

EST. 1947



LA GARENNE
INTERNATIONAL SCHOOL

Date
02.08.2022

Location
Chesières, Switzerland

> Information for Prospective Teachers

La Garenne International School



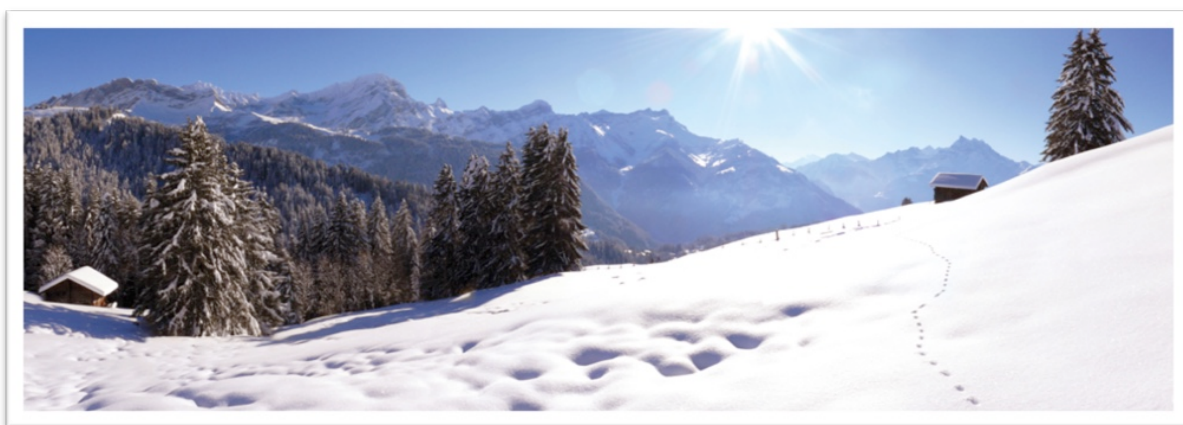
Chemin des
Chavasses 23
1885 Chesières,
Switzerland
+41 (0) 24 495 24 53
info@la-garenne.ch





> Setting

La Garenne is located in the Swiss alpine village of Villars-sur-Ollon, just 90 minutes from Geneva. Villars has excellent rail and road connections to the rest of Switzerland and beyond. Our campus has panoramic views towards Mont Blanc and the Dents du Midi mountain range. This stunning setting attracts many visitors for winter sports and a wide variety of summer activities. These include hiking, climbing and cycling. The village has a well-developed infrastructure, including a sports centre and a swimming pool complex. Villars is safe, clean and noted for its quiet and relaxed atmosphere.



Lausanne
40 min

Geneva
1h20 min

Paris
4h00 (TGV)

Chesières-Villars
N46°18'12"
E007°03'00"



Zurich
3h00

Lugano
3h00 min

Milano
3h30 min



> The School

La Garenne International School was founded in 1947 and has been owned and run by the Méan family for two generations. The student community is made up of day and boarding students from around the world. The majority are boarders, living and studying alongside others from many different countries and cultures.

The school provides a warm and welcoming atmosphere and upholds high academic standards. Daily life is complemented by a wide variety of extra-curricular activities including sports, cultural visits and excursions.

Academic programmes start with the International Primary Curriculum (IPC) for juniors, the IB Middle Years Programme (MYP) for ages 11-16 and then conclude with the IB Diploma for ages 16-18. We also offer a High School Diploma for students whose further education ambitions lie with US universities or Hotel and Business Schools. More information about our academic programmes can be found on our website.

> 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 educate young people from around the world. We promote traditional Swiss values of open mindedness, responsibility, innovation, empathy and respect. We strive to nurture the talents of each learner, meeting their individual needs and aspirations.





> **Staff Engagement**

Each member of staff plays an important role in school life. Some have been with us for more than 25 years. Just like the students, our members of staff come from around the world but the working languages of the school are English and French. School leaders, teachers and boarding staff work closely together. It is essential that teachers joining La Garenne work as part of a team, while also being prepared to use their initiative to ensure the safety and wellbeing of the students.

What we look for in new members of staff

All our members of staff must be honest, well-mannered, dependable, show initiative, be passionate and creative, be highly organised and have a strong work ethic. Enthusiasm and high levels of motivation are important. Working in a boarding school means that timetables and working days can be different to other schools. The school cares for its students all day, every day, and this is reflected in the duties and hours of the staff. Teachers work from Monday to Friday, 32 hours per week, which includes planning and preparation time.

When at school, we require all employees to be fully dedicated to the students. They should be aware of and follow all school policies and protocols. A cheerful disposition is particularly important because La Garenne is both home and school for our students. The Teachers' Handbook provides details on all aspects of school life.

Safeguarding

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.



> Interviews

There are 4 stages to the interview process.

- **Stage 1** - All requested documents must be received.
- **Stage 2** - Initial meeting either online or in person.
- **Stage 3** - The teacher will be invited to the school for a day. The teacher will be interviewed and is required to plan and teach a lesson that will be observed. The school will cover any reasonable costs associated with the interview process.
- **Stage 4** - If the candidate is successful, a contract will be signed by both parties.

What do I need to bring for an interview?

