



John F. Kennedy International School

# JOHN F. KENNEDY INTERNATIONAL SCHOOL



## APPLICANT INFORMATION PACK





## John F. Kennedy International School

Thank you for your interest in teaching at John F. Kennedy International School.

JFK is a unique small school with a steady cohort of approximately 100 students. During the Winter Term we offer a ski programme and student enrolment rises to 130. JFK works closely in partnership with parents and the local community. The school opened in 1971 and offers a private education to students from around the world. Students at JFK range in age from 2.5 – 14 (playschool to Year 9) and are taught in small class groups (maximum 16 students). Staff at the school know all students and vice versa.

JFK is a private, non-profit international school for day and boarding students. Our campus is located in Saanen, surrounded by over 180km of well-groomed ski pistes in the Bernese Oberland peaks and pastures.

We are a small but welcoming campus. This consists of 4 buildings and sections – Playschool and Early Years, Primary School, Middle School and Student Support Services. Boarding students reside in Swiss Chalet style residences equipped with modern facilities and ensuite bathrooms in the senior boarding house. We have dedicated facilities for Performing and Visual Arts, Design and Technology, and Science. The school provides a safe well-equipped playground and a large playing field with spectacular views of the mountains. The school has access to the local school gym, climbing wall and the local swimming pool. All students in the Middle School have their own Apple computer and these are used extensively in class with online safety at the heart of our teaching and promoting technology in the classroom. Primary students make regular use of laptops and iPads.

Students from around the world attend JFK and the school utilizes the International Early Years Curriculum, International Primary Curriculum, and International Middle Years Curriculum, ensuring a seamless progression throughout the school and an ability that our students can move on after Year 9 to any curriculum internationally.

At JFK we encourage students to develop and realize their full potential, both in and out of the classroom. JFK students have access to learning beyond the classroom walls, we encourage our students to be inquiry-based thinkers and as such we are involved in local and global projects related to sustainability and ecology. We want our students to be happy and safe at school and develop as independent, resourceful, and resilient individuals. Students should leave JFK with a love of learning and equipped with the skills needed to succeed at their next school and beyond.

We provide a curriculum that is stretching, relevant and exciting, offer excellent teaching, high expectations and the best standards of behaviour. We expect staff to be positive role models for students and we have high expectations of all who work with us. We are an inclusive school focusing on the well-being and progress of every individual child, including those with additional needs.

If you believe that an all-round education is ideal, that all students can achieve and have a passion for delivering an outstanding education, we would love to hear from you.



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## How to Apply

John F. Kennedy International School is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a criminal check.

Please **apply directly on TES** and attach all of the following documents:

- Your CV
- A letter of application
- Contact details of two referees, including your current employer
- Email address & mobile phone number
- A copy of your passport
- QTS / Teacher qualifications

In your application, please attach a cover letter highlighting your ability to communicate with students which promotes their academic and social development as well as your understanding of how your teaching and learning strategies have motivated and raised the achievements of students' across a range of abilities.

We will consider your application only when all documentation has been received. Please note only short-listed candidates will be contacted for a Zoom interview. Kindly be advised that only EU/Swiss nationals/permit holders will be considered due to strict visa regulations.

## Non-European applications

To our great regret, changes to Swiss law have made it extremely difficult for international schools like JFK to obtain work permits for non-EU citizens. For this reason, applicants without EU passports or Swiss work permits are advised that this greatly reduces their chances of being put on a short list.





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Staff at the school take on many roles such as lunchtime supervision, after school activities, accompanying excursions (including overnight), chalet events and hikes/cycles. In line with all teachers at JFK, the successful applicant would be expected to lead an after-school activity of their choosing during either the Autumn or Spring term. Teachers at JFK should have a fitness level that enables them to participate in most school events, we are an outdoor education provider and therefore teachers wishing to work at JFK must be prepared to participate and contribute to this type of education.

All staff are expected to exhibit the JFK Core Values of Adaptability, Morality, Resilience, Enquiry, Cooperation, Communication, Thoughtfulness and Respect.

References will be taken from 2 sources including your current employer and you must be able to provide evidence of your teaching qualification, registration and additional qualifications.

Please note that only EU/Swiss nationals applications will be considered due to strict Swiss working permit regulations.



