



*Applicant Information
Boarding Houseparent
100% contract
3rd January 2022 – long term contract*





About JFK

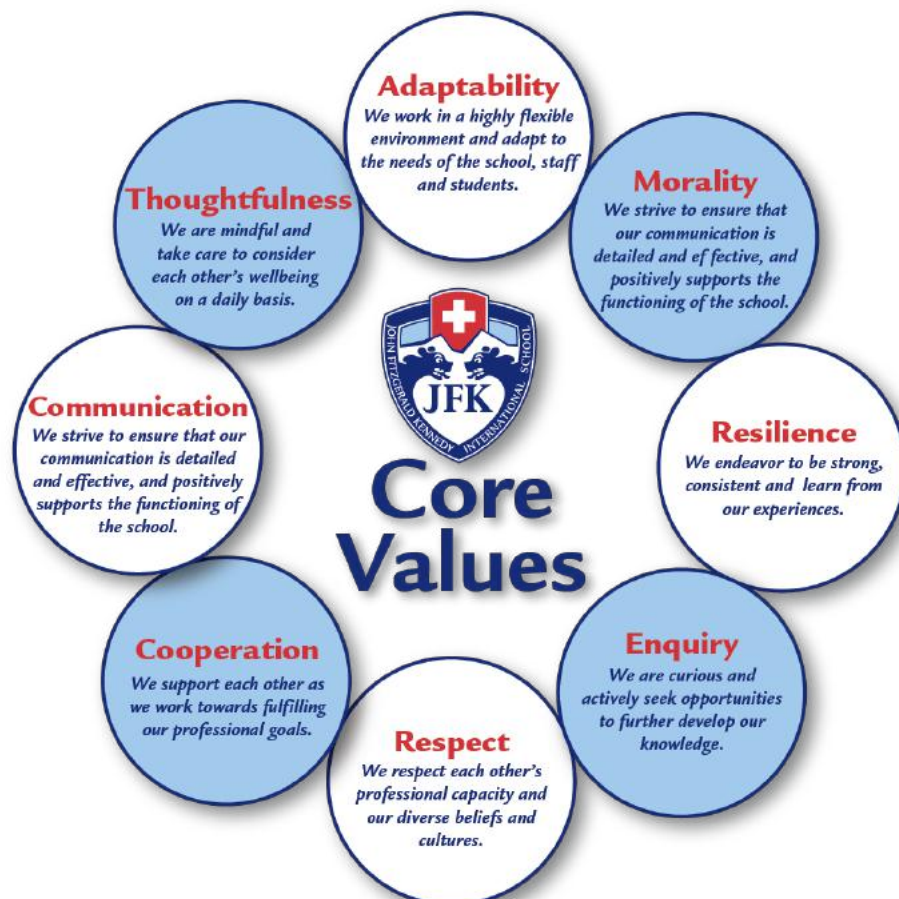
Small School, Big Heart

Founded in 1971, we are now a home to 95 students (aged 2.5 to 14) and 26 expert faculty and staff — a community representing over 22 different nations. We are proud of our international and multi-cultural ethos, and the way our community collaborates to make a difference. Our world-renowned curriculum is built on the best of global standards.

We offer a unique, family-oriented, educational environment where all students are motivated to fully develop their talents and skills in order to prepare them for acceptance into the best and most demanding secondary schools and also for the challenges of the world in which they will live and work.

The school is a co-educational English-language boarding and day school for children ages 4 to 14, culminating in the Year 9 (Grade 8).

Boarding enrolment is limited to 30 students in order to maintain first-rate quality of care in our family-like environment.





JOB DESCRIPTION of *Boarding Houseparent* *100% contract*

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:

- To provide all boarders with the best possible experience of a boarding education by ensuring a challenging and supportive environment: a home from home for boarders.
- To provide care and security for the Boarders by sleeping in the Boarding House and taking overnight duties.
- To promote boarding as an integral part of school life.
- Take responsibility for the discipline of boarders, monitoring behaviour, manners and dress to ensure they are in keeping with the School's Code of Conduct.
- Deal appropriately with any discipline issues with regular liaison with the Head of Boarding.

House Duties

- Take charge of the general organisation of the House and its boarders.
- Develop awareness of, and implement health, hygiene and sleeping routines in the Boarding House and organise appointments (hairstylist, dentist, doctor, etc.) when needed.
- Ensure all boarders maintain a healthy diet and mealtimes are happy and civilised.
- Take note of any school communication which is relevant to the House and ensure that boarding students are fully prepared for the school day, trips, events and weekends.
- Ensure that the boarding area of the school looks neat, tidy and attractive at all times and that routine maintenance/cleaning issues are reported.
- Comply with laundry and duty routines as outlined by the Head of Boarding.
- Ensure the boarding area is fully prepared to receive boarders at the beginning of the term and left appropriately packed down at the end of each term.



- Set high, clear and consistent expectations for student achievement and support home-based learning.

