



St. Gilgen
International
School

SALZBURG | AUSTRIA

Application pack for the post of

Head of Boarding

ST. GILGEN INTERNATIONAL SCHOOL, AUSTRIA

START DATE: AUGUST 2018

The 'path of excellence'. Together with our dedicated staff, student and parent community we are building one of the finest international education institutions in the world, that will inspire generations of students to develop a lifelong love of learning.

Introduction

St. Gilgen International School (StGIS) seeks a lively, committed, and inspirational Head of Boarding to be part of our growing and happy school.

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.

On the 17th of 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. It undertakes to secure the school's future. As such, all profits are reinvested back into the school. The new ownership harnesses our community spirit and drives us to work together in a continued effort to improve our already exceptional school.

Our Vision:

The 'path of excellence'. Together with our dedicated staff, student and parent community we are building one of the finest international education institutions in the world, that will inspire generations of students to develop a lifelong love of learning.

Our Values:

Excellence

We always look for ways to improve and set new educational standards.

Integrity

We encourage our students and staff to be people of integrity guided by Plato's cardinal virtues:

- Courage – emotional strength and ability to confront fears.
- Temperance – act with moderation and self-control.
- Prudence – ability to judge own actions as appropriate or inappropriate.
- Justice – act with fairness and without bias toward others.

Passion

Our goal is to build a vibrant and enterprising learning community of students with passion, curiosity and a strong desire to learn. Passion fuels their imagination, drives thinking across uncharted territories, and remains fundamental to their success in life.

“We expect the best of ourselves as teachers and support staff, and we encourage students to work hard, with commitment, to conduct themselves well and to treat fellow members of our learning community with respect.”

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.

Our 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 world-class 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. StGIS is a friendly and purposeful place to work, with HIGH STANDARDS and low stress.

Our unique proposition:

Excellence in Care

Our students will be happy at StGIS and cared for as if they were our own.

Excellence in Education

Our students will be in the best environment possible, with the most dedicated teachers, to thrive academically and become confident learners and critical thinkers. We find and nurture the strengths and talents of each of our students.

Excellence in Opportunities

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 5) and Middle (Grades 6-9) school curriculum.

StGIS is accredited by CIS, and a member of ECIS and SGIS as well as meeting the standards of the UK Independent Schools Inspectorate.



Boarding at StGIS



We have approximately 100 boarding students from a range of nationalities and spanning the ages of 11 to 18 years old. Our boarders are accommodated in two converted hotels that blend into the village; one house for boys and one house for girls, each with around 50 students. Additionally, we have a small lake villa which houses some senior students in an independent living environment. The houses are staffed by House Parents, a Deputy House Parent, a Residential Assistant and a House Keeper. This team provides for all of the needs of our residential students. We strive to make boarding a *‘home from home’* experience where all students can develop their character and confidence, and reach their fullest potential.

Sample day in boarding...

Time	Activity
06h30	Wake up for breakfast duty (prepared in the house)
07h00	All students come to breakfast
08h00	Lessons begin
10h00	Break
10h30	Lessons resume
13h15	Lunch (served in local restaurant)
14h00	Lessons resume
16h00	Students return for snack (prepared by House Keeper)
16h30	Extra-curricular activities
18h30	Evening meal (delivered by a local restaurant)
19h15	Study and preparation time (teachers return to support)
21h00	Break and evening routine begins
22h00	Bedtimes (depending on age)

We also have a full and active weekend enrichment programme which all students and faculty participate in.

Head of Boarding: Overview of role

This position is fundamental to the execution of the school's strategic priorities in delivering excellence in care at St. Gilgen International School. The **Head of Boarding, Student Behaviour and Standards** (Head of Boarding) is responsible for ensuring safe, high quality programs and provision of residential care (above the relevant national standards). The Head of Boarding is also responsible for the consistent and fair implementation of all school behaviour policies, and the promotion of prosocial, polite, courteous, and internationally respectful behaviours in our student body.

