Beau Soleil
Collège Alpin International

Housemaster/ Housemistress

JOB DESCRIPTION

REVISED FEBRUARY 2020

Purpose

As a Housemaster/Housemistress at College Beau Soleil you will play a key part in our ongoing drive to raise the quality of everything we do. Together we ensure that our students enjoy an extraordinary holistic education within the exceptional alpine setting of Villars-sur-Ollon.

As the link between students, parents and the academic side of the school, our Housemasters and Housemistresses lead the way in creating and maintaining a home from home family environment in which students feel secure and well supported throughout their time at Beau Soleil. Working under the direction of the Director of Boarding, you will have responsibility for the all-round welfare and success of the young people in your boarding house. Working closely with your in-house team (Deputy Housemaster/Housemistress and Graduate Assistants) and liaising daily with tutors, academic leaders, medical centre and the school's leadership team, your support will enable the students in your boarding house to thrive and fulfil their potential in all areas of their life at Beau Soleil. Our Housemasters/Housemistresses also teach a number of lessons and participate in other activities, as agreed with the Principal.

Location

Collège Alpin Beau Soleil in Villars-sur-Ollon.

Reports To

The role reports to the Director of Boarding.

Key Responsibilities

The following gives a guide to the main tasks and the scope of the role. These are not exhaustive, and may vary where necessary to suit the skill set of the post holder and the needs of the school.

As Housemaster or Housemistress

- Take responsibility for the pastoral care of students in his/her house and their ability to flourish in all areas of school life
- Develop strong relationships within the house based on trust and respect
- Keep an overview of each individual student in the house, gathering and sharing information as appropriate
- Lead the in-house team and liaise with other staff regularly
- Build strong relationships with parents of students in the house, being pro-active in communication with them and ensuring that tutors do the same
- Build a duty rota to ensure that the house is staffed effectively through weekdays and the weekend, and manage the daily domestic routine of the house, including dealing with students who are unwell and liaising with the maintenance team
- Ensure that all students have opportunities for self development and taking on leadership roles as appropriate
- Assist the admissions department in conducting tours of the boarding house
- Contribute significantly to school improvement/development planning
- Play an active part in weekend activities
- Develop and deploy resources to support student welfare

- Develop and share good practice based on skills and experience
- Promote the wider aspirations and values of the school

As a Teacher

Teach students so that they achieve the best they can by:

- Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom
- Positively targeting and supporting individual learning needs
- Maintaining high levels of behaviour and discipline through kindness and support
- Effectively using homework and other extra-curricular learning opportunities
- Establishing a purposeful and safe learning environment
- Using modern technology to enhance learning opportunities
- Report on progress to appropriate stakeholders
- Contribute to whole school learning initiatives

Extra-Curricular Activities

- Support the life of the school beyond the classroom
- Lead one or more agreed extra-curricular activities
- Participate in residential weeks and other trips as appropriate

Other Requirements

- Contribute positively to the morale and community spirit in the school
- Work effectively in different teams
- Inspire trust and confidence in students, colleagues and parents
- Engage and motivate students
- Work collaboratively and with a commitment to continuous improvement
- Assist in whole school marketing initiatives and contribute to the growth of the school
- Operate at all times within the stated policies and practices of the school
- Maintain an up to date knowledge of good practice in pastoral care
- Maintain subject(s) or specialism(s) to enable effective teaching
- Keep knowledge of wider professional developments up to date
- Undertake professional development to enhance teaching and students' learning, and apply outcomes and identify impact/share outcomes with colleagues
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements
- Any other appropriate duties as allocated by members of the school’s leadership team

Education and Professional Qualifications

- Qualified to degree level.
- Teaching or other professional qualifications are desirable.

Experience

- Proven track record with teaching and boarding experience
- Demonstrable evidence of successful management in schools

Person Specification

- Ability to inspire and develop students and staff
- Full of resilience, energy and perseverance
- Kind, friendly and approachable, with flexibility and empathy
- Passionate about education and learning
- Evidence of commitment to continuous professional development
- Understanding of the complex and demanding environment of an international boarding school community
- Excellent oral and written communication skills
- Strong organisational and management skills
- Ambitious – for themselves and others
- Able to shoulder responsibility
- And … as anyone who has ever worked in boarding knows … a sense of humour.

Safeguarding and Right to Work

- Hold a current enhanced Disclosure and Barring Service certificate or equivalent for countries lived in outside the UK.
- Compliance with visa requirements for working in Switzerland.
- A commitment to safeguarding and promoting the welfare of all pupils, and the willingness to undertake appropriate child protection training when required.

Remuneration

Competitive remuneration and benefits based on experience.