



St. Gilgen  
International  
School

SALZBURG | AUSTRIA

Application pack for the post of

## Mathematics Head of Department

ST. GILGEN INTERNATIONAL SCHOOL, AUSTRIA

START DATE: AUGUST 2021

EVERY CHILD HAS TALENT, AND ST GILGEN  
INTERNATIONAL SCHOOL WILL DEVELOP IT

## Introduction

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St. Gilgen International School (StGIS) seeks a lively, committed, and inspirational HEAD of MATHEMATICS (with the ability to teach up to and including IB Diploma level) 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 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, Vision and Values:

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As a passionate community we inspire our students to discover their strengths and develop a lifelong love of learning so they can make a positive impact in this world. We do this by offering excellence in care, education and activities.

Every child has talent and StGIS will develop it.

**Excellence | Integrity | Passion**

“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. We celebrate the fact that learning takes place all the time, everywhere and for everybody; learning is complex and personal.

Our unique proposition:

### Excellence in Education @StGIS:

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Inspiring our students to develop the powerful knowledge, understanding, skills and personal aptitudes they need to:

- meet their future goals and live a good life
- have a deep appreciation of different people and places; drawing on this to contribute to 'a better and more peaceful world'
- be happy and healthy on their path of excellence

We expect our students; to **know**, to **question**, and to **share** a deep understanding of our place in the world; *'living and learning locally - thinking globally'*.

### 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 Activities**: our students will be on the journey of a lifetime, and they will grow exponentially as they experience the outstanding range of wider learning available to them.

StGIS is an IB World School and is fully accredited by the IB to offer the IB Diploma Programme; and in the final stages of our transition to offering the IB Middle Years Programme (MYP) in Grades 6-10. Finally, our offer also includes the Primary Phase (Grades 4/5).

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



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OUR FRIENDLY STUDENTS

## Mathematics Department Information

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The Mathematics Department is a forward looking and innovative team with a strong desire to support our students to be the best mathematicians they can be, whether they go on to study Mathematics beyond StGIS as a part of their degree or apply their mathematics to other areas.

We have a clear vision of the skills we want to build in our students, and we are working to achieve this vision in all its detail. We believe in inquiry-based learning as a way of developing a deep understanding of concepts in mathematics. We are a collaborative team that works together to support students' learning through a collegial approach and ideas, contributions and innovations are encouraged and valued. We are working hard to raise the profile of mathematics in the school through implementing fun and exciting ideas, participating in competitions, celebrating our successes and, most importantly, through the provision of high-quality mathematics lessons in the classroom.

The Mathematics Department is primarily housed in its own block, with spacious classrooms, each equipped with an interactive whiteboard, and a well-appointed departmental office. We have a good range of resources, subscriptions to key websites and e-textbooks for all our students.

In Grades 4-10, Mathematics is taught as preparation for the IB Diploma drawing on the best of a variety of international mathematics specifications; this includes a tailor-made Grade 4/5 course and the IB MYP in Grades 6-10. In Grades 11 and 12, the students can choose between either IB Diploma Analysis or Applications courses at Higher or Standard Level. Students are encouraged to be creative, and they are given a choice of starting points for their internally assessed explorations. The most recent results were encouraging, and we are confident that we can build on our strengths and challenge our students to achieve greater things in the future.

Students do not currently sit any external assessments until their IB Diploma examinations at the end of Grade 12. Thus, whilst the core skills, knowledge and understanding must be covered, teachers have considerable autonomy to develop the specifics of the programme in their own subject. There is much scope for creativity in developing the Mathematics curriculum and learning at StGIS, with plentiful opportunity for engaging in-depth study.

“We expect our students to develop into confident and articulate mathematicians who ask questions, have a sense of curiosity, are confident with technology and have belief in their own mathematical ability.

