APPLICATION PACK

ST.GEORGE'S SCHOOL MUNICH

APPLICATION PACK FOR THE POST OF

SECONDARY SEND COORDINATOR

ST GEORGE'S SCHOOL, MUNICH

St George's School, Munich is a private, non-selective, co-educational, non-faith day school located in Munich, Germany. It is part of a group of three international schools spread across Germany which share a strong common ethos and structure. We strive for excellence in everything we undertake and place heavy emphasis on creating a positive, enjoyable and child-centred learning experience.

St George's School Munich is the youngest member of the St George's School family. The school opened as a primary school in September 2013 and has subsequently grown to welcome children aged 3-16. Within the coming years the school will grow to accommodate the full age range of 2-18 years.

The school already houses a flourishing community of over 400 pupils, and is expected to continue growing strongly over the next years. The school is not only an important option for ex-pat families in the area, but also for those in the local community who seek an inspiring and enriching alternative to the German education system. The school attracts families from a diverse range of backgrounds, with over 40 different nationalities represented in the school. Approximately one third of our pupils come from the local German community.

This diverse nature of the school makes it a vibrant and exciting place to both work and learn. The varied mosaic of cultures, languages and experiences which makes up the school community is however unified by a shared vision and shared values. Most importantly, St George's fosters an atmosphere of tolerance and mutual respect, in which each individual is valued. Furthermore, each member of the school community is encouraged to inspire and grow, challenging themselves to consistently develop their skills and talents, explore the unknown and aim for excellence.

The St George's curriculum is based on the National Curriculum, and we embrace the flexibility this provides to ensure that topics are relevant to pupils learning in an international context. English is the working language of the school, but we also appreciate and value the local culture. As such, German is a core subject alongside English, Mathematics and Science. First language German speakers follow the local curriculum for the language, and all German lessons are provided by specialist teachers.



In Upper School students prepare for IGCSE examinations in 8-10 subjects. The National Curriculum is taught throughout the school and we offer IGCSE qualifications to pupils in our Upper School. The school is currently undergoing IB accreditation, and we have now started teaching the IB Diploma Programme from September this year. At both IGCSE and IB level, students will have a broad range of options to suit their interests and aspirations, which currently include local, national and international university destinations.

Throughout the school, the maximum class size is 20, and classes are typically smaller for specialised options, reflecting the school's pledge to provide to individualised care.

St George's firmly believes in the importance of the wider curriculum and is committed to providing a broad range of learning opportunities beyond the classroom. To this end, the school exploits not only the plethora of local resources at its disposal, but is also developing a range of broader national and international ties.

The school has recently moved from a temporary facility to a newly developed, purpose built site. Over the academic year 2017-2018 there will be on-going developments of the facility and grounds to ensure we provide a first class educational facility, which enables thriving sports and creative programmes, as well as providing for all academic needs.

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THE SECONDARY SCHOOL

St George's Secondary School is a growing area of the school, consisting of approximately 100 pupils and teachers at present. The secondary area opened in 2014, and now welcomes pupils aged 11-16. Over the next two years, it will grow to cover the full secondary age range of 11-18. The secondary school currently consists of 2 departments: Middle School for pupils aged 11-14 and Upper School for pupils aged 14-16. The secondary school has its own dedicated area, and most secondary teachers teach across the full age range.

The secondary school is led by the Head of Middle and Upper School.



There is a highly collaborative work ethic in the secondary school, and teachers within a faculty work closely with their counterparts on planning and preparation. More broadly, teachers willingly share their expertise and are highly supportive of their colleagues. There is a strong willingness to volunteer for extra responsibilities and to contribute to the life of the school, and all staff are dedicated to providing the best possible learning experience for students.

Form teachers act as learning mentors in the secondary school. In this role, they guide students' academic, social and emotional development., as well as monitoring their general welfare. The form tutor is a central contact point for parents, and an open door policy allows for regular dialogue between home and school.



The secondary department enjoys a rich extra-curricular life, to which all staff contribute their time and expertise. Academic and non-academic enrichment activities take place throughout the week, and there are regular day and residential trips.

The SEND coordinator works across the secondary age range to coordinate all matters relating to special educational needs. The school aims to provide support for all mainstream requirements, but may rely on the support of outside agencies for specific needs.

Our SEND provision is a developing area of the school and we are seeking a well qualified individual to support us in this development. Alongside monitoring the provision for pupils with special needs, the role will involve ensuring appropriate assessment and referral, as well as significant work with teaching staff to ensure that needs are met in the classroom. Coordination with Heads of Section and faculty leaders will be a key part of the role, as well as supporting teachers in their understanding and management of specific pupils' needs.

The SEND Coordinator plays a considerable role in delivering the necessary provision to our pupils, but as provision expands will be responsible for coordinating the activity of others. Teaching is therefore a key part of the role, but administrative time is built into the school day.

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JOB DESCRIPTION

Job Title: Secondary SEND Coordinator

Responsible to: Head of Section

Key Responsibilities

- To co-develop and implement the group's SEND Policy.
- To ensure provision is in place for pupils identified as having SEND and to monitor their progress.
- To support all staff in understanding the needs of SEND pupils.
- To support and guide the work of learning support assistants.
- To liaise with parents, staff and external agencies to coordinate their contribution to SEND provision.



Assessment and Referral

- To support teachers in identifying pupils who may require SEN provision.
- To ensure a clear referral process is in place.
- To gather initial data on pupils suspected of having special needs.
- To perform preliminary assessments using the appropriate diagnostic tools.
- To propose next steps, and agree these with the relevant HoS.
- In conjunction with the HoS, to inform parents about the process and its outcomes.



