



Open position at Saint Charles, starting August 2024

- **IB English Language and Literature and TOK Teacher (MYP and DP)**

We are seeking an enthusiastic and caring individual who is looking for an exciting challenge to work within our student-centered team here in beautiful Switzerland.

Saint-Charles international School Switzerland is a dynamic, friendly, and thriving school located in the Canton of Jura. Our mission is to provide students with a high-quality education while developing the attributes of kindness, respect, and responsibility towards others and the environment.

Founded in 1897, Saint-Charles international School Switzerland follows the humanist and Christian values of caring for others and the environment, respecting cultures and individuals, and approaching the world with openness and positivity. The school aims to develop the same values in students and to support students in becoming responsible, global citizens who work to make the world a better place.

Saint-Charles international School Switzerland offers both the Swiss curriculum and two IB programs. It is an authorized IB World school for the Diploma Program and Middle Years Program. Since 2017, the school has completely renovated its buildings, included three brand new state-of-the-art science laboratories with dedicated prep rooms. As such, this is an exciting time to join our School as we grow and develop for the future.

Purpose of job

- Maintain, refine, and deliver an engaging MYP and DP curriculum.
- Create learning experiences that include hands-on activities, making full use of Saint Charles' facilities as well as our unique environment.
- Monitor student progress through effective assessment techniques and communicate progress effectively to students and parents.
- Ensure that every student is adequately prepared for the rigorous learning of the International Baccalaureate while also developing a genuinely personal and profound enjoyment of the environment and of science.

Requirements

- Appropriate degree and teaching qualification.
- Minimum of three years teaching experience, with at least two years of MYP and DP experience
- A desire to contribute to and foster a positive IB learning community, encouraging international mindedness and intercultural understanding where students feel supported and valued.

- Outstanding classroom practitioner, having experience with external exam preparation.
- Ability to work as a strong team member in an interdisciplinary team
- An appreciation of working in a small school environment
- Experience working in an European/Swiss international school environment an asset
- Swiss Residency permit, Swiss or EU passport holder

Preferred skills and qualities

- International experience in a multi-cultural environment.
- Experience in teaching more than one IB subject group would be highly preferred.
- A record of student achievement results in the International Baccalaureate Diploma Program and/or Middle Years Program.
- Experience implementing a STEM curriculum or advising students on independent integrated projects.

Duties and responsibilities

- Model for students a love for learning.
- Teach approximately 25 periods per week.
- Develop, maintain, and continuously update existing unit plans and curriculum-related documents.
- Work collaboratively and positively contribute to departmental tasks such as policies, common assessments, instructional practices, grading practices etc.
- Embrace the department focus on critical thinking and student-centred, hands-on, inquiry-based learning.
- Encourage all students to take responsibility for their own learning and to review progress against targets.
- Serve in a pastoral support capacity in your role as advisor and as the point of contact between home, dorms, and school for your advisees.
- Consider the differing ability of students and differentiate work accordingly.
- Set appropriate tasks and challenges according to the published timetable, and ensure that work is regularly evaluated, and students receive constructive feedback.
- Maintain accurate records of student progress in line with departmental and school policy.
- Chaperone students' trips.

Salary and Benefits

- Competitive salary and benefits
- Open ended contract
- Enhanced pension plan
- Subsidized lunches at school

How to Apply

Interested candidates who meet our requirements should apply for the position by submitting the following documents by e-mail to secretariat@saint-charles.ch

- A letter of motivation
- Full CV with photo
- Copy of Passport
- Contact details of three referees, one of whom must be your current Head of School. Referees will be contacted with your consent.
- **Application deadline: May 11, 2024**

Interviews

Interviews will be held by MSTeams and/or face-to-face, as appropriate. Our school is committed to safeguarding and promoting the welfare of all students on our care and expects all applicants to share this commitment. We follow safe recruitment practices and appointments are subjects to satisfactory and criminal record/background checks.