



St. Gilgen
International
School

SALZBURG | AUSTRIA

Application pack for the post of

Digital Learning Coordinator

ST. GILGEN INTERNATIONAL SCHOOL, AUSTRIA
START DATE: AUGUST 2019

EVERY CHILD HAS A TALENT, AND ST GILGEN
INTERNATIONAL SCHOOL WILL DISCOVER IT.

Introduction

St. Gilgen International School (StGIS) seeks a lively, committed, and inspirational DIGITAL LEARNING COORDINATOR (with a teaching commitment) to be part of our growing and happy school.

St. Gilgen International School is a co-educational boarding and day school for students aged 9 to 18. The school was founded in 2008, and since then has grown steadily. The founder of St. Gilgen International School envisaged a unique school with members drawn from the local and international community sharing a high quality academic and personal education in beautiful surroundings.

In May 2016, ownership of the school passed to a foundation of parents of the school community (Privatstiftung). This foundation acts solely in the interests of the school and school community; as such, all profits are reinvested back into the school. This ownership model harnesses our community spirit and drives us to work together in a continued effort to improve our already very good school.

As the new ownership model stabilises, and student numbers go from strength to strength; an exceptionally exciting period of growth and development lies ahead. In the next few years, we will expand to capacity (circa 240 students), develop our facilities accordingly (including new Boarding and Arts provision) and undertake a successful transition to becoming an authorized IB Middle Years Programme (MYP) school. As such, now is *the* time to join StGIS and be part of something uniquely challenging and rewarding.

StGIS is a friendly and purposeful place to work; we aspire to **HIGH STANDARDS** in a **low threat** atmosphere of collaboration and mutual support.

Our Mission:

We empower our students to reach their fullest potential, to have a positive influence on the world and inspire them to discover a life-long love of learning.

Our Values:

We always strive for **excellence** | We are people of **integrity** | We share our **passions**

“At St Gilgen International School, we support our students to be prepared to grow and, through honest reflection, to strive for excellence in everything that they do; we expect the same high standards and approach to learning from our staff”

Martina Moetz, Head of School

Our Location

Austria is a beautiful country which is both safe and nurturing. A unique feature of our school is its idyllic setting in the village of St. Gilgen on Lake Wolfgang.

The beauty of our environment allows us to enjoy exceptional opportunities for outdoor adventure, including mountain biking, rock-climbing and hiking as well as sports such as skiing, sailing and horseback riding. Indeed, in the winter months students (and staff) can ski and snowboard every weekend. Our staff and students benefit from a healthy lifestyle with fresh, clean air, away from the pollution of towns and cities.

St Gilgen's proximity to the rich cultural centre of Salzburg offers our community the opportunity to experience top-class music and theatre. In addition, we can enjoy weekend visits to the art galleries and museums of the beautiful cities of Vienna and Munich. StGIS is located in the village that was home to Mozart's mother.

Transportation links via the international airports in Salzburg, Munich and Vienna mean that access is straightforward from global destinations; in addition, Salzburg is served by an excellent European rail network.



Learning at St Gilgen International School

St. Gilgen International School aims to offer a truly unique international education. Our school combines the traditional charm, security, and cultural heritage of a small village, with a dynamic and modern teaching and learning environment, and an ambitious and globally minded school community.

Our unique proposition:

Excellence in Education @StGIS:

- Celebrates the fact that learning takes place all the time, everywhere and for everybody; learning is complex and personal.
- Inspires our students to develop the powerful knowledge, understanding, skills and personal aptitudes they need to: meet their future goals; live a 'good life', and contribute to a 'better and more peaceful world'; and be happy and healthy on their 'path of excellence'.

Excellence in Education @StGIS is:

Built upon **Excellence in Care**: taking the very best emotional and physical care of all members of our community is an essential foundation for learning.

Enriched by **Excellence in Opportunities**: our students will be on the journey of a lifetime, and they will grow exponentially as they experience the outstanding range of opportunities available to them.

