



SURVAL MONTREUX
GIRLS' SCHOOL IN SWITZERLAND

SURVAL MONTREUX SUMMER CAMP
International Boarding School for Girls

A Bellevue School
Member of GSA and BSA
COGNIA accredited

Language Coordinator (French & English)

Full-Time

Employment Dates: Wednesday 21 June – Sunday 6 August 2023
Deadline Application: 20 January 2023

The Languages Coordinator is responsible for the coordination and where needed, delivery of the languages (French and English) programme, providing guidance to the Language Teachers and ensuring quality within delivery. The Languages Coordinator is primarily responsible for the curriculum overviews within the languages programme, working with teachers to innovative motivating and experiential learning for all girls. The Language Coordinator must hold the appropriate qualifications or show experience in leadership of curriculum and staff.

The Role

- To inspire department members by personal example and hard work.
- To coordinate the production of plans and to implement an effective and engaging languages programme.
- To be responsible for the quality of and where needed, improvement of the teaching and learning in the department.
- To be responsible for maintaining discipline in the department including supporting staff during lessons when appropriate.
- To play a major role as a middle manager in the development of all aspects of the Summer Camp, including its policies and their implementation.
- To be responsible for effective methods of communication with the parents and relevant parties.
- To identify and applaud areas of success for individual teachers and the camp.
- To develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils and to incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.
- To act as the initial person for others to contact regarding all issues relating to the subject.
- To liaise with the other Activity Coordinators in order to create a coherent camp experience.
- To provide helpful and accurate responses to parent/carer enquiries.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.



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Responsibility

- Contribute fully to the whole camp programme, including sessions, activities, outings and trips
- All camp staff are required to support during the week and at the weekend.
- Attend various pastoral or social activities, trips and excursions.
- Assist with arrival and departure days, including responsibilities such as escorting students from and to the airport, and around the school campus.
- All Staff are expected to contribute to student feedback, parental requests within progress and reports, camp awards, including celebration assemblies.
- By the nature of camps, they are demanding and busy, all camp staff must remain flexible and adaptable to the needs of the campers. At times and in unforeseen circumstances, there may be a need to change activity or timings, it is an expectation of all summer camp staff that they are flexible to this.

Daily Routine

- Staff are required to join the camp for breakfast at 8:30am each morning, engaging with students and promoting a positive atmosphere.
- AM: Language Staff are expected to deliver their session of languages from 9-12pm daily (except Thursday 9-11am).
- PM: Language Staff are expected to support the afternoon activities (as demanded by the camp) from 1pm-3:30pm.
- Where the evening entertainment has a specific theme that features the activity leader's skill set, staff are expected to be fully involved in organisation, rehearsals and the flow of the event. This will be managed by the Head of Activities. This also includes promoting the event within the camp students and leaders.
- All staff receive 1.5 days off during the week

This is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Languages Coordinator in relation to the post holder's professional responsibilities and duties.

Application

To apply for this position, please send your [application form](#), CV and letter of application (no more than two sides of A4) which states your suitability for the position and your relevant experience to Surval Montreux to Ms Pernille Mogensen, Principal's PA (pernille.mogensen@surval.ch).

Please specify in your application form which position you are applying for and the dates you are available to work (a minimum of 3 weeks is required).

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