- DBS/Police Checks** Anyone called for interview at La Garenne should bring their original DBS certificate (UK-based teachers), or a Police Check from their own country dated within the last three months.
- CV with at least 2 referees and a covering letter**
- At least one pre-written reference**
- Travel receipts**
- Copy of your passport**

> Work Permit

Everyone without a Swiss passport who works in Switzerland needs a work permit (usually a B permit). The application can be made once you start work at La Garenne and obtained from the police station in Villars. The fee will be paid by the school.

> **Accommodation**

Villars-sur-Ollon is a busy tourist destination in both the winter and summer months. As a result, reasonably priced long-term accommodation can be difficult to find. The Director will provide assistance in finding a suitable apartment or studio for those moving to Villars or nearby villages.

> **Meals**

Staff can organise their own meals (there is a staff room with a microwave, oven and a kettle) or they can eat lunchtime meals at school. The charge is deducted from the teacher's salary at the end of each month.

> **Holidays**

La Garenne teachers are entitled to 12 weeks paid holiday a year: usually 3 weeks at Christmas, 3 weeks at Easter, 5 weeks over the summer and 1 week for the October break. This can vary from year to year. There is a six-week summer camp during which the teachers are encouraged to teach each morning from Monday to Saturday. There are three sessions, each lasting for two weeks. If a teacher works during the summer they will receive an extra amount of CHF 1'200 per session worked.

> **Absence due to illness**

Every member of staff pays a contribution from their monthly salary towards sickness cover. This ensures that if they have an accident or fall ill, they still receive their full salary. A doctor's certificate is needed if a member of staff is away from work for more than three days due to illness. Staff members should contact the school early in the morning at the latest if they are unwell in order to ensure that there is adequate cover for their work. Teachers should leave cover work in the Academic Office, to be used in case of unexpected absence.

> **Dress Code**

All members of staff should dress appropriately. For teachers and administration staff the dress code is smart (for example, shirts with a collar, no blue jeans) and the dress code policy will be issued on arrival. For non-teaching staff, work is often varied and requires comfortable and practical clothing.



> **Smoking Policy**

We have a strict no smoking policy throughout the La Garenne campus and when off-site with students.

> **Salary**

All the following charges are deducted directly from the teacher's salary by the employer:

- **Cotisation AVS/AI/APG:** Pensions and disability allowance
- **Contribution LPCFam (VD):** Swiss tax for poor families in the Canton of Vaud
- **Cotisation AC1:** Unemployment cover
- **Cotisation AANP (Code 11):** Cover if you have an accident when out of school
- **Cotisation AAC (Code 11):** the additional 20% of your salary in case of an accident
- **Cotisation assurance IJM:** 80% of salary to be paid in the case of illness or accident
- **Cotisation LPP:** Private pension fund, depending on your age, family situation and profession. The private pension fund must be transferred to a new account when an employee leaves the school. This is your responsibility.
- **Impot source canton:** Taxes are between 8% - 13% depending on your family situation/marital status.

Taxes are subject to change each year.

- Personal pensions may be reclaimed upon retirement in your own country depending on the inter-country agreement.
- Health insurance is obligatory and is paid for by the member of staff. Costs vary but start from around CHF 250 per month.

> **Private Lessons**

Many subject areas attract private students. Teachers are therefore able to earn additional income by providing these lessons at lunchtime or after school.

> **Subsidised education for your children**

La Garenne offers the children of staff a subsidised place in the school.

> **School Trips & Extra Duties**

Staff are required to participate in occasional school trips and school events that might be outside their regular working hours. These are detailed in the Teachers' Handbook which will be issued when you start working at La Garenne.

> **Discounts**

As a member of staff at La Garenne, you have a 10% discount at 'Sports House' and most clothes shops in Villars.

To bear in mind...

Villars is a small village and while it has many of its own facilities, for visits further afield (theatre, cinema etc.), there are regular train and bus services to Bex and Aigle from where you can get direct trains to many towns and cities in Switzerland.

The Centre des Sports is the village sports facility, with a gym, tennis courts and a range of fitness classes. There is also a swimming pool, an ice rink and a bowling alley.

Working at La Garenne is a fantastic opportunity to learn to speak French or improve your French. However, many people working in the shops and businesses in the town speak English.



> **Benefits of employment at La Garenne International School**

- ✓ To work with polite and hard working students who are a pleasure to teach
- ✓ The opportunity to live and work in a beautiful area with great connections to the rest of Europe
- ✓ A safe and secure environment
- ✓ The numerous outdoor activities (particularly skiing which is literally on the doorstep)
- ✓ To work in a school with an excellent reputation
- ✓ To teach small classes where you have time to focus on the individual student
- ✓ An opportunity to learn or improve your French
- ✓ To enjoy the varying activities that are on offer
- ✓ To teach in modern classrooms with exceptional views and the latest technology
- ✓ To have a certain freedom regarding the taught curriculum (IPC, MYP & DP)
- ✓ 13 weeks paid holiday spread throughout the year
- ✓ Free use of the school gym
- ✓ Professional development opportunities
- ✓ Possibility to accompany students on international trips
- ✓ Possibility to increase your monthly salary by providing private lessons
- ✓ Magic ski pass
- ✓ Maternity allowance 100% of salary
- ✓ Assistance with relocation for new teachers
- ✓ Final interviews held at the school at the school's expense