



GENEVA ENGLISH SCHOOL

Head of Primary

Candidate Pack

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WELCOME LETTER
FROM THE

Director General

Thank you for your interest in Geneva English School. Founded in 1961, GES is a thriving, academically successful all-through school situated in the canton of Geneva, just outside the heart of the city and conveniently near public transport links. We have two campuses – one in Genthod (Primary) and one in Versoix (Secondary) – and offer a vibrant and engaged international community.

The Pre-school and Primary school are housed in an elegant, mid-nineteenth century estate and accompanying buildings by the Lac Léman. The campus includes five acres of outside space, 22 classrooms, an indoor gym, library, and spacious, specialist classrooms for art, music and drama.

Our school delivers the English National Curriculum to children from age 3 to 18. We are passionate about high quality teaching and learning and want our staff to strive for excellence in all they do. Our students and their families deserve and expect nothing less.

We are English in name, but our school community is as diverse as the Geneva area we serve, with over 60 nationalities represented amongst our students. We are deliberately a small school, currently welcoming 340 students, approximately half of whom are in Primary, and we are focused on ensuring that every young person in our care is challenged and supported through their childhood and teenage years. Parents choose GES not only for the outstanding education their children receive, but because of the strong pastoral care we provide and the fact that our size allows us to know each child, individually.

The GES approach is open, encouraging and outward-looking, and our results are excellent. Our students go on to attend the best universities, and to be confident and resilient as they forge a path for themselves across the world. Our academic outcomes and pastoral care are graded outstanding by the Independent Schools Inspectorate and we are the only school in Switzerland accredited as a British Schools Overseas by the UK government's Department for Education.

We have high standards and we feel that we can push this even further by using research-informed practice to enhance teaching and learning. Our teachers are thirsty to learn and this post will be key to training and developing what happens in the classroom and across the school. The Head of Primary will have autonomy to lead this change, along with a supportive and dynamic leadership team that works closely together to achieve outstanding results.

The Head of Primary role is a key appointment for the school and this is an exciting time to join GES. I hope to have the opportunity to meet with you to discuss how you can contribute to our continued success in the future.