The Head of Boarding should be a skilled team leader, have meticulous attention to detail, be a competent and confident problem solver, and have deep commitment to safeguarding, child protection, and the promotion of physical, social, and emotional growth in young people. This position would be a non-residential position enabling the post-holder to integrate with all boarding houses flexibly. Specifically, the Head of Boarding would have the following broad areas of responsibility:

- Development of the boarding experience, ensuring that all members of the boarding community have a positive and enriching experience of boarding.
- Developing, implementing, monitoring and maintaining boarding specific pastoral policies and procedures in line with whole school approaches (e.g. student welfare, student behaviour management, tracking student progress, staffing) and ensuring compliance and consistency across houses.
- Implementing and maintaining systems for communicating with parents in relation to boarding matters.
- Ensuring that house standards exceed the BSA/CIS minimum standards.
- Pastoral induction of boarding students at the start of the academic year, and for new students arriving at other times.
- Advise the Head of School regarding the quality of residential provision and accommodation e.g. to ensure that house furnishings and fittings (i) are of a consistent high quality (ii) contribute to a positive student experience and (iii) are appropriate for students' educational and social use.
- Management and oversight of the student behavioural policy for fair and consistent implementation school wide.
- Coaching staff to be empowered to correct student behaviour.
- Implementation of a system of rewards and merits for positive behavioural reinforcement.
- Any other reasonable duties at a level commensurate with a Senior Leadership position.

A full job description, and terms and conditions is available on request.

Head of Boarding : Person Specification

Area	Essential	Desirable
Management.	Excellent ability to manage a dedicated team of teaching faculty in a residential setting	Previous experience in a management position.
Working with young people.	Exceptional ability to work with young people. Excellent ability to motivate and inspire young people.	
First aid.	Valid first aid certificate.	Valid advanced/wilderness first aid certificate.
Boarding Knowledge	Experience in boarding	BSA Leadership course
Drivers Licence	Full driver's licence.	Heavy vehicle drivers licence, trailer endorsement, winter driving training.
Creative thinker and problem solver	Capacity to think outside the square and develop people centred solutions to problems.	
Communication	First class oral and written English. Capacity to communicate effectively one to one, in small teams, to large audiences, in e-mail and to produce publishable material.	Ability to communicate (specifically verbally) in German.
IT Skills	Skills in Microsoft Word, PowerPoint, Excel, (O365) Google forms, Boardingware (also iSAMS or other school information management system)	Skills in Movie-Maker or Final Cut Pro. Knowledge and skills in web based cloud technology and applications.
Academic Aptitude	Bachelors Degree. Capacity to contribute to the Academic side of the school through tutoring and study hall supervision.	Qualified Teacher Status (for example UK PGCE or equivalent) and ability to teach one or more subjects
Personal qualities	Integrity High expectations Caring Always follows through Team player	Capacity to add value to other areas of the school.

We offer

- An amazing location, excellent facilities and stunning natural surroundings; simply a wonderful place to live and learn.
- Small class sizes with well behaved and respectful students.
- Great holidays.
- Lifestyle benefits such as subsidized meals, support with German lessons, 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).

Application Process

The appointment is for August 2018 and the initial contract will be for a period of two years (renewable by mutual consent). The salary and conditions will be competitive and negotiated with the Head of School inline with our overall internal salary structure. An additional allowance of € 2,101 is paid for a higher degree e.g. MA, MEd, MBA, EdD, PhD.

Please apply to Natascha Lohse (Human Resources) by email (n.lohse@stgis.at) and include the content listed below (preferably in one combined PDF document with the following filename format, 'lastname_firstname_position_submission date'; for example: 'blog_fred_History-Teacher_24thJan2018'). Please ensure the email subject is the post being applied for:

1. An completed StGIS Application Cover Sheet (please download, x1 side of A4)
2. A covering letter (max x2 sides of A4 Arial 10-12 font) explaining how you would be particularly suited to this position at St Gilgen International School. Please ensure your letter directly addresses the job description, and the essential and desirable characteristics detailed above, as well as any other aspects you consider important.
3. A full Curriculum Vitae including complete employment history (x2 sides of A4 excluding references)
4. Details of three 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.

The closing date for applications is Friday 16th March. All applications will be acknowledged, and those being called for interview will be contacted with more details. **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 Skype with the relevant Deputy Head and other staff as applicable.

Short-list / second round interviews will either take place at StGIS in Austria or (if this is not possible) will be conducted via Skype; this round will include a final formal interview with the Head of School.

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. Any offer of employment is subject to our safe recruitment practice which includes:

1. receipt of satisfactory references
2. identity verification
3. satisfactory police check
4. confirmation of qualifications

By agreement and as applicable, all reasonable expenses for interview travel and accommodation will be covered by the school upon presentation of receipts.

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.



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