StGIS is an IB World School, and is fully accredited by the IB to offer the IB Diploma Programme; this is preceded by a carefully targeted pre-IB year in Grade 10, and a broad and balanced Primary (Grade 4/5) and Middle (Grades 6-9) school curriculum. Our middle school curriculum is currently transitioning to the IB Middle Years Programme.

StGIS is accredited by CIS and is a member of ECIS and SGIS.



OUR FRIENDLY STUDENTS

Digital Learning Coordinator

The Post

The Digital Learning Coordinator leads across the school on the integration of digital technologies to enhance learning; effectively bridging the gap between technical IT support and the chalk-face.

The Digital Learning Coordinator has the following principal areas of responsibility:

- Enhancing the development, delivery, and use of technology to impact learning in the classroom.
- Championing, and contributing to the administration and development of, our supporting systems ecosystem.
- Working alongside colleagues in a coaching capacity, assisting all staff to leverage digital technology to enhance learning, and create efficiencies.

Management Structure

The Digital Learning Coordinator:

- Reports to the Head of Academics.
- Collaborates regularly with key support staff including the IT Technician and the Academic Secretary.
- Works closely with Heads of Department (HoDs / Leaders of Learning), teachers and other key staff (such as the librarian) in connection with digital learning and the use of technology in the classroom.
- Assists support staff with the effective use of technology to ensure efficiencies.



Digital Learning Coordinator: Overview of role

In the leadership and coordination of digital learning and the use of technology in school, the Digital Learning Coordinator will:

Ensure technology supports learning by:

- Promoting a shared vision, and a strong culture of digital literacy, particularly through opportunities for self-directed and personalized learning using technology.
- Supporting student's development as digital citizens; empowered learners; and authentic constructors of knowledge.
- Working collaboratively with Heads of Department and relevant Coordinators to leverage the power of digital learning technologies to enhance student progress and achievement.
- Reviewing the curriculum; working to map students' engagement with digital competencies and looking for areas where learning can be enhanced using ICT.
- Demonstrating classroom excellence that models effective and innovative use of learning technologies.
- Seeking opportunities for staff to explore new and emerging technologies, and their potential as tools of learning.
- Leading meeting time for planning to support digital learning.
- Keeping up-to-date with technological developments and the research pertinent to the effective use of ICT in the classroom.
- Providing students with opportunities for digital learning outside the classroom; for example, through educational visits / trips, or running a relevant ICT club (for example programming; ECDL).
- Making links with other schools, universities and organizations to effectively share resources, information and expertise that will benefit digital teaching and learning in the school.
- Marketing digital learning within the school community and beyond; keeping staff, students and parents up-to-date with requirements and exciting developments.
- Working with relevant colleagues (for example the Safe Guarding Lead) to ensure the schools Internet Safety Strategy is implemented effectively school wide.
- Advising the Deputy Head, Head of School and Board about the school's digital technology strategic direction; particularly in terms of resourcing needs and their impact on learning.

Ensure technology creates efficiencies by:

- Creating and reviewing the school's Digital Learning strategic action plan.
- Writing and updating relevant digital learning policies and procedures.
- Advising on the allocation of resources and establishing priorities; including working with the IT Technician on the ICT budget development process.
- Orientating and training new teachers.
- Assessing professional development needs for all staff; and designing individual and group opportunities to address any needs identified.
- Providing targeted individual teacher support and guidance.
- Championing, and helping with the development of, our support systems ecosystem (including iSAMS, Managebac and Office 365).
- Contributing to compliance with the EU General Data Protection Regulation; advising and working closely with the designated Data Protection Lead.
- Joining relevant committees and meetings (for example Heads of Department) as necessary to provide input and guidance.

Endnote

No job description can fully cover all aspects of this type of appointment or role; consequently the ability to evolve and respond to future changes and job demands is an essential element of the post. This job description is therefore subject to review and amendment by the Head of School from time to time, following consultation with the post-holder.

