



St. Gilgen  
International  
School

SALZBURG | AUSTRIA

Application pack for the post of

# Teacher of English Support (EAL)

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

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

## Introduction

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St. Gilgen International School (StGIS) seeks a lively, committed, and inspirational lead TEACHER of English Support (EAL) 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:

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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:

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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

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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

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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:

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- 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:

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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

## English Department Information

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The English Department at StGIS is a thriving and innovative curriculum hub, with a strong focus on developing our students' knowledge and understanding of themselves and others through exploration of a range of texts from different cultural settings and time periods. In addition, reading, writing, speaking and listening skills are promoted not only through language lessons but also during English Department sponsored evening events such as Take the Stage, Storm the Stage, Shake the Stage and the ever-popular multi-lingual Poetry Slam, all of which allow students opportunities celebrate the power of language.

As most of our students are non-native speakers of English and are bilingual, if not multi-lingual, we embrace their Mother Tongue languages (e.g. Russian, Chinese, German) to help promote conceptual and intercultural understandings, enable collaborative work where appropriate and encourage international mindedness. All languages have an important and legitimate place in our teaching of English across the range of age and ability groups from upper primary to IB Diploma.

The English Department is primarily housed in its own block, which consists of 3 spacious classrooms, equipped with either an interactive whiteboard or LCD screen, 1 smaller 'conference' style classroom, and a well-resourced departmental office. Our team consists of 5 English teachers of whom one is the English Support teacher, one the TOK Coordinator and another the Learning Support Coordinator. The Librarian also supports class teachers and students with delivery of research and referencing skills from primary through to IB Diploma, along with coordinating author visits, Book Week and sharing an extensive knowledge of books. We are a vibrant, passionately professional and hard-working department with a wide range of skills, experience, abilities and interests, which we wholeheartedly share with our students.

English at Grades 4 and 5 is taught by their Primary class teacher, 7 periods a week. Grades 6 to 10 (Pre-IB) have 4 periods weekly, taught by English specialists. IB Diploma classes (English B at HL only, and English A Language and Literature at both HL and SL) are taught for three periods a week at Standard Level and five periods a week at Higher Level.

Students are prepared to meet the demands of the IB Diploma examinations at the end of Grade 12. The school is also now in the early phase of introducing the IB MYP at Grades 8 and 9. Whilst the core skills, knowledge and understandings for English must be covered in the curriculum, teachers have considerable autonomy to develop the specifics of the programme in a collaborative and coherent sequential manner. Therefore, we thrive on the enormous scope for creativity and innovation in the teaching and learning of English at StGIS.

## English Support (EAL)

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Running parallel to the 'mainstream' English programme, we offer a wide range of English Support (EAL) for students including targeted EAL classes, as well as out of class support, and 'push-in' support as necessary. For students who need higher levels of support, additional foundational English is also offered instead of an alternative language study. Decisions on the appropriate level of support are made on an individual and personalised basis and reviewed frequently.

## English Support (EAL) Teacher: Overview of role

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1. To teach English Support (EAL) primarily, and possibly some 'mainstream' English classes depending on need, to groups of students across the age range, as determined by the curriculum needs of the school (up to 21, 50-minute periods out of 33 taught lessons per week).
2. As required, act as an IB Diploma Extended Essay supervisor for English (B), (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 departmental and 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, and maintain accurate records (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 English 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 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.*

## XXX Teacher: Person Specification

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### 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 (EAL experience essential); and a passion for supporting EAL students within an English medium multilingual learning environment.
- Creativity and professional rigour, and the willingness to be actively involved in curriculum development.
- A 'risk-taker' with a growth mindset; somebody who can accept that making mistakes is fundamental to learning.
- A passion for the school's diverse co-curricular program.
- Willingness to contribute to the evening and weekend care needs of a 24/7 boarding school.
- High levels flexibility and adaptability.
- Excellent sense of humour.
- A collaborative 'team player', who understands that we must work together on our 'path of excellence'.

### 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.
- IB Diploma and / or IB Middle Years Programme experience and alignment with the IB mission.
- Experience of teaching or supporting the IB Diploma Theory of Knowledge or Extended Essay; or MYP Projects / interdisciplinary learning.
- 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.
- Current, clean driver's license valid for use in Austria.

### 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

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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. 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 applications is Friday 8<sup>th</sup> 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)



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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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