



## HOCHALPINES INSTITUT FTAN

SWISS INTERNATIONAL SCHOOL AND SPORTS ACADEMY

Join our team as an experienced and committed

### Deputy Head of Boarding and Residential Programs

**Location:** Hochalpinen Institut Ftan, Switzerland

**Reporting to:** Head of Boarding

**Date reviewed:** 01/02/2027

#### ABOUT US

Founded in 1793 and part of Education in Motion (EiM), Hochalpinen Institut Ftan (HIF) is an international boarding school in the Lower Engadine. Rooted in Swiss tradition and globally connected, we combine academic ambition with a unique alpine setting that fosters an active, healthy and outdoor-oriented school life.

As a cantonal and federally recognised grammar school with boarding, HIF offers a bilingual Swiss Matura pathway and an international diploma programme combining iGCSEs with accredited micro-credentials recognised by universities. We also host immersive residential programmes for students from across the EiM network.

At HIF, local and international students are encouraged to become internationally minded citizens guided by our values of Open-Mindedness, Respect and Responsibility. Supported by our high-performing Sports Academy and strong boarding culture, students live, learn and thrive in a dynamic community.

Our boarding vision is to provide excellence in care and support in close partnership with families and colleagues, enabling students to grow into confident and positive contributors to their school and wider community.

As a growing school, this is an exciting opportunity for someone who will inspire, uphold high standards and help shape our future excellence.



## ABOUT THE ROLE

This is a key leadership position within our boarding community. As Deputy Head of Boarding and Residential Programs, you will support the Head of Boarding in shaping an outstanding residential experience that places student wellbeing, personal growth and community at its centre.

You will play an active role in daily boarding life while also contributing strategically to systems, structures and future development.

## KEY RESPONSIBILITIES

### Boarding Leadership & Student Life

- Deputise for the Head of Boarding and support their vision.
- Lead and support daily boarding life, including evenings, weekends, residential weeks and trips.
- Create a safe, respectful and student-centred environment.
- Induct and guide new pupils into boarding life.
- Actively supervise students while on duty.
- Prepare the boarding house before term starts.
- Collaborate with sports coaches, teachers and families to ensure academic continuity during authorised absences.

### Safeguarding, Care & Wellbeing

- Uphold School policies on safeguarding and behaviour.
- Monitor student wellbeing, behaviour and attendance using core systems (iSAMs / Wellbeing Manager).
- Recognise individual developmental and cultural needs and nurture positive relationships.
- Take responsibility for health and safety, including risk assessments and accurate record keeping.

### Team Leadership & Organisation

- Liaise with and support the Boarding Team on all aspects of boarding life.
- Prepare duty rosters and promote a positive, fair working culture.
- Induct and guide new boarding staff.
- Communicate proactively with families and teachers regarding student progress and wellbeing.
- Contribute to professional development, annual review processes and departmental improvement plans.
- Work closely with the Head of Boarding to ensure student-centred decision making.
- Develop and share good practice based on experience and skills.

## WHAT YOU BRING

### Essential

- Proficiency in English and German
- Driving licence
- Degree or recognised qualification relevant to a boarding environment
- Experience in boarding or residential programmes



### Skills & Experience

- Strong interpersonal and communication skills
- Ability to work independently and as part of a team
- Experience in outdoor education or coaching
- Flexibility to work evenings and weekends
- First Aid or Mental Health First Aid qualification

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### HOW TO APPLY

Please send your CV and a short motivation letter telling us why this role feels right for you to [jobs@hif.ch](mailto:jobs@hif.ch) (Attention: Head of Ignite and Boarding)

### Third-Country Nationals' Applications (non EU/ EFTA)

Please be aware that work permits for third-country nationals (e.g. from the UK) involve a longer process and stricter regulations than for EU/EFTA citizens. While we welcome all applications, preference will be given to candidates who already hold a Swiss residence permit or an EU/EFTA passport.

### Safeguarding

HIF is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to maintain clear professional boundaries and high standards of conduct. Appointments are subject to thorough safeguarding checks, references, and background screening in line with international child protection guidelines.

