



St. Gilgen
International
School

SALZBURG | AUSTRIA



Application pack for the post of...

Teacher of English

ST. GILGEN INTERNATIONAL SCHOOL, AUSTRIA

START DATE: AUGUST 2021

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

Introduction

St. Gilgen International School (StGIS) seeks a lively, committed, and inspirational **Teacher of English Language and Literature** (including IB MYP and up to IB Diploma level) to be part of our growing school. The willingness and ability to teacher an additional subject would also be considered very favourably.

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, 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

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. 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:

Inspiring our students to develop the powerful knowledge, understanding, skills and personal attributes 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:

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 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 Language at StGIS

The language of instruction at StGIS is English and this is used predominantly in classrooms, during activities, and other ‘formal’ school events (trips, meetings, Boarding House activities etc.). As our main language of instruction is English, we devote a good deal of time and effort toward ensuring that our students are provided with the targeted and appropriate support they need for their language level. Our approach to English language development is inclusive and encompasses English as an Additional Language, and the study of English Language and Literature as part of our Middle Years and Diploma programmes.

Our International Baccalaureate Middle Years Program (MYP) is adapted to best meet the needs of our diverse student body, the majority of whom employ English as an additional language. To this end, we align with MYP requirements by grouping students with similar language proficiency levels (considering reading, writing, speaking and listening, holistically) within their age determined levels. Grades 4/5, 6/7 and 8/9 each enjoy a two-year non-repeating curriculum. In each of these three levels, further groupings are intended to span all abilities from ‘emerging’ to ‘capable’ to ‘proficient’. At Grade 10, students are supported appropriately, depending upon their intended IBDP pathway (either Language and Literature, HL or SL, or English B HL only). Additional English support (rather than a third language) is provided to selected student, assisting their full curriculum access skills.

The English Team

This English teacher would be joining an experienced, established, dynamic and collaborative English Department who are responsible for delivering the full range of English courses at StGIS. The Department is comprised of teachers from a range of countries and nationalities, all of whom bring unique experiences and backgrounds to the collaborative work of developing and building a coherent and meaningful English curriculum experience.

The English department is predominantly ,located within its own teaching block; this space houses 5 classrooms, and departmental office and some break-out areas.

“Language wraps itself around, in, through and between everything that we teachers and learners do in the classroom” this is especially the case for English at St Gilgen International School.

Teacher of English: Overview of role

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1. Teach English Language and Literature to groups of students across the age range (including MYP and DP classes) as determined by the curriculum needs of the school (up to 21, 50-minute periods out of 33 per week).
 2. As required, act as an IB Diploma Extended Essay supervisor and / or an MYP Personal Project supervisor.
 3. With agreement, to teach an additional subject as required and appropriate (flexibility, willingness, and ability to do this considered as important wherever possible and within reason).
 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. 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 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 those 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.

Teacher of English: 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.
- 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; this point categorized as *highly desirable*.
- 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 (*highly desirable*) 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, 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 2020 and the initial contract will be a 2-year fixed term contract (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 our advertisement on the Times Educational Supplement Website, (TES Jobs), using the **Quick Apply** option. Alternatively, if you are unable to submit through the TES portal, please email the required documents (CV and Supporting Statement) to Andrew Woodman (Deputy Head of School), a.woodman[at]stgis.at:

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).

The closing date for applications is **Monday 21st June**. Unfortunately, due to the high number of applications we receive, only those being called for interview will be contacted. **Early applications are strongly 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 Teams 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 decide 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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