



St. Gilgen  
International  
School | SALZBURG AUSTRIA

*Path of Excellence*



# Head of Teaching and Learning

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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

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## 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

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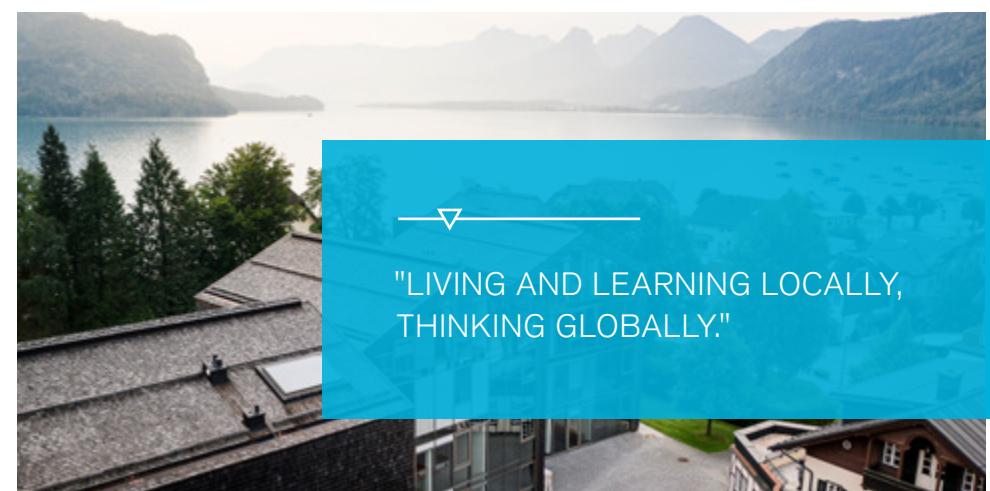
## AN OUTDOOR & CULTURAL PARADISE

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.



# Head of Teaching & Learning

REPORTS TO: HEAD OF SCHOOL

The Head of Teaching and Learning (Head of T&L) provides strategic leadership to ensure high-quality curriculum, teaching, learning, and assessment across the school, aligned with the International Baccalaureate (IB) philosophy, standards, and practices, as well as the school's mission, vision, and values.

The role focuses on curriculum coherence, pedagogical excellence, effective assessment, and the continuous improvement of student outcomes across all IB programmes (Primary phase, MYP, and DP).

As a member of the Senior Leadership Team, the Head of T&L contributes to the strategic planning and ongoing development of the school, with a particular focus on curriculum, teaching, learning and assessment.

The Head of T&L works collaboratively with school leadership, IB / Other coordinators, Leaders of Learning and faculty to foster a culture of inquiry, reflection, innovation, and academic rigour consistent with IB and school philosophy and approaches.



# Overview of Role

KEY RESPONSIBILITIES

## Teaching and Learning Leadership

- Lead the development and implementation of a clear, school-wide vision for teaching and learning grounded in IB philosophy and the IB Learner Profile.
- Promote best practices in inquiry-based, concept-driven, and student-centred pedagogy.
- Support differentiation, inclusion, and equitable learning practices across all classrooms.
- Monitor, evaluate, and support teaching and learning practices to ensure consistency, quality, and continuous improvement.
- Ensure vertical and horizontal curriculum alignment across grade levels and IB programmes.
- Lead the development of a school culture that fosters a love of learning and encourages students to take ownership of their learning.
- Support the effective implementation of IB assessment principles, including formative assessment, feedback, moderation, and academic integrity.
- Maintain a high-level overview of the holistic academic progress of all students.
- Develop and implement strategies to raise academic standards and ensure consistency within and across departments, while safeguarding student wellbeing and holistic development.

## Professional Learning and Staff Development

- Provide targeted professional development aligned with the school's vision of learning and identified staff needs.
- Facilitate professional learning communities and collaborative planning structures; both within and across subject departments.
- Oversee staff induction and support the ongoing development of both new and experienced teachers.
- Lead staff recruitment for academic positions and liaise with the Leaders of Learning to recommend a final round of candidates to the Head of School.
- Assess staffing requirements and provide recommendations on appropriate staffing models to the Head of School.

## **Data-Informed Improvement**

- Analyse student achievement data and evidence of learning to inform instructional practice and school improvement planning.
- Guide faculty in the effective use of data to enhance teaching strategies and student outcomes.
- Promote action research, reflective practice, and continuous improvement across the school.
- Lead the data-informed development, review, and implementation of whole-school curriculum and learning policies (e.g. Assessment and Reporting, Academic Integrity etc.).

## **Collaboration and Leadership**

- Provide line management to Leaders of Learning, coaching and supporting them to ensure whole school compliance with, and implementation of, key teaching and learning policies at departmental level, as well as ongoing departmental development and improvement.
- Collaborate with school leadership and IB and other programme Coordinators (e.g. Inclusion and Digital Learning Coordinator) to ensure cohesive and coherent academic programmes.
- Communicate effectively with internal and external stakeholders regarding teaching and learning initiatives.
- Model professionalism, collaboration, and a commitment to lifelong learning.
- Contribute to admissions, marketing, and external-facing initiatives as required.
- Deputise for the Head of School in their absence when requested.
- Work collaboratively with students and parents, gathering and analysing student and parent feedback to inform decision-making and enhance educational provision.

## **Organizational and Operational Elements**

- Line manage the school's Academic Secretary / academic support staff and oversee daily operational aspects such as cover for absent colleagues, as well as key elements including exams administration and timetabling.
- Lead on the overall curriculum model and timetable construction, including working with LoL / HoDs on specific staffing plans, ensuring an efficient and effective allocation of teachers.
- Oversee the in-school duties allocation and process, from scheduling to implementation.
- Act in the capacity of SLT On-call (which will include overnight and weekend availability to provide support in cases of emergencies).
- Oversee and manage the overall curriculum and academic PD budgets, including working with Leaders of Learning to ensure fair and efficient allocation and use of funds.
- Oversee and coordinate the whole school calendar, including the academic term dates overview, as well as chairing the Calendar Committee and facilitating the detailed planning of calendared items.
- Oversee the implementation and development of systems to support academics and teaching and learning specifically Managebac, but also to include iSAMS, Parents Evening, Edval (timetabling) etc.

## **Terms and Conditions**

- Teaching commitment of up to approximately 30% of a normal allocated timetable.
- Availability to work during school holidays as necessary to complete essential responsibilities.

## **End Note**

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.



# Application Process

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## JOIN OUR TEAM

To apply, please complete the online application form and process via TES / Schrole portal (application received via TES / Schrole will be prioritized). Alternatively, if this is not possible, you can send an application (including CV, letter of motivation, and at least two references) to [humanresources@stgis.at](mailto:humanresources@stgis.at). NOTE, when you apply do ensure that you tailor your letter of motivation to the specific requirements of our school as detailed in the job application pack.

IMPORTANT, please do not apply via TES / Schrole and email – if you apply via TES / Schrole your application will be reviewed, and an additional email is not needed.

**First-round interviews** will take place either via video conference or in person with two members of the Senior Leadership Team (SLT) and two members of the teaching faculty.

**Second-round interviews** will involve a conversation with the Head of School and the General Manager of the School and may also include a visit to StGIS in Austria, if considered necessary.

Following the interview process, we aim

to make a decision promptly and inform all candidates of the outcome as soon as possible. A verbal agreement will be expected at this stage, to be followed by formal contractual arrangements.

Please note that we reserve the right to appoint a candidate prior to the closing date if an exceptional applicant is identified.

### 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

**St. Gilgen International School**

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### Accreditation and Membership



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