Digital Learning Coordinator: Overview of role

Classroom Teaching

In addition to the responsibilities as detailed above, the Digital Learning Coordinator will be expected to teach a reduced timetable (as agreed with the Head of School); any subject combination will be considered.

Note: Computer Studies or similar, are not currently offered as discreet curriculum subjects.

The standard teachers job description will apply to this aspect of the role with the main responsibilities summarized below.

1. Teach subject specialism to groups of students across the age range, including Middle Years (IB MYP) and IB Diploma level, as determined by the curriculum needs of the school
2. As required, act as an IB Diploma Extended Essay supervisor for your specialist subject, (and / or an MYP Personal Project supervisor)
3. With agreement, to teach an additional subject as required and appropriate.
4. Work collaboratively with colleagues to plan and prepare conceptually driven units of study in-line with whole school curriculum aims and objectives, and design and implement effective and coherent learning activities, using a range of teaching methodologies and approaches.
5. Plan appropriate opportunities for students to demonstrate what they know, understand and can do, and provide regular formative feedback to support learning, including through constructive self- and peer- assessment. Maintain accurate records of progress (in-line with the school's Assessment and Reporting Policy).
6. Incorporate relevant out-of-class learning into the curriculum whenever possible.
7. Report on student progress to parents as required by the whole-school Assessment and Reporting Policy.
8. Ensure that the health and safety requirements of the department, and whole school, are adhered to secure a safe working environment for staff and students.
9. Promptly pass information to Mentor Tutors, House Parents and other relevant staff (and parents) when a student's effort or achievement is praiseworthy or giving cause for concern.
10. Contribute to whole-school duties as necessary, and provide cover for absent colleagues when asked to do so.
11. Act as a Mentor Tutor for a small group of students' including oversight of the students' academic and pastoral needs, providing necessary guidance, and liaising with relevant parties as appropriate.
12. Play a full role in the wider learning opportunities and care required of a 7-day a week boarding school, including co-curricular activities, and support in Boarding houses; this will entail some evening and weekend commitments.
13. Any other reasonable duties at a level commensurate with the post, as directed by the Subject Leader and/or Senior Leadership.

A full job description, and terms and conditions are available on request.

Digital Learning Coordinator: Person Specification

ESSENTIAL

- A relevant Bachelor's degree, and excellent subject knowledge and passion.
- A recognized teaching qualification / qualified teacher status.
- At least 2-years of teaching experience.
- A passion for technology and digital learning.
- Experienced educator with a demonstrable track record of using technology to support teaching and learning.
- An understanding of an IB education, including an alignment with the IB philosophy, learner profile, holistic education, international mindedness, and a learner-centred inquiry-based approach to teaching and learning.
- High levels of IT competence, including a deep understanding of the 'front'- and the 'back'-end of digital technology.
- The ability to inspire and motivate all members of our school to leverage the power of technology.
- Desire to lead through collaboration and develop a coherent team approach to the development of digital learning technologies.
- Exceptional organizational and administrative skills.
- High quality communication skills (both written and verbal), and well-developed interpersonal capabilities.
- Diligent, hardworking, and prepared to lead by example.
- Flexible, adaptable, and creative.
- Willingness to contribute to all aspects of life in a busy boarding school including; classroom teaching, after school activities, pastoral support of students, and Boarding responsibilities (which do include some evenings / weekends)

DESIRABLE

- A postgraduate degree (preferably in the field of Education).
- Ability and willingness to teach an additional (second) subject and/or contribute to our English support program.
- Experience working with students from different language and educational backgrounds (particularly international school experience).
- Previous experience working in a boarding school (or similar residential) environment.
- Experience of a school management / leadership role.
- Experience of teaching and supporting the IB Diploma and IB MYP (including experience of supporting / delivery of on-screen examinations / MYP e-Assessments).
- IBDP Computer Science teaching experience and/or MYP Digital Design teaching experience or similar.
- Familiarity with ISTE Standards for students and educators and / or the ECDL (or similar).
- Ability to communicate in German (particularly spoken German).
- Current, clean driver's license valid for use in Austria.

