

Position: Pedagogical Head

Location: Valbonne, Sophia Antipolis, France

School: Anglophone Section, Primary schools, Collèges and Lycée in Valbonne on the Côte d'Azur

Contract type: Full time

Contract term Permanent

Start date Sept 1, 2009

Salary Based on experience

Presentation

The Centre International de Valbonne has been home to an Anglophone section since 1978. In recent years the section has been extended to include the three collèges, the lycée and two primary schools of the area, with some 1300 students now registered in a bilingual programme working towards the prestigious French state exam, the *Baccalaureate à Option Internationale*. As enrolment continues to grow, ASEICA, the non-profit association which employs the section's teachers, is looking to recruit a Head who will work with the Finance and Administration Director to manage the overall programme and the staff.

For more information about ASEICA please visit www.aseica.org

Key requirements of the Post

- native English speaker
- fully qualified with excellent degree (English literature or Humanities), relevant teaching qualification
- at least ten years teaching experience and 5 years management in school, including French school system
- obvious enthusiasm for teaching and associative environment
- desire to work within an international educational community
- sound knowledge of French, together with an interest in French culture
- awareness of the needs of an international, multi-lingual and multi-cultural student body

Overview of Post description

The Head reports to the Board and works closely with the Finance and Administration Director to manage the Association. The Head supervises the teachers' body - about 35 teachers and works with all Aseica stakeholders including Provisseurs (Heads of French state schools), Academic Inspection...

Pedagogical team management

- Leads the pedagogical team
- Prepares timetables in coordination with schools concerned
- Recruits teachers, working with Finance and Admin Director (DAF/DRH)
- Prepares and leads performance reviews in coordination with Finance and Admin Director (DAF/DRH)
- Establishes personnel development plans
- Supervises directly the heads of departments: English, Humanities, Primary, College and Lycee
- Ensures HR best practice, using problem solving and conflict resolution approaches
- Lead salary and responsibility committees, participate to all Board committees work

Education and teaching programme

- Ensures the continuity and excellence of teaching on all Anglophone section programmes where Aseica operates
- Leads and supervises curriculum development
- Support the DAF/DRH in the logistical aspects of classes management, namely extracurricular activities
- Advises the Board on strategies to develop the programmes leading to the OIB in English

- Advises the Board on regulations pertaining to the programmes
- Remain current with best teaching practices and apply them to Aseica

Relations

- Represent ASEICA to all Aseica stakeholders: Provisours, Schools Directors, Academic Inspections, Mairies
- Ensures strong and smooth relationships with Education Nationale teachers
- Represent ASEICA in meetings organized at each campus, schools Board meetings, extracurricular activities, other schools...
- Represent ASEICA to parents, responding to their queries and ensuring a strong partnership with parent body, leading curriculum evenings, organizing presentations at AGM
- Leads communications to al parties using available tools: newsletter, web site,

Management

- Works with Board and Finance and Admin Director to prepare budget, AGM as well as all other files/meetings to ensure sound management of the Association
- Participates actively to Board and Executive meetings.

Conditions

- The candidate must be present during the school year and from mid-August onward (to ensure the new school year preparation and start-up)
- Board members spouses or companions are not authorized to apply for the job.

P.S the wording « The candidate » or « he »or any singular gender term in this document can be read indifferently as male or female, for simplification of the present document redaction.

Application Procedure

For more information, please contact board@aseica.org or send directly a letter of application and full CV and picture, including details of three referees by January 30 2009.