



LA GARENNE
INTERNATIONAL SCHOOL

JOB VACANCY
SUMMER ACADEMIC COORDINATOR

SUMMER CAMP



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, 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 an experienced educator to lead our Summer Camp academic programmes. This is a short-term role which will be crucial to the success of our renowned Summer Camps which will welcome 500 students aged from 6 to 17 from June to August 2025.

You must be available to work during the following time periods:

- 2nd June - 21st June 2025: Part-time remote or on-site (hours to be agreed).
- 23rd June - 8th August: Full-time on-site.

Main Duties

- **Timetabling:** create sets based on age and ability for all morning sessions in English and French, Workshops, Design and Tech Academies, Essay Writing and Exam Prep.
- **Curriculum:** Work with English, French, and Essay/Exam Prep teachers to create dynamic curricula that include both classroom-based and practical learning for beginners and advanced speakers.
- **Liaise** with the Design and Tech Academy staff to ensure their courses have defined aims and goals.
- **Lead** an academic mini-INSET at the start of each Summer Camp session to ensure all new academic staff know what is expected from them.
- **Act** as the first line of communication for all academic staff.
- **Cover** lessons as and when required.
- **Oversee** and check report writing so that parents receive a comprehensive academic report about their child's academic progress and achievements.
- **Create** an orderly atmosphere where school rules are implemented consistently and fairly.
- **Support** the Activities Coordinator, Boarding staff and General Director in the day-to-day running of the overall camp programme.
- **Monitor** the teaching environment to ensure facilities are appropriate for learning, both within the classroom and within the grounds.
- **Demonstrate** effective teaching and learning practices.
- **Create** an environment that motivates students to engage with learning even though they are only on campus for a few weeks.
- **Ensure** that all students are aware of upcoming activities and timings.
- **Work** with HR to organise teaching staff rotas.



Person Specification

- **Qualified Teacher Status** (or equivalent) with at least three years' full-time teaching experience at the Primary or Secondary level in mainstream schools.
- **C1 or mother tongue English**, French and/or Spanish are an added advantage.
- **Passionate** about working with students from over 40 different nationalities.
- **Creative** and full of ideas to enhance students' learning.
- **Committed** to maintaining a safe environment for all students, including undertaking safeguarding training within an international school environment.
- **Strong interpersonal skills** with the diplomacy required to supervise a diverse group of staff and students.
- **Reliable** and organised.
- **Calm** under pressure, with a positive and welcoming approach to adults and students.
- **Computer** literate.
- **Desirable**: Knowledge of iSams.
- **Desirable**: full, clean driving licence.
- **Desirable**: experience of working in an international day or boarding school.



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 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

La Garenne International School is fully committed to safeguarding the children and young people in our care and expects the same from its employees. All new staff are subject to enhanced pre-employment clearance, including identity, criminal background (as well as a special excerpt from the Swiss criminal records for people working with children), qualifications and employment checks.

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.