Digital Learning Coordinator: Person Specification

WE OFFER

- A 'close-knit' school community; built on strong relationships, where teachers, students and parents work together in a productive and purposeful environment.
- Amazing location, excellent facilities and stunning natural surroundings; simply a wonderful place to live and learn.
- A strong focus on professional development and growth within a collaborative atmosphere of HIGH STANDARDS and low threat.
- Manageable class sizes with well behaved students.
- Great holidays.
- Lifestyle benefits such as subsidized meals, support with German lessons, skiing opportunities and use of school facilities as available.
- The chance to live in a safe country with excellent public health care and other significant social benefits (including a good state pension scheme).
- The opportunity to contribute to a truly unprecedented period of growth and development for the school.



Application Process

The appointment is for August 2019 and the initial contract will be for a period of two years (renewable by mutual consent). The salary will be in the range € 39,923 to € 55,682 depending on qualifications and experience (this role will also include a small leadership allowance in agreement with the Head of School). An additional allowance of € 2,101 is paid for a higher degree e.g. MA, MEd, MBA, EdD, PhD.

Please apply to Natascha Lohse (Human Resources) by email (n.lohse@stgis.at) and include the content listed below (preferably in one combined PDF document with the following filename format, 'lastname_firstname_position_submission_date'; for example: 'blog_fred_History-Teacher_24thJan2019'). Please ensure the email subject is the post being applied for:

1. A completed StGIS Application Cover Sheet (please download, x1 side of A4)
2. A covering letter (max x2 sides of A4 Arial 10-12 font) explaining how you would be particularly suited to this position at St Gilgen International School. Please ensure your letter directly addresses the job description, and the essential and desirable characteristics detailed above, as well as any other aspects you consider important.
3. A full Curriculum Vitae including complete employment history (x2 sides of A4 excluding references)
4. Details of three referees including postal address, email address and telephone number (please ensure they know they may be contacted and will respond promptly). Note that we reserve the right to contact any of your previous employers.

The closing date for Friday 8th February. All applications will be acknowledged, and those being called for interview will be contacted with more details. **Early applications are encouraged, and we reserve the right to appoint before the closing date if an exceptional candidate is found.** Long-list first round interviews will take place via Skype with the relevant Head of Department and SLT member. Short-list / second round interviews will involve an interview with the Head of School and may also include a visit to StGIS in Austria if this is considered necessary.

Following the interview process, we aim to make a decision quickly and inform all short-listed candidates of the outcome as soon as possible. A 'verbal' agreement will be expected at this stage, to be followed by contractual arrangements.

Data Protection

By submitting your personal data to St Gilgen International School as part of an application for employment, you consent to the lawful use of this data as reasonable and necessary within the normal expectations of the recruitment process. You also confirm that the personal data of any third parties (such as referees) is being provided with their consent.

Safeguarding

St Gilgen International School is fully committed to maintaining the safety and wellbeing of our students; as such, any offer of employment is subject to our safe recruitment practice which includes:

1. receipt of satisfactory references (at least 2)
2. identity verification (Passport or equivalent)
3. satisfactory and current enhanced police check / criminal records disclosure
4. confirmation of qualifications (original certificates)

THANK YOU FOR TAKING THE TIME TO REVIEW THESE
DETAILS, AND WE LOOK FORWARD TO YOUR APPLICATION.

WE KNOW HOW MUCH TIME AND EFFORT THIS ENTAILS,
AND CAN ASSURE YOU WE WILL GIVE EACH APPLICATION
RECEIVED CAREFUL CONSIDERATION AND ATTENTION.



St. Gilgen International School

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