examination results, supporting the analysis and evaluation of HEF pathways, liaising with colleagues, students and families as required
- Pursuing appropriate professional development, including attendance at annual conference(s) related to HEF pathways and provision
- Teaching responsibilities related to your subject area, as required by school and in consideration of the demands of the role (note that a non-teaching role may be more appropriate / preferred)
- Demonstrating a professional, friendly and respectful attitude towards all members of the La Garenne community at all times
- Assisting with other duties as assigned by the Head of Section, School Principal or General Director, in response to school needs



Expectations of all teachers

All teachers 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, teaching 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.

- Parent/Teacher Days (during the school day)
- Student parties (Halloween, Christmas & End of Year Celebration)
- Staff Christmas Party
- Supporting weekend study sessions if required (Saturday morning)
- Overnight Group Expedition (All full time Teachers should accompany once a year; 1 night 2 days)
- Boarding duties on a rota basis (if required)
- 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
- Embraces a commitment to working within the principles of equality, diversity and inclusion
- Is passionate about their specialist teaching subject and can enthuse others
- Embraces developments and innovations in teaching and learning and is willing to experiment with new practices
- 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 school leadership
- Has experience in dealing with university admissions
- Experience working in a boarding school setting
- A proven track record of taking initiative
- An understanding of university admissions procedures or a strong willingness to learn
- Familiarity with the IB Diploma Programme and ideally the US High School Diploma
- 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 apply online via TES/Schrole or, alternatively, send:

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

To our Human Resources department (hr@la-garenne.ch)

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