



The Institut International de Lancy is a private international school offering high-quality teaching in English and French, geared to 21st Century. Over 1400 students attend the school in its French, English and Bilingual sections, from Nursery through to the French and International Baccalaureate. Within this multicultural environment, the school is recruiting a:

**Director of the British Bilingual Primary**

Full time position – without teaching

**Reporting Structure**

- The Head of British Bilingual Primary is responsible for the supervision of all academic personnel who perform their respective functions within his/her assigned area.
- She/He reports to the Director General on all matters.
- As part of the education leadership team, she/he will be expected to provide strategic leadership, vision and management to take our school forward and continue to raise our standards.
- She/he has to work closely with the other directors of sections and the Director General about all the common matters (General rules, several policies... )

**Responsibilities and duties**

- Oversee the planning and execution of all syllabus and new programmes for the British Bilingual Primary.
- Promote bilingualism in teaching and learning in collaboration with the Director of the French Bilingual Primary.
- Participate in developing school improvement plans aligned with the School's short and long-term goals to improve the level of academic proficiency.
- Supervise, monitor and evaluate the teaching staff on a regular basis in a systematic manner with a focus on assisting and improving teaching techniques and methods.
- Work with and support colleagues, families, partners and the wider school community in the shared purpose of providing pupils with an experience in line with the School's mission.

**Required Knowledge, Skills and Abilities**

- Excellent leadership and organisational skills and the ability to inspire people.
- Excellent integrity and good moral character.
- Highly developed communication skills.
- Cultural awareness and fairness.
- Flexible, innovative, creative.
- Thorough knowledge of the British National Curriculum, including recent changes and developments.
- Ability to develop curriculum and lead instructional programmes.
- Ability to manage budgets and implement spending procedures and monitoring.
- Ability to work as a team

**Minimum Requirements:**

- Qualifications: B.Ed. or a relevant BA/BSc and PGCE with iQTS Preferably NPQH or M.Ed.
- At least seven years' teaching experience in a school environment.
- Strong record of effective educational leadership, evidence of commitment to a positive learning environment and to raising students' standard of achievement, and a strong commitment to educational equity.
- Ability to evaluate instructional programmes and teaching effectively.
- English native speaker, good working knowledge of French.

**Type of contract:**

Permanent

**Rate of employment:**

100%

**Start date:**

To be discussed or at the latest 18th August 2025

**Documents required:**

Curriculum Vitae  
Letter of motivation  
Copies of diplomas  
Work certificates  
2 references

**Documents to be provided at the time of employment:**

Swiss or European passport, or valid work permit  
Extracts of criminal record (classical and special)

Email address for applications: [rh@iil.ch](mailto:rh@iil.ch)