



St. Gilgen  
International  
School

SALZBURG | AUSTRIA

Application pack for the post of

## House Parent



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 House Parent to be part of our growing and happy school. The position would be combined with a suitable teaching role (approximately 50%) and applicants should therefore also communicate their subject specialism(s) as well as commitment to excellence in the classroom.

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.

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## Our Mission, Vision and Values:

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

## Boarding at StGIS

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Boarding staff share the responsibility for the positive development and functioning of St. Gilgen International School's residential program; for the establishment of a reputation for excellence; and, for maintaining constructive relationships with all the school's constituencies and the host community.

We expect all boarding staff to be exceptional, to maintain the highest standards of professional, personal and ethical conduct, and to be excellent role models.

Our boarding staff must enjoy being with young people. It takes enthusiasm and energy to sustain the full life of a boarding school with its considerable term time demands and rewards. It is expected that everyone shares and welcomes a collective responsibility for the safety and wellbeing of our students.

Successful involvement of staff in a boarding school requires a willingness to prioritize cover of the house at short notice. Most importantly, although 'on-duty/off-duty' hours are important to acknowledge and respect, the nature of boarding house life requires all boarding staff to have a unique awareness of the needs of the house.

The undisputable benefits of an international boarding education, where students learn together to embrace diversity, challenge preconceptions, and display respect and tolerance for all, provide an exceptional recipe for success.

At StGIS, we are proud to embody these principles. Nestled in a valley in the Austrian mountains, perched at the edge of the breathtaking St. Wolfgang lake, we endeavor to live, laugh and learn together, pursuing academic excellence whilst striving to become the best versions of ourselves. Our school consists of three boarding houses:

The Traube where boys from Grade 7 to 11 live and are guided by and cared for by an exceptional boarding team. The Bachwirt, where young ladies from Grade 7 to 11 live under the attentive supervision of the Houseparents and their committed boarding team. Finally, we have a co-educational senior boarding house, The Kendler, where Grade 12 students live in carefully segregated accommodation, supported by an excellent residential team.

Together, these houses are committed to providing an outstanding level of care and encouragement to all our boarding students, helping to make their school days at StGIS valuable, productive and unforgettable.

**"Alone we can do so little; together we can do so much."**

*Helen Keller, Deaf and blind author, political activist*

**"The boy growing up in brotherhood with foreigners, cannot help but learn to care about the rights and happiness of at least one other nation."**

*Kurt Hahn, Pioneer in international education*

## House Parent: Overview of role

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1. Be responsible for ensuring the fulfillment of the aims and objectives of boarding as related to excellence in care, excellence in education and excellence in activities.
  2. Lead on the opening and close-down of boarding houses at the start and end of each term.
  3. Provide training for house staff at the beginning of the year and throughout. Conduct staff appraisals and support professional dialogue. Contribute to whole school improvement projects.
  4. Provide a safe environment, offering advice, guidance and support for all students within the house.
  5. Set the highest standards of discipline, behavior and dress for students.
  6. Manage the student attendance arrangements with parents via Boardingware. Maintain attendance records accurately and consistently. Maintain regular, open and transparent lines of communication between boarding house and parents.
  7. Prepare boarding reports as requested. Keep accurate and detailed records of behavioral or pastoral events.
  8. Ensure training in, and consistent implementation of, boarding related policy. Alert the Head of Boarding with any concerns relating to Child protection, Safeguarding, and Health and Safety matters in line with school policy.
  9. Ensure that all confidential information is dealt with tactfully and in a discrete way.
  10. Promote student flourishing in Academics. Liaise directly with the Mentor Tutors of students and with subject teachers as appropriate. Oversee the work of the visiting teachers during the evening study times.
  11. Encourage happy and healthy lifestyles, and care for those who are unwell. Build a healthy house identity based on high standards and agreed values.
  12. Administer medication in accordance with the school policy. Liaise with the School Nurse and / or local doctors regarding student health matters as appropriate; ensure that students are accompanied to emergency hospital treatment where necessary.
  13. Communicate and encourage balanced participation in the weekend activity programme to boarders.
  14. Foster inclusive cultures and international mindedness. Plan and implement a range of activities which enrich life in boarding. Develop a culture of personal growth.
  15. Lead and manage all Boarding staff attached to the House. Maintain a high-profile presence around the house during duty hours. Conduct regular House Meetings.
  16. Undertake any other responsibilities as may reasonably be required by the Head of Boarding.

## **House Parent: Person Specification**

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### **ESSENTIAL**

- Alignment with our school Mission, Vision and Values, and the mission of the IB.
- Significant experience in leading a boarding house and team, and mentoring staff
- Excellent interpersonal and written communication skills
- Loves being with young people!
- Socially and emotionally intelligent
- Flexible, energetic and resilient, with outstanding judgement
- Sense of humour
- Strong commitment to child protection and safeguarding
- A collaborative 'team player', who understands that we must work together on our 'path of excellence'
- A recognized teaching qualification / qualified teacher status and a willingness and ability to contribute to all aspects of teaching and learning as appropriate within the school; approximately 50% of the role would be teaching within a subject area as required, with candidates who are flexible and able to offer more than one teaching specialism likely to be considered favourably.

### **DESIRABLE**

- Speaks a second or third language (German or Russian would be advantageous)
- Has valid First Aid and food safety certificate
- Capacity to contribute to the extra-curricular program an StGIS
- Current, clean driver's license valid for use in Austria

### **WE OFFER**

- An opportunity to be part of an ambitious, determined, dynamic and committed boarding team, gaining experience in pastoral leadership and management.
- Annual in-house training specific to boarding. Including; fire safety, safeguarding, child protection, food handling, data protection, first aid
- Accommodation and associated bills free of charge whilst holding the position of Houseparent (in accordance with Austrian taxation law)
- All meals in the Boarding Houses free of charge during term time
- A 'close-knit' school community; built on strong relationships, where staff, 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
- Great holidays
- 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. 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 8<sup>th</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 / 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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