Roald Dahl's The Three Little Pigs- Primary Production June 2023 Chitty Chitty Bang Bang – Middle School production June 2023



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## Person Specification – Teacher of Performing Arts

Criteria	Essential	Desirable	How assessed?
<b>Qualifications and Training</b>			
Relevant degree or equivalent	X		Application
Recognised full teaching qualification	X		Application
Any further relevant training	X		Application, Interview
<b>Experience / Knowledge / Skills</b>			
At least 2 years successful teaching experience of pupils in the relevant Key Stage	X		Application, Interview
Experience of teaching in the relevant subject and knowledge of the subject	X		Application, Interview, References
Experience of leading extra-curricular activities	X		Application, Interview, References
Evidence of successful leadership across the subject		X	Application, Interview, References
Knowledge and experience of a range of successful teaching and learning strategies	X		Interview
Knowledge of curriculum developments related to the post	X		Interview
An understanding of how children learn and how to raise standards of achievement	X		Interview
Experience of building successful relationships with parents, pupils and staff	X		Interview, References
An excellent and effective class teacher	X		References
Ability to communicate effectively at different levels and with different sets of people	X		Interview, References
Ability to monitor and set targets in order to allow students to make good progress	X		Interview, References
Ability to motivate and inspire others	X		Interview, References



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Good administrative and organizational skills	X		Interview, References,
Experience of teaching the IEYC / IPC/ IMYC		X	Application



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Personal Attributes			
Passionate about subject area	X		Interview, References
Lead by example	X		Interview, References
Evidence of JFK core values – Adaptable, Moral, Resilient, Enquiring, Cooperative, Communicative, Thoughtful, Respectful	X		Application, Interview, References
A commitment to personal development, maintained through self-guided reading and research	X		Application, Interview
A team player, proactive and positive about challenges	X		Interview, References
Predisposition to immediate action	X		Interview, References
A belief that all can achieve	X		Interview, References
Effective behavior management	X		Interview, References
Ability to assess the emotions of others and adapt words, tone and body language as a result	X		Interview, References
Excellent attendance and punctuality	X		References
Willingness to attend extra-curricular events out of school time	X		Interview, References
Clean DBS record / Swiss Criminal Record Check	X		References

JFK is a unique small school with a family feel. We believe that learning exists inside and outside the classroom and that each child is different and so their learning and progression will also be unique

JFK staff are expected to foster a professional environment through exhibiting the core values of the school.



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## **JOB DESCRIPTION**

*Teacher of Performing Arts*

*---- 2023-2024----*

*100 % contract*

### **Teacher's General Job Description**

JFK is a unique small school with a family feel. We believe that learning exists inside and outside the classroom and that each child is different and so their learning and progression will also be unique

JFK staff are expected to foster a professional environment through exhibiting the core values of the school.

#### **Key areas of responsibility:**

##### **Teaching and Learning**

- Plan outcomes of learning showing a balance between outcomes of knowledge, understanding and thinking skills, showing differentiation where necessary
- Ensuring effective teaching so that teaching objectives are met, and the best use is made of teaching time
- Demonstrate extensive understanding of subject content and cross curricular connections with other subjects as part of the IEYC/IPC/ IMYC planning process
- Plan collaboratively with colleagues to ensure the curriculum is integrated, broad and balanced
- Ensure that lessons consider the full range of ability of the students and make appropriate use of information from the Student Support Department
- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well focused teaching
- Mark and monitor students work promptly. Provide constructive oral and written feedback and set targets that make the next steps clear
- Be a class teacher and/or homeroom teacher as required
- Ensure there is a constant review of teaching approaches and subject content, keeping up to date with developments in your subject curriculum
- Set high, clear and consistent expectations for student achievement and student pride in work



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- Develop schemes of work and assessment procedures to ensure a consistent approach to teaching and learning in line with Middle School and JFK policy
- Create and maintain a pleasant, safe and accessible environment where students are engaged in purposeful learning activities in a variety of ways
- Be flexible and adjust the content and process to meet individual learners' needs.
- Encourage students to see the real-world application of your subject and make proposals for external collaboration or trips that might enhance learning
- Teach an **average of 24 lessons** per week for a full-time 100% post, this may vary according to the term requirements, both fluctuating up or down.

