



St. Gilgen
International
School | SALZBURG
AUSTRIA

Path of Excellence



Application Pack 2023



DIGITAL LEARNING COORDINATOR





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

Welcome to St. Gilgen International School



JOIN OUR NEXT CHAPTER

St. Gilgen International School (StGIS) is a co-educational boarding and day school for students aged 9 to 18. Since the founding in 2008 we have seen consistent year-on-year progress and growth across the entire school.

In May 2016, ownership of the school passed to a foundation of parents of the school community (Privatstiftung). This ownership model harnesses our community spirit and drives us to work together in a continued effort to improve our already excellent school.

In recent years, under this ownership and governance model, we have grown our student numbers, become an accredited IB MYP school, successfully completed CIS and IBDP re-accreditation and put in place systems and structures to ensure our long-term sustainable future. As a school, we are now focused on going from strong to stronger as we write our next chapter together.

As such, now is the time to join StGIS and become a part of something uniquely challenging and rewarding.

St Gilgen International School is a **friendly** and **purposeful** place to work; we aspire to high standards in a low threat atmosphere of collaboration and mutual support.

"A GOOD EDUCATION PREPARES STUDENTS TO BE INDEPENDENT THINKERS, WHO ARE CONNECTED, CARING, INVOLVED, ETHICAL AND RESPONSIBLE"

Martina Moetz
Head of School



Mission, Vision & Values



THE PATH OF EXCELLENCE

We empower students

Every student comes to us with their own unique knowledge, skills, energy and ideas. We provide our students with the tools and guidance to master their own educational path. However, we also recognize that young people need careful guidance and direction, and our small, safe and respectful community ensures that these essential conditions for learning are in place.

To reach their fullest potential

We believe that every student has talent and St Gilgen International School will develop it! It is not enough to just have potential, our students are encouraged to work hard and to believe that they can achieve more and go further.

Have a positive influence on the world

Our students will go out into the world, well prepared to be global citizens, who contribute, get involved, live responsibly and ethically, and build kind and caring communities.

To discover a lifelong love of learning

To live a worthwhile and meaningful life, it is essential that our students never stop the process of learning. This is the legacy that they will take from St Gilgen International School – to always be curious, interested, adventurous and engaged. We strive to ensure that every student is equipped and supported on his or her individual *Path of Excellence* and we never compromise on our three promises: **Excellence in care**, **education** and **activities**.



Our Location



AN OUTDOOR & CULTURAL PARADISE

Austria is a beautiful country which is both safe and nurturing. A unique feature of our school is its idyllic setting embedded 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 hustle and bustle 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.



"LIVING AND LEARNING LOCALLY,
THINKING GLOBALLY."

Digital Learning



WHOLE-SCHOOL DIGITAL CHAMPION

At St Gilgen International School, our 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 is responsible for enhancing the development, delivery, and use of technology to impact learning in the classroom. In addition, the Digital Learning Coordinator will champion, and contribute to, the administration and development of our supporting systems ecosystem. Finally, the Digital Learning Coordinator will work alongside colleagues in a coaching capacity, assisting all staff to leverage digital technology to enhance learning, and create efficiencies.



"TECHNOLOGY WILL NOT
REPLACE GREAT TEACHERS,
BUT TECHNOLOGY IN THE
HANDS OF GREAT TEACHERS
CAN BE TRANSFORMATIONAL."

George Couros



Overview of Role



DIGITAL LEARNING COORDINATOR

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.
- Supporting students' development as digital citizens.
- Working collaboratively with Heads of Department and relevant Coordinators to leverage the power of digital learning technologies to enhance student progress and achievement.
- Reviewing and mapping digital competencies across the curriculum.
- Demonstrating classroom excellence that models the use of learning technologies.
- Leading meeting time for planning to support digital learning.
- Providing students with opportunities for digital learning outside the classroom.
- Working to ensure the school's 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.

Ensure technology creates efficiencies by:

- Reviewing and developing the school's Digital Learning strategic action plan.
- Writing and updating relevant digital learning policies and procedures.
- Orientating and training new students and teachers
- Assessing professional development needs for all staff.
- Championing and assisting with the development of our support systems ecosystem.
- Joining relevant committees and meetings (for example Leaders of Learning)
- As designated Data Protection Officer, supporting compliance with the EU General Data Protection Regulation and other national / international standards as applicable

Overview of Role



CONTINUED

The appointed person will have a standard classroom teaching commitment which will include:

- Planning, preparing, delivering, and reviewing lessons across the full age and ability range.
- Assessing and reporting on student learning and progress in line with our Assessment and Reporting policy.
- Acting in additional capacities at school as required such as a Mentor Tutor, IB Diploma Extended Essay Supervisor, or IB MYP Personal project Supervisor.
- Attending and contributing to relevant departmental and whole-school meetings.
- Contributing to additional whole-school duties and cover as scheduled.
- Playing a full role in the co-curricular and Boarding aspects of school life; this will entail some evening and weekend commitments.
- Completing any other reasonable duties at a level commensurate with the post.

Important Notes

- The overview of role here is indicative only; a full job description and terms and conditions relevant to the Digital Learning Coordinator position, and the standard Teacher role are available on request.
- The Digital learning Coordinator responsibility will be associated with a time allowance of up to 50% of a normal teaching load.
- 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.

Qualities & Experience



STRONG TO STRONGER WITH US

Essential

- Competent user of a range of relevant IT programmes and systems and most importantly, the confidence and ability to close personal skill gaps independently when necessary.
- The ability to lead, motivate and inspire colleagues across the school, and support individuals and groups to work towards shared goals and objectives.
- Alignment with our school Mission, Vision and Values, and the mission of the IB.
- A 'risk-taker' with a growth mindset.
- A relevant degree, and recognized teaching qualification / qualified teacher status.
- Creativity and professional rigour.
- A passion for and willingness to contribute to the school's diverse co-curricular program.
- Contribution to the evening and weekend care needs of a 24/7 boarding school.
- Excellent sense of humour, and a collaborative 'team player'

Desirable

- Relevant middle leadership experience or equivalent.
- Experience working with Office 365, iSAMs and/or Managebac / Faria System
- Experience of Common-Sense Digital Citizenship curriculum and ISTE Standards
- IB Diploma and / or IB Middle Years Programme 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.
- Inspirational location, excellent facilities, and stunning natural surroundings.
- A strong focus on professional development and growth within a collaborative atmosphere of [high standards](#) and low threat.
- The chance to live in a safe country with excellent public health care and other significant social benefits (including a good state pension scheme).

Application Process



JOIN OUR TEAM

To apply, please submit the following as one PDF document to our Human Resources Department (humanresources@stgis.at):

- A letter of motivation (1-page of Arial font 11)
- A full CV without gaps
- The names and contact information for at least 2 referees, one of which should be from your most recent employer

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 conversation 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. Please note We reserve the right to appoint before the closing date if an exceptional candidate is found.

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 and Child Protection

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.





St. Gilgen International School

SALZBURG | AUSTRIA

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Accreditation and Membership



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