



Beau Soleil

Collège Alpin International

JOB DESCRIPTION

| | |
|-------------------|----------------------------------|
| Title | Assistant Head (Pastoral) |
| Department | Pastoral |
| Reports to | Deputy Head (Pastoral) |
| Location | Villars-sur-Ollon |

| | |
|---|--|
| Purpose <i>(why the position exists, within what limits and with what objectives)</i> | <p>As Assistant Head (Pastoral) at Beau Soleil, you will take a leading role in ensuring and enhancing the pastoral care and well-being of our students. You will work closely with the Deputy Head (Pastoral) and the Assistant Head (Academic), as well as the Health Centre, Hotelerie and IT teams.</p> <p>You will be a member of the school's Senior Leadership Team, and will be expected to contribute to discussions on whole school issues and the strategic development of the school.</p> <p>You will contribute significantly to making sure that we deliver the 'Home from Home boarding environment' that we promise to our students and their families, and you will be a passionate and dynamic advocate of our boarding provision to internal and external stakeholders.</p> |
| Key Responsibilities | <p>You will take responsibility for the day to day leadership and management of our 5 boarding houses. Responsibilities will include, but not be limited to:</p> <ul style="list-style-type: none">• Supporting the house staff teams in making sure that the students are as happy, healthy and successful as they can be in every aspect of their school lives• Leading the ongoing development of our new house-based tutor system• Facilitating the professional development of our boarding teams of Housemasters/mistresses, Deputy Housemasters/mistresses, Resident Tutors and Graduate Assistants, including identifying external training opportunities• Collaborating with Housemasters/mistresses, Tutors and the Assistant Head (Academic) to ensure holistic support of individual students, including liaising with parents• Communicating regularly with the academic teams, sharing information to support student success• Continuing to develop the use of Firefly and Parent Portal to support the pastoral programme• Working with Admissions and the pastoral teams in the recruitment and retention of students• Ensuring a consistent approach to behaviour management, including the use of sanctions and rewards, between boarding houses and, with the Assistant Head (Academic), between academic and pastoral• Building a culture of high expectations among students and staff• Being involved in the extra-curricular activities programme, and leading the management of weekend activities• Supporting house staff in developing the fabric and facilities of their house buildings |



Beau Soleil

Collège Alpin International

| | |
|--|--|
| | <ul style="list-style-type: none">• Participating fully in the wider life of the school, attending all key school events, social functions and Challenges, representing the SLT at events locally, nationally and internationally as directed by the Principal• Supporting the Executive Team in providing some cover over weekends, evenings and at key points outside of term time• Teaching up to a 50% timetable and contributing as a member of a teaching faculty to the academic life of the school |
| Education and Professional Qualifications | <ul style="list-style-type: none">• Relevant degree and teaching qualification |
| Experience | <ul style="list-style-type: none">• Experience of middle leadership in boarding education, likely to include the leadership and management of a boarding house• Extensive teaching experience in a relevant subject• Ideally some experience in international education |
| Person Specification | <ul style="list-style-type: none">• An experienced and wholehearted boarding professional• Able to produce practical and well informed solutions to day to day boarding issues• Flexible and creative in responding to the complex needs of students and parents• Committed to enabling students to flourish and achieve their best through a warm and good humoured approach, with a strong sense of perspective• Willing to embrace change and innovation• A reflective practitioner who constantly looks for ways to improve• A confident and accomplished teacher who will help to promote the merging of academic and pastoral roles within the school• A skilled communicator across all contexts, who is adept at building relationships• Ability to speak French will be an advantage but is not essential• Likely to have career aspiration of Deputy Head/Principal |