Pupil well being

- Ensure safeguarding and wellbeing of students, reporting concerns to the appropriate member of staff.
- Ensure there is a constant review of pastoral approaches, keeping up to date with developments in child wellbeing practices.
- Create a positive community of mutual respect and support.
- Be flexible and adjust methods to meet individual boarder's needs.
- Ensure the safety and security of all boarders when they are in the school's care, complying with agreed staff:pupil ratios.
- Have an understanding of students' personal, academic and emotional needs and be concerned for all aspects of their development.
- Be in regular contact with teaching and administrative staff regarding matters involving boarders.

Accountability

- Read and adhere to the various policies of the school and support the ethos of the school by upholding its expectations.
- To maintain Health and Safety standards and requirements within the Boarding House.
- To provide for the care and wellbeing of the School's Boarders in such a way that the highest standards of good practice are met.
- Ensure pupil progress is reported via written reports to parents each term and that records are kept from Parent-Teacher Meetings.
- Ensure boarders are making good general progress and take appropriate action if a boarder needs extra support.
- Demonstrate responsibility by motivating and enthusing staff and students.
- Act as a role model for students, exemplifying a positive attitude.
- To effectively and efficiently assist with the organisation of the Boarding House's resources.
- To approve any boarding expenses with the Head of Boarding.
- Ensure your personal beliefs are not infiltrating through your work.
- Participate in the school appraisal system.

Working Hours

- Work 6 duty days of the week for a 100% position, averaging a 42 hour week over the course of the year (taking into account the vacation periods).



- The Houseparent is entitled to a 30-hour consecutive period off per week (except the first and last week of each Term) and one weekend (Friday 3pm – Sunday 9pm) off per Term.
- Additional time off such as day duties are provided at the discretion of the school with the expectation that sufficient time and responsibility is taken to ensure the general organisation of the House and its boarders.

Additional duties

- Attend all school functions as required, regardless of who is running them - School Council, Parents, other teachers, etc.
- Participate in meetings, In Service Training, preparation days and school/boarding events as required, including before the start of term, when term has finished and during long weekends.
- Contribute to School events and projects, assuming leadership with colleagues and initiating new ideas.
- Ensure that all deadlines are met, as published in the school calendar, or highlighted by your line manager.
- Deal with emergencies of any kind, including escorting the Boarders to hospital.
- Provide in House cover as and when required by line manager.
- Engage in professional development both inside and outside the school.
- Provide transport in the school vehicles for excursions, activities, medical appointments, and emergencies.

Other

- Liaise with your line manager promptly, communicating clearly, listening carefully and responding to feedback appropriately.
- Demonstrate effective time and resource management.
- Work cooperatively with colleagues.
- Ensure that as a member of staff you set the highest standards (being punctual, 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.
- Look the part by maintaining a professional and business-like appearance.



- Ensure that all interaction with students and parents remains within the confines of an appropriate professional relationship (including Facebook/Instagram pictures and friendships).
- The entire School site is a non-smoking area.
- All meals are provided for Boarding Staff during term-time.
- Overnight stays by third persons and use of the facilities must be authorised ahead of time by the Head of Boarding / School Director.

The job description is subject to variation depending on the needs of the School. Staff may be required to carry out additional reasonable requests as requested by their line manager or the Director of the School.



Overview of Employee's Benefits



- Spacious 1 bedroom apartment in a traditional Swiss chalet with en-suite bathroom, kitchen & living room (ideal for single applicant or a couple)
- Private accident insurance coverage
- Per diem and accident insurance premium paid by employer
- Resident permit (paid for the 1st year)
- Full Board with healthy & hot meals prepared by a professional chef
- Outdoor parking space
- Full winter ski pass for the region
- 16 weeks holiday per year (during school holiday period)
- Access to and use of School facilities
- Opportunity to attend School activities, excursions and events



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 send by **email** to zannie@jfk.ch with all of the following documents:

- Your CV
- A letter of application
- Contact details of two referees, including your current employer (if available):
- Email address
- A copy of your passport

We will consider your application only once all documentation has been received. Please note only short-listed candidates will be contacted.

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.

UK APPLICANTS

Following the UK's exit from the EU and the end of the withdrawal period agreed between the two parties on 31 December 2020, the Agreement on the Free Movement of Persons (AFMP) between Switzerland and the EU no longer applies with the United Kingdom. From 1 January 2021, UK citizens are no longer citizens of the EU; instead, they have the status of third-country citizens.

Priority will be given to Swiss nationals, foreign nationals with a Swiss residence permit (C, B, L, S, or F) and EU/EFTA citizens/permit holders, where candidates are equally qualified.

We reserve the right to appoint the right candidate ahead of the closing date. Appointment to take effect from 1st January 2022.

John F. Kennedy International School

Zannie Odobasic-Leong
Head of Business & Administration
Chilchgasse 8
3792 Saanen