



St. Gilgen
International
School | SALZBURG
AUSTRIA

Path of Excellence



Counsellor



APPLICATION PACK FOR AUGUST 2026





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 recent years, 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."

Student Support at StGIS

WE CARE

At StGIS, the School Counsellor is part of an established and multifunctional student support team that includes the Head of Boarding and Student Life, Inclusion Coordinator, House Parents, relevant stage Coordinators (MYP and DP), and representatives from the school medical team. This student support team works closely to provide for the social and emotional learning needs of students, with strategies ranging from targeted curriculum delivery for whole year groups, to specific individual care as required. The student support team plays a central role in student safeguarding across the school, and the Designated Safeguarding Lead (DSL) is a key member of this team; the current School Counsellor also holds the Deputy DSL responsibility, and this would continue. The student support team meets formally every other week to liaise and collaborate as necessary, as well as communicating daily on issues when applicable. The student support team works closely with Mentor Tutors in support on student care and wellbeing, as well as with parents and families. In addition, the student support team works with external agencies to provide additional help, guidance and support if needed.



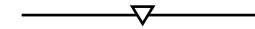
Overview of Role

SCHOOL COUNSELLOR

The following responsibilities are indicative of the school Counsellor role at StGIS:

- Deliver developmentally appropriate activities and services directly to students or indirectly for students through collaboration with other school personnel
- Teach and/or support the Summit Session and Summit Programme (PSHCE)
- Provide professional assistance and support to individual or small groups of students during times of transition, heightened stress, critical change or other situations impeding student success
- Recognize and respond to student mental health needs and assist students and families seeking resources
- Provide short-term support to students in line with the role of school counselling
- Share strategies supporting student achievement with parents, teachers, other educators and StGIS Community organisations
- Collaborate with StGIS leadership, teachers, parents and the community to support student achievement
- Provide referrals for students and families to professional resources for additional assistance and information
- Support crisis intervention
- Contribute to the wider school culture through involvement in classrooms, assemblies, after-school activities, field trips
- Share relevant resources that support Social Health Education and Sex and Relationships Education curriculum
- Collaborate with the Head of Student Life on school-wide activities to support student wellness
- Provide parent/teacher consultation and support as needed
- Serve on collaborative teams to support students and staff
- Assist in the development of student Individual Education Plans and in-class support plans where counselling is needed.
- Liaise with the school nurse to support students who need counselling support
- Work closely with Boarding Houses and teams in the support of students, which includes some evening and weekend responsibilities when specific advice or counselling outside of normal 'hours' is required.

Qualities & Experience



STRONG TO STRONGER WITH US

- Liaise between the school, home and outside agencies and professionals to which the student may be referred for additional assistance
- Maintain a directory of referral agencies and professionals
- Assist leaders and teachers with transitioning new and departing students in and out of StGIS
- Gain familiarity with Austrian law regarding school children
- Keep up-to-date and accurate records of needs and support provided; ensuring these are secure and only available to those who need to access them.
- Act as the Deputy Designated Safeguarding Lead (DSL).

Additional Information

The School Counsellor role comes with circa 40-50% time allowance, and is therefore combined with other duties and responsibilities for example:

- A teaching commitment, any subject combination can be considered although candidates able to offer flexibility and teach more than one subject will be preferred as this is a significant advantage in our small school setting.
- University / careers counselling; this would be a highly desirable additional capability for any applicants, who would then work closely with our IB Diploma Programme and MYP Programme Coordinators to provide careers and higher education guidance to students, including as they transition from MYP to DP, and from DP to life beyond school.

Essential

- A relevant Bachelor's degree and recognized relevant qualifications
- At least two years of counselling experience in a similar environment
- A growth minded 'risk-taker' aligned with your schools Mission, Vision and Values
- Being flexible and willing to pro-actively contribute to a positive work environment
- Have excellent interpersonal and communication skills
- Demonstrate personal and emotional boundaries to ensure the candidate's own well-being
- A strong awareness of child protection and a commitment to ensure the safety of our students
- An understanding of the experiences of EAL students, LGBTQ+ students, students with learning disabilities and students in transition
- Be willing and proactive in seeking help and guidance
- Continue to seek and take advantage of further professional development opportunities
- Maintain standards of confidentiality as provided by EU and Austrian law, as well as international best practice
- Enthusiasm for working with a diverse international student population
- Willingness and ability to contribute to the schools co-curricular experiential learning program.
- Enthusiasm for being part of a busy 24/7 boarding school, including activities and evening / weekend commitments and needed

Highly Desirable

- The skills, experience and desire to contribute significantly to university and careers guidance counselling
- Teaching experience and flexibility, with the willingness and ability to offer more than one subject area and teach across the full age range.
- Familiarity, with the IB framework and philosophy including Diploma and middle Years programmes
- Clean, current driver's license valued for use in Austria

Application Process

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JOIN OUR TEAM

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).



Interested candidates should apply via the TES Quick-Apply (Schrole app) option, and applications received via this platform will be prioritized. If this is not possible for any reason, then you can send your application to humanresources@stgis.at. Applications should include:

- A statement of motivation (1-page of Arial font 11) that is tailored to this role and our school
- A full CV without employment 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

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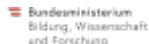
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Accreditation and Membership



Scholarship Sponsor