### **Student well-being**

- Ensure safeguarding of students, reporting concerns to the appropriate member of staff
- Create a positive community of mutual respect and support
- Positively embrace different cultures
- Read and adhere to the various policies of the school and support the ethos of the school by upholding the behaviour code, uniform regulations, and other expectations
- If required, act as a tutor to one of the boarding students, providing pastoral care as required
- Be inclusive and supportive in and out of the classroom
- Act as a positive role model for students, exemplifying a positive attitude

### **Accountability**

- Ensure student progress is reported via E Student Portfolio, Parent Teacher conferences and written reports termly
- Demonstrate responsibility by motivating and enthusing staff and students
- Plan for student assessment with clear assessment criteria and standards that have been communicated to students and which link to IEYC/IPC/ IMYC outcomes
- Ensure students are making good progress, documented through curriculum evidence, and take appropriate action if a student is struggling
- Ensure your personal beliefs are not infiltrating through your teaching
- Participate in the school PDMP (Professional Development and Mentoring Programme) cycle
- Reflect on your teaching and adapt as necessary inline with your mentoring and PDMP cycle

### **Additional duties**

- Take at least one after school activities class per week in either the Autumn or Spring Term
- Attend all school functions as required, regardless of who is running them - School Council, Parents, other teachers, etc
- Complete break and lunch duties as required, these may vary between winter and other terms



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- Participate in staff meetings, in service training and parents' meetings as required, including before the start of term and when term has finished.
- Make a contribution to school events and projects, assuming leadership with colleagues and initiating new ideas. This includes, but is not limited to, ski events in the winter term and outdoor education curriculum and project based events
- Ensure that all deadlines are met, as published in the school calendar
- For staff over 70% participate in the Autumn Excursion week and/or Spring Overnight trip if required
- Provide cover as and when required by line manager
- Engage in professional development both inside and outside the School.
- To be a tutor for a boarding student, mentoring and supporting the student

### **Other**

- Liaise and communicate effectively with your line manager, responding appropriately in person and by email
- Demonstrate effective time and resource management
- Work cooperatively with colleagues with respect
- Ensure that as a member of staff you set the highest standards (being punctual to lessons, dealing with adults and students in a sensitive manner, being open to change, appropriate dress, etc.)
- Positively embrace differing cultures
- Preserve and promote the good name of JFK in all dealings with the community and parents
- Work effectively with other people by treating people respectfully and equally and developing good working relationships
- Maintain confidentiality - never publicly relay information about the school until the director has given permission.
- Manage resources effectively, demonstrating strong time management skills but also effective management of equipment, ICT facilities and information
- Maintaining a professional and smart appearance at all times
- Ensure that all interaction with students and parents remains within the confines of an appropriate professional relationship (including Facebook/Instagram pictures and friendships)
- The job description is subject to variation depending on the needs of the school. Teachers may be required to carry out additional reasonable requests as requested by their line manager or the Director of the school.

### **Responsibilities Specific to the Role of Teacher of Performing Arts**

- Teach, plan and develop a programme music and drama to children in Reception to Y9
- Develop the performing arts programme in line with the International Early/Primary/Middle Years Curricula across the school
- Ensure that Entry and Exit point activities are included in the planning of IMYC units where appropriate and work in a cross curricular manner, to hook the students into their unit of



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inquiry and develop the key transdisciplinary skills through cross curricular learning and collaboration

- Assess Middle School students using the E Student Portfolios and support student led learning and reflection within this process
- Create end of term and end of year summative assessments
- Write constructive reports that reflect the formative assessment
- Teach and develop an appreciation for music and musical instruments, especially piano
- Take a role in developing Performing Arts in STEAM Education with the colleagues
- Coordinate with external workshop leaders for music and drama
- Manage after school music teachers and support individual external music exams, liaising with the extracurricular coordinator
- Encourage and develop the student choir and prepare students for events
- Encourage and foster a love and appreciation of singing at school, including the staff choir
- Liaise with the PTA on events
- Lead and develop school productions including the Christmas Carol Service in the local church and Summer term musical productions
- Encourage and develop skills for school productions, including all roles including props, lighting, music, directing, acting, singing and artwork

### **IEYC/IPC/IMYC Curriculum**

- To attend any in school training workshops on the IEYC/IPC/ IMYC.
- To support the implementation of the structure of the curricula throughout the school
- To collaborate with the other Middle School teaching staff to ensure thematic consistency across the IPC and IMYC planning unit.
- To take responsibility for and lead at least one IMYC Entry point per academic year
- To assist MS students with all IMYC Entry and Exit Points in your subject area and cross curricular where relevant
- To support students with all project work related to their IMYC programmes of learning including the IMYC Exploration project
- To assist and take lead with all IPC and IMYC subject and Unit display boards
- To support IEYC/IPC students in preparation for their Primary Celebration

### **Excursions and Trips**

- To lead or support on excursions during the academic year, where required
- To be a presence at all JFK events where requested
- Staff over 70% are expected to attend school trips where required and for homeroom teachers this is obligatory for both Autumn and Spring trips.

The job description is subject to variation depending on the needs of the school.

Teachers may be required to carry out additional reasonable requests as requested by their line manager or the Director of the school.