Kind regards,
Christina Matillon

A DAY IN THE LIFE
GES PRIMARY SCHOOL



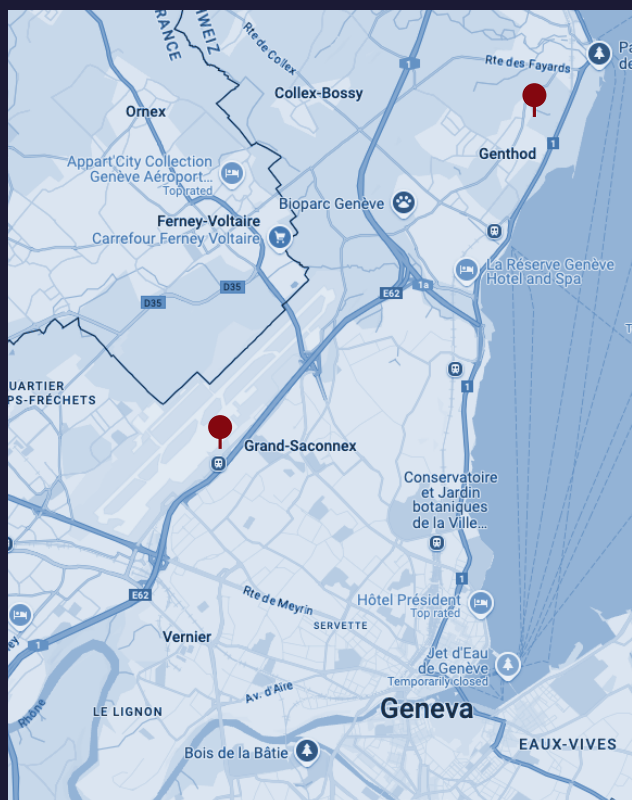


**GES is
MORE THAN
A SCHOOL**

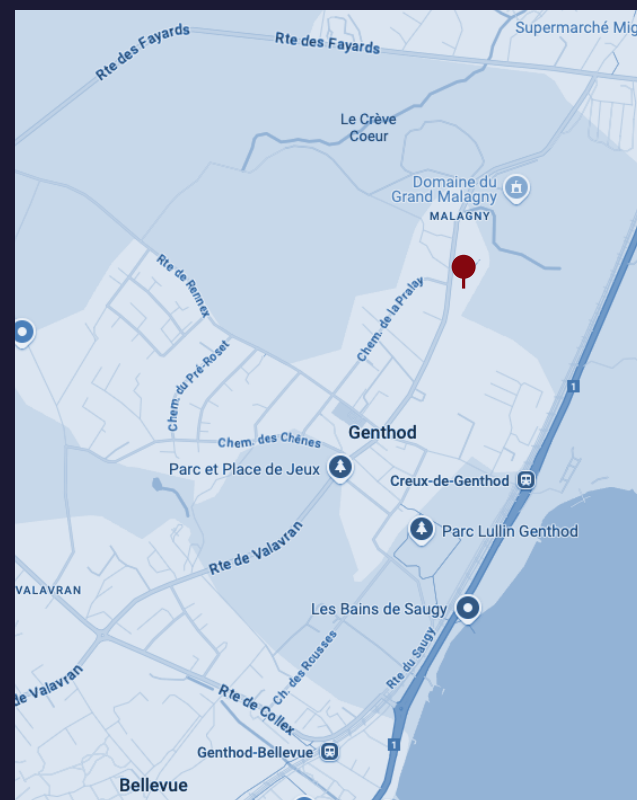
Location

GES Primary occupies a beautiful parkland site in the commune of Genthod, less than 10 minutes' drive from central Geneva, 10 minutes from the airport, and only 5 minutes from our Secondary school. The village is well connected to central Geneva by public transport, making it ideal for commuting. The Genthod train station is an easy walk from our campus.

The Primary school comprises four buildings, including an elegant, historic main building and a gym. The school and its grounds command stunning views over Lake Léman towards Mont Blanc, and there is ample free parking.



GENEVA ENGLISH SCHOOL DISTANCE TO GENEVA AIRPORT



GENEVA ENGLISH SCHOOL LOCATION IN GENTHOD



OUR Vision and Values

Our Vision

GES empowers young people to unlock their fullest potential to thrive academically and socially. Our students are curious, moral and courageous, building on their opportunities to lead lives of purpose and contribute positively to the world.

Our Mission - Excellence with a heart

Everyone at GES strives for excellence and achieves this in a caring and compassionate way.

Our Values

Our core values of Integrity, Community, Achievement, Resilience and Excellence truly matter to us and extend to the whole community, both adults and children. They represent fundamental beliefs and ideals that we share and to which we are committed. The first letters of our core values deliberately spell "I care".

INTEGRITY

Being open, honest and true to ourselves; being courteous and polite; having the moral strength to make the right choices; doing the right thing when nobody is watching; having the motivation to complete tasks to the best of our ability.

COMMUNITY

Learning to live, work and play together; feeling happy, safe and confident in our environment and helping others to feel the same; appreciating the importance and the contribution of every member of our society; understanding how we can contribute positively to the lives of those living and working in the locality of the school and to society more widely; learning to be responsible citizens of GES and of the world.

ACHIEVEMENT

Celebrating our academic and personal successes; Working with co-operation, purpose and commitment to achieve together; living with each other in a spirit of collaboration and fellowship; always looking to help and encourage other people and to see the best in others.

RESILIENCE

Tackling new challenges with determination; growing in independence, with the confidence to try things even if they might be difficult; never giving up; challenging behaviours and attitudes that are contrary to our shared values.

EXCELLENCE

Making the most of the openings and chances that come our way at GES; being the best we can be in all we do; pursuing excellence in our learning; being open-minded, curious and adaptable to change.





— **INTEGRITY**
— **COMMUNITY**
— **ACHIEVEMENT**
— **RESILIENCE**
— **EXCELLENCE**

JOB DESCRIPTION

Head of Primary

Responsible to: Director General

Location: Geneva

Contract: Permanent

Pay and Benefits: This is a senior post with a salary commensurate with its level of responsibility and the cost of living in Switzerland. Details of the compensation package will be discussed during the recruitment process.

The Head of Primary role is a key appointment for the school and this is an exciting time to join GES.

We require the successful candidate for this role to start working with us on 1st August 2025, and to be available for a comprehensive hand-over with our current Head of Primary in June/July 2025.

