



EST. 1947



**LA GARENNE**  
INTERNATIONAL SCHOOL

**JOB VACANCY**  
**ENGLISH AND SPANISH LANGUAGE COORDINATOR**

HR Department



## 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 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 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**



## Job Description

We are seeking a full-time, experienced **English and Spanish Language** Coordinator to work with a diverse range of students from ages 11 - 18. Candidates will be committed and ambitious individuals with the ability to coordinate and deliver the language provision to students in small groups.

The successful candidate will be experienced in leading and delivering CPD to subject teachers and will monitor the delivery of Languages throughout the secondary school. Candidates must have experience of working with students with diverse learning needs and abilities.

**Start date:** As soon as possible

**Location:** Switzerland

## Candidate Requirements:

- Proven track record with at least 5 years' Language school-based teaching experience (preferably in an international school)
- Qualified to Bachelor's Level (minimum)
- Recognised 120 hours English Language Teaching Qualification, i.e. Cambridge CELTA / DELTA or Trinity Certificate TESOL
- Knowledge of the CEFR and common language exams (KET, PET, FCE, IELTS)
- Experience in teaching pre-A1-B1 learners
- Experience of coordinating Language programme across the secondary school age range
- Experience in training and supporting classroom teachers in the delivery of EAL strategies within their subject areas



## Main Duties:

- Coordinate the school's Language provision across the Secondary age ranges.
- Teach across the age and ability-range, adapting lessons to the needs of each individual.
- Contribute to wider school life by participating in sporting events, ECAs, and other enrichment activities.
- Seek to develop your own professional practice and development
- Clear commitment to the safeguarding of all young people.
- Completing any subject-related administration as needed and participating in and/or leading department meetings.
- Follow the school's assessment and reporting processes and attend parents' meetings as required

## The Ideal Candidate:

- Embraces a commitment to working within the principles of equality, diversity and inclusion
- Is passionate about their 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 with native level English
- 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 school leadership
- Strong ICT competence and willing to embrace new technologies
- 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 brand new Senior School campus in contemporary and bright teaching spaces which are 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
- The numerous outdoor activities that are on offer (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, places for staff children
- Access to your own Macbook Air
- To teach in modern classrooms with the latest technology
- Approximately 15 weeks annual holiday spread throughout the year
- Annual ski pass and Free Access Card (many free activities and transport during the summer) offered by the school for full time teaching staff



## 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.

Please send the following documents by email to [hr@la-garenne.ch](mailto: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

## Overview of Employee Benefits

- The opportunity to work in a beautiful location in the Swiss Alps.
- To work in a school with an excellent reputation.
- To be part of a growing school with opportunities for advancement.
- To join a team of well-qualified and enthusiastic staff.
- An opportunity to improve your French.
- Use of the school gym.