## Head of Department: Overview of role

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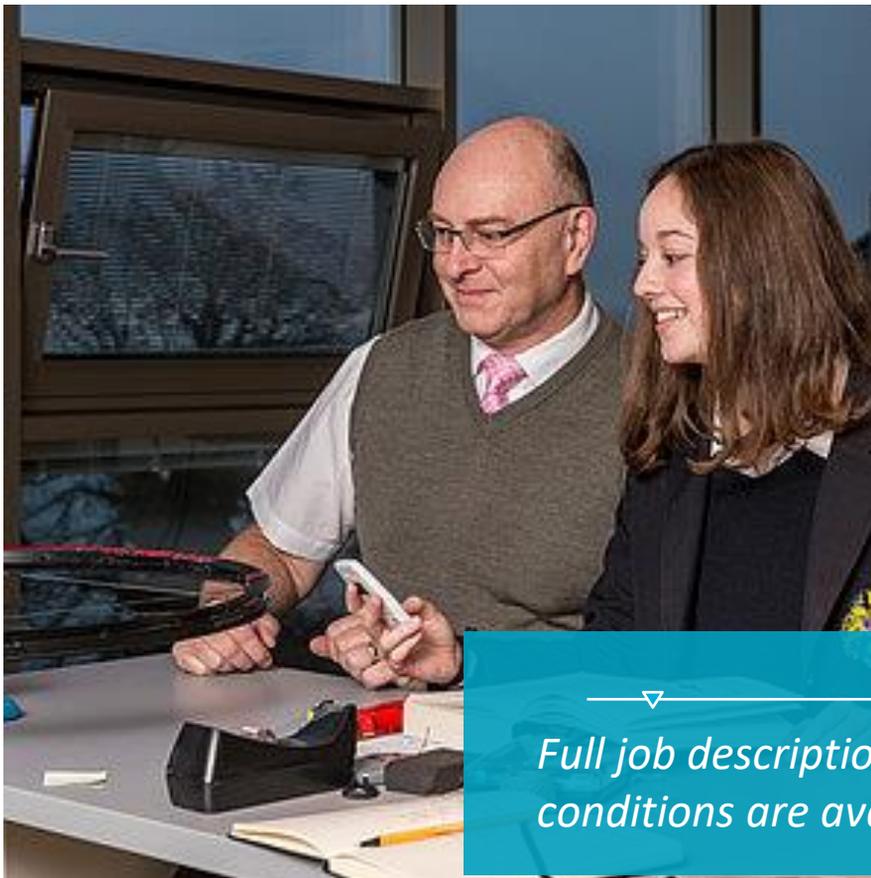
The role of Head of Department comes with a responsibility allowance, and time remission.

The Heads of Department at St Gilgen International School are responsible for the overall leadership of defined academic areas; English, Languages, World Studies, Science, Mathematics, Arts and Movement and Wellbeing.

Departmental leadership requires a vision for growth in teaching and learning within the department, a passion for pedagogy and learning strategies, clear curriculum direction, and guidance and oversight of the professional development of teachers and other staff within the department. Heads of Departments are also responsible for contributing to the Leaders of Learning meetings and helping to shape the overall academic direction of the school. Moreover, Heads of Department have an important communication and administrative role, acting as the primary point of contact between the teachers and other staff within their department, and the SLT.

In summary, the Heads of Department have the following principal areas of responsibility:

- Pedagogical leadership of the department, including curriculum development.
- Supporting professional growth and development for members of the department, with a continuous focus on the quality of teaching and learning.
- Fulfilling key administrative and communication functions as required to ensure smooth day-to-day departmental operations.
- Develop and foster a climate of collaboration and sharing within the department.
- Act and make decisions with the interest of the department and whole school at heart rather than personal preferences or challenges.
- Establish and maintain a climate of trust within the department.



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*Full job description(s), and terms and conditions are available on request.*

## Mathematics Teacher: Overview of role

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1. Teach Mathematics 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 (up to 21, 50-minute periods out of 33 per week).
2. Act as an IB Diploma Extended Essay supervisor, and / or an MYP Personal Project supervisor.
3. With agreement, 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. Fully contribute to Departmental meetings adding strength to the team.
6. 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).
7. Report on student progress to parents as required by the whole-school Assessment and Reporting Policy.
8. 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.
9. Incorporate relevant out-of-class learning into the curriculum whenever possible.
10. Ensure that the health and safety requirements of the Mathematics department, and whole school, are adhered to in order to secure a safe working environment for staff and students.
11. Contribute to whole-school duties as necessary, and provide cover for absent colleagues when asked to do so.
12. 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. This includes some involvement in the whole school Summit Sessions delivery.
13. 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 evening and weekend commitments
14. Any other reasonable duties at a level commensurate with the post, as directed by the Subject Leader and/or Senior Leadership.

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*High Standards – Low Threat*

## Head of Mathematics: 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.
- 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

- Previous experience as Head of Department or a similar middle leadership position, and certainly a demonstrable enthusiasm for additional responsibility.
- 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 2021 and the initial contract will be for a period of two years (renewable by mutual consent). The salary will be between €40,721 and €56,796 depending on qualifications and experience, with additional remuneration linked to the Head of Department responsibility. An additional allowance of circa €2,143 is paid for a higher degree e.g. MA, MEd, MBA, EdD, PhD.

Please apply directly through the TES Website (using the **Quick Apply** option):

1. Complete the online application form providing all the information as requested.
2. In the *Supporting Statement* section; please explain (in 800 words maximum) how you would be particularly suited to this position at St Gilgen International School. Ensure your statement directly addresses the job description, and the essential and desirable characteristics detailed above, as well as any other aspects you consider important.
3. Optionally; please upload a full Curriculum Vitae (x2 sides of A4 excluding references)
4. Your application **MUST** contain details of a minimum of two 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.

If you have any questions about the position or application process, please contact Natascha Lohse (Human Resources) by email ([n.lohse@stgis.at](mailto:n.lohse@stgis.at)).

The closing date for applications is **Monday 22<sup>nd</sup> February**. Unfortunately, due to the high number of applications we receive, only those being called for interview will be contacted. **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 video conference 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

SALZBURG | AUSTRIA

Ischlerstrasse 13 | 5340 St. Gilgen, Austria  
Tel +43 6227 202 59 | Fax +43 6227 202 59 10

[www.stgis.at](http://www.stgis.at) | [info@stgis.at](mailto:info@stgis.at)

