



Beau Soleil
Collège Alpin International

Vice Principal

Job Description

Policy area

HR

Author

ADUF

FLT lead

HR Director

Version

Version 0.2

Last updated

01 October 2025

Next review

01 October 2026

Vice Principal

1. Purpose

The Vice Principal is a senior leadership role responsible for overseeing strategic areas that support the holistic academic and personal development of students within an international boarding environment. The Vice Principal will be responsible for the day-to-day operation of the school as well as lead on aspects of the strategic development. The Vice Principal will foster a culture of continuous improvement, innovation and excellence in teaching and learning practices and pastoral care through leading on quality assurance and inspiring and guiding staff through a comprehensive and contemporary professional development programme.

2. Location

Collège Alpin Beau Soleil in Villars-sur-Ollon

3. Reports To

The role reports to the Principal.

4. Key Responsibilities

4.1. Strategic Leadership

- Work collaboratively with the Principal, the Executive Group Leadership Team, the Functional Leadership Team (FLT) to translate strategic priorities into impactful practice across teaching, learning, pastoral care and the overall management of the school
- Oversee the development and implementation of strategies and best practices in teaching, learning, and curriculum advancement across the school
- Ensure the consistent delivery of high-quality teaching and learning, working closely with academic departments to maintain rigorous academic standards
- As part of the Executive Group Leadership Team
 - Set and lead the strategic direction of the school, advancing school-wide and programme-specific objectives
 - Work with the senior team to design and implement the strategic plan for the school, focusing on the unique needs of MYP and DP learners and a boarding environment
 - Uphold high standards in learning, teaching, and pastoral care, embedding a culture of excellence, support and responsibility
 - Monitor academic standards across MYP and DP and student conduct ensuring an inclusive, respectful environment that celebrates diversity
- Empower staff through a comprehensive professional learning framework that integrates recruitment, mentorship, and professional development to strengthen capacity across all levels
- Ensure compliance with academic standards, maintaining rigorous documentation and reporting to regulatory bodies including the IB and NEASC

4.2. Boarding and Pastoral

- Safeguarding & Child Protection
 - Serve as Deputy Designated Safeguarding Officer, prioritising student and staff welfare and upholding the highest standards of safety and protection
 - Complete all required safeguarding and child protection training
- Student Conduct
 - Lead on student conduct across the school ensuring that staff are equipped and able to support students using restorative approaches
- Pastoral care
 - Work with the Director of Boarding:
 - To ensure the care, support and guidance of all students ensuring their physical, emotional and mental health
 - On the management and oversight of all aspects of the boarding provision
 - Directly manage grade leaders, supporting their leadership and development efforts to ensure effective guidance and monitoring across grade levels
- PSHE Curriculum:
 - Oversee the Personal, Social and Health education programme to ensure that it is responsive and meets the needs of a diverse international boarding community

4.3. Academic:

- Lead on external quality insurance including the annual school evaluation, NEASC and International Baccalaureate accreditation processes providing insights and recommendations for strategic improvement
- Support the recruitment, selection, and onboarding of new academic staff, ensuring alignment with the school's standards and culture
- Supervise staffing within academic departments, ensuring the effective delivery of the curriculum through efficient timetabling and resource allocation
- Student Achievement
 - Work with the Director of Studies to
 - Implement robust assessment practices across the MYP and DP to monitor student progress and promote academic growth
 - Leverage assessment data to inform and enhance teaching, ensuring consistent and high standards across all programmes
 - Manage all logistics and communication related to assessments, data analysis, and reporting, fostering a culture of accountability and transparency in academic performance
 - Oversee the utilisation of data regarding student performance, integrating it into strategic decision-making for student support and curriculum planning

- Manage reporting and assessment processes to maintain parental clarity and transparency in academic progress and achievement

4.4. School Operations

- Foster a culture of professional learning and collaboration by partnering with HR, academic, and pastoral leaders to design and sustain development pathways that build capacity, reflection, and continuous improvement across all teams
- Promote diversity, equity, inclusion, and belonging by modelling inclusive leadership and ensuring that school culture, recruitment, and professional practices reflect and celebrate the richness of our international community
- Lead the calendar committee to ensure a balanced, well-organised and effective school calendar
- Oversee a high quality, well-organised calendar of regular school events including: Assemblies, staff meetings and training days
- Support the admissions process, as part of the admissions committee by meeting prospective families and reviewing applications
- Parental and Community Engagement: ensure parental involvement and community trust, acting as the school's representative at key events to promote the school's values and achievements

5. Qualifications and experience

Essential:

- Qualified Teacher Status (QTS) and extensive experience in international secondary education
- Honours Degree; master's in education or educational leadership preferred
- Certification or extensive experience with the IB DP programme
- Strong understanding of safeguarding principles and commitment to child protection

Desirable:

- Experience with the IB Middle Years Programme (MYP)
- Experience in a boarding school environment
- Previous experience as an IB Coordinator or equivalent leadership role
- Familiarity with NEASC accreditation and data-informed school improvement
- Proficiency with digital tools for teaching, learning, and management
- Working knowledge of French (an asset)

6. Person Specification

- Strategic thinker with the ability to translate vision into actionable plans
- Excellent communicator, capable of inspiring confidence and trust among students, parents and staff

- Strong interpersonal skills and cross-cultural awareness, suited to a diverse international environment
- Data-literate, analytical, and organised, with attention to detail
- Resilient, adaptable, and calm under pressure
- Committed to professional excellence, integrity, and collaborative leadership

7. Safeguarding and Right to Work

- Compliance with visa requirements for working in Switzerland
- A commitment to safeguarding and promoting the welfare of all pupils, and the willingness to undertake appropriate child protection training when required

8. Remuneration

Competitive remuneration and benefits based on experience.