We are looking for someone with the leadership skills and experience to move GES Primary School to the next level of success. Candidates should:

- Be experienced in Primary school leadership, ideally in an English National Curriculum school
 - Be an outstanding classroom teacher who understands how Primary students learn, and who can demonstrate excellence in their day-to-day practice
 - Have significant experience of the ENC, with the ability to adapt it to our international context
 - Have the ability to develop and enhance a curriculum that ensures all students can shine
 - Have a track record of improving outcomes of all students through outstanding teaching and learning
 - Have a sincere commitment to inclusion and supporting children with additional learning needs, and experience improving their outcomes
 - Be committed to innovation and the use of technology to enhance teaching and learning
 - Have a thorough understanding of data and assessment and how to apply these tools to improving student outcomes
 - Be a confident coach with exceptional interpersonal skills.
- Lead on teaching and learning, developing colleagues as appropriate and ensuring that GES is leading the way on modern classroom practice
 - Lead on the quality of education provided across the Primary school, including the curriculum, academic performance and assessment of students across the school
 - Ensure that children's transitions from EYFS TO KS1, KS1 to KS2 and from KS2 to KS3 are successful
 - Line manage department areas and lead on the Primary performance management system
 - Undertake full leadership team responsibilities, including running the Primary site when needed.
 - Act as Deputy Designated Safeguarding Lead for the Primary school
 - Deliver staff training and be an excellent classroom teacher (teaching time for this role is between 5 and 10 hours)
 - Establish professional and effective communication with parents, reporting to them formally and informally on the development, progress and attainment of students across the school
 - Lead the creation of a stimulating learning environment around the school
 - Lead on the creation of professional development pathways and take an active interest in educational debate and development, including the latest educational research
 - Carry out administrative and supervisory duties efficiently and conscientiously
 - Undertake such other tasks as may be reasonably assigned by the Director General



Head of Primary

Essential Qualifications and Experience

- UK teaching qualification (PGCE or B.Ed)
- Experience leading an English National Curriculum Primary school
- A proven track record of whole school leadership in a high performing independent, state or international school setting
- Demonstrable experience of engaging and building strong relationships with the whole school community, both internally and externally
- Experience of using data effectively to assess attainment, track progress, develop teaching quality, and enhance pupil outcomes
- Detailed knowledge of the most recent safeguarding legislation and an understanding of whole school safeguarding policy
- Excellent communicator (both verbally and in writing) with the confidence and credibility to engage a wide range of audiences

The ideal candidate will:

- Have at least five years of senior leadership experience at Assistant Head, Deputy Head or Head level, and evidence of great classroom practice. We will watch you teach and expect you to be brilliant
- Be working in an English National Curriculum school that follows the Early Years, KS1 and KS2 curriculum
- Have experience re-writing a curriculum and improving the quality of teaching and learning across part or all of a school

- Have outstanding planning and organisational skills and not be afraid to make and follow through on difficult decisions
- Be fluent in English (oral and written) and have exceptional communication skill
- Be a people person and have outstanding interpersonal skills
- Be someone who loves teaching and working with young people, and who has a great sense of humour
- Have a working knowledge of iSAMS
- Excellent up to date knowledge of, and ability to manage, risk and regulatory issues including ISI inspection, legal compliance, safeguarding, safer recruitment and health and safety
- Approachable, visible and accessible to everyone within the school
- Commercially minded and front facing
- Powerful sense of moral values and their importance in education
- Strong financial and resource planning skills

Safer Recruitment

GES is committed to equalities, safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We welcome applications from suitable candidates no matter their gender, race, religion, sexual orientation, or disability. Applicants must be willing to undergo child protection screening, including checks with past employers, enhanced national/international criminal records checks and prohibition from teaching checks.





How to Apply

Applications must consist of your CV, a covering letter and copies of your diplomas/ qualifications. The deadline for applications is Monday, 07th April 2025 and these should be sent to rbeach@academicis.co.uk

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Rebecca Beach at Academicis, our recruitment partner, on rbeach@academicis.co.uk or by phone on 07733628155.

Closing date: Monday 7th April 2025

Shortlisting: Thursday 10th April 2025

Interviews: W/C Monday 14th April 2025





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