



Beau Soleil

Collège Alpin International

JOB DESCRIPTION

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

Purpose <i>(why the position exists, within what limits and with what objectives)</i>	<p>Working closely with the academic leadership team, your vision, passion and dedication to quality will ensure that we can deliver our promise of providing outstanding educational outcomes for every student.</p> <p>You will be responsible for overseeing the day to day academic progress of the students in the International Section, communicating with them, their parents and house teams, along with the Executive Team and any other appropriate stakeholders.</p> <p>The role of Assistant Head is one which requires energy, dedication, passion and ambition. You will act as a role model to staff and students, embodying the school's values in your daily work. In return, as a member of the school's Senior Leadership Team, you will gain valuable experience of curriculum management, strategic planning and implementation, extracurricular provision and broader operational awareness.</p>
Key Responsibilities	<p>Lead the academic programmes across the International Section in Grades 9, 10, 11 and 12. Responsibilities will include, but not be limited to:</p> <ul style="list-style-type: none">• Lead and manage the ongoing evolution and development of innovation, creativity and challenge within the IB, IGCSE, and High School Diploma programmes• Lead the implementation and ongoing review of the NAE Quality Assurance framework and the drive for continuous improvement in our academic provision• Direct the work of the IB and Exams Co-ordinators with regard to the staging, invigilation and administration of both public and internal examinations for all students• Oversee the Extended Essay and EPQ processes• Work with the Deputy Head (Academic) to identify and lead training and Professional Development opportunities. This will involve working with colleagues within and beyond the school community• Be involved in decision making and policy development across the school, as a member of the school's Leadership Team• In collaboration with Deputy Head (Academic) and Faculty Leaders, track and monitor the academic progress of all students in the Grades 9 to 12, directing the work of subject teams with regard to interventions• Communicate regularly with the pastoral teams, sharing information to support student success• Continue to develop the use of Firefly and Parent Portal to support the academic programme



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	<ul style="list-style-type: none">• Liaise regularly with the Assistant Head (Pastoral), tutors and teachers concerning student discipline, providing leadership and management of any teaching issues that cannot be resolved at a departmental level• Work with Admissions and Faculty staff to support recruitment and retention of students• Participate fully within 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• Support the academic life of the school by fulfilling a teaching commitment of approximately 50% fte (12 ppw)• Refine the Academic Enrichment programme through assemblies, ECAS, competitions, school trips and activities programme• Support the Executive Team in providing some cover over weekends, evenings and at key points outside of term time
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 at department or faculty level• Ideally, some familiarity with international education
Person Specification	<ul style="list-style-type: none">• A confident and skilled communicator who is adept at building relationships within and beyond the school community• An outstanding classroom practitioner who is interested in using innovation and collaboration to drive forward the quality of teaching and learning• The drive and energy to maintain commitment to building a culture of high expectations for improved outcomes• Flexibility and adaptability• Understanding of current and emerging curricula including IGCSE and IB programmes• Desire to work in a fast paced and intense boarding school environment• Willingness to embrace change and innovation• The ability to speak French is advantageous but not essential• Committed to supporting every child to flourish and achieve their best• Likely to have career aspiration of Deputy Head/Principal