- To oversee implementation of proposed provision or coordinate further referral.
- To monitor the ongoing progress of SEND pupils and re-assess where necessary.

Provision

- To undertake day to day coordination of SEND provision through liaison with staff, pupils, parents and external agencies.
- To identify and promote the most effective teaching practices to support individual pupils with SEND.
- To provide professional support and guidance to staff through INSET, meetings and written guidance.
- In conjunction with the Head of Section and Heads of Department, devise timetables for learning support staff and coordinate their day to day activity.
- To monitor the implementation of IEP's, progress reports and other structures relating to SEND provision.
- To maintain knowledge of appropriate external agencies that can support pupils.
- In conjunction with the relevant HoS, ensure that parents are kept informed about the progress of SEND pupils.

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JOB DESCRIPTION CONT.

Administration

- To maintain the school's SEND register.
- To oversee the development of IEP's and ensure these are completed in a timely manner.
- To maintain accurate records relating to the assessment and progress of SEND pupils.
- To work with the other SEND Coordinator within the school to ensure a smooth transition from Year 6 to Year 7.
- To produce and implement the SEND development plan.
- To communicate all SEND related concerns to the appropriate Head of Department.
- To select, to arrange for the purchase of and to monitor the use of suitable learning resources and equipment, in line with the school's Ordering Policy.

Access Arrangements

- To identify pupils who are eligible for access arrangements.
- To ensure that those pupils meet the requirements and have the necessary documentation to prove this.
- To hold this documentation and to ensure it is kept up to date.



- To ensure the Examination Officer and relevant Heads of Department are alerted of pupils eligible for access arrangements and is provided with copies of all documentation required for his/her administration well in advance of relevant deadlines, including preparing necessary summaries/ forms as required by Examination Board regulations.



Miscellaneous

- To complete administrative tasks as requested by the Head of Secondary or Heads of Department.
- To update and maintain an SEND handbook.
- To liaise with SEND coordinators in sister schools to promote shared practice.
- In a teaching capacity, to fulfil all standard expectations of a teacher's role, in line with the schools job description for teachers.

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OUR VALUES

INSPIRE
Explore and develop what you enjoy
Awaken curiosity and question everything
Encourage everyone to be the best possible
Take risks and make learning an adventure
Set high standards and motivate others
Unlock potential and foster ambition

VALUE
Respect others and their opinions
Get involved and engage in our community
Embrace responsibility and develop self-esteem
Take pride in the environment we share
Endeavour to do the right thing
Make everyone feel accepted

GROW
Enjoy and share success
Achieve more than grades
Set your own goals and know where you are going
Move beyond your horizons and strive for excellence
Embrace and learn from the challenges you face
Succeed with integrity



OUR TEACHERS

All our teachers are fully qualified and hold either a teaching degree or post graduate teaching qualification. They demonstrate experience teaching in the relevant age ranges and are passionate about the subjects they teach. Specialist teachers hold bachelor's or higher level degree in their subject, or a closely related area.

They are dedicated professionals, who share the school's values. They always act in the best interests of our pupils and promote the safety and wellbeing of young people. Our teachers are committed not only to the development of young people, but also to the development of themselves as practitioners in education.

As a British International School, the majority of our teachers have had experience working in the UK, or in a similar international system. Familiarity with the National Curriculum is seen as a considerable advantage, as is an understanding of the demands associated with private education.

Our teachers demonstrate excellent interpersonal and communication skills and are able to relate well to all members of the school community with tact and diplomacy. They are well organised, able to prioritise tasks and remain calm under pressure. They represent the school with pride and maintain a professional standard of appearance appropriate to the role.

Many of our teachers are UK nationals or come from other English speaking parts of the world. Given that Germany is a foreign country for the majority of our teachers, they build a strong community, with close ties to the wider ex-pat community in the area. As all our teachers have taken the step to move abroad, they are welcoming and supportive to new members of the team.

All teachers are fully proficient in English, as this is the working language of the school. Knowledge of German is not a prerequisite for the role, but a willingness to learn is of course advantageous.

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OUR NEW CAMPUS

In September 2017, St George's School Munich moved into a newly built facility. The new campus is located at Heidemann Strasse 182, in the area of Schwabing-Freimann. This lies to the north of Munich city centre, with good access to the U6 metro line, as well as the A9 motorway.









The campus is being developed to the highest of standards. Facilities include:

- Bright, spacious classrooms throughout the school.
- 8 fully equipped science laboratories, with additional preparation facilities.
- 2 full-sized sports halls, with spectator seating.
- A fully equipped gym.
- A rooftop sports pitch.
- A fully equipped design and technology workshop.
- A spacious central library and learning zone.
- A theatre and dance studio.
- Fully equipped art and design studios.
- A music suite, including practice rooms and recording studio.
- Numerous IT suites and innovative classroom IT facilities.

Further outdoor sports facilities are located just a short work from the school .



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LIFE IN GERMANY

Germany is a diverse and fascinating country, lying at the heart of Europe. It has a rich history, breath-taking landscapes, vibrant cities and an open-minded, multi-cultural society. Germans enjoy a high standard of living, strongly supported by a prosperous economy, and German cities are regularly ranked among some of the most 'liveable cities' in the world.

In many ways, daily life in Germany is no different to life in other western European countries. Political and economic stability, robust infrastructure and a caring society mean that you can concentrate on enjoying the more important things in life. However, life in Germany also has its quirks and individual charm, as Germany boasts a unique and regionally diverse culture. Discovering this is all part of the appeal, and makes a move to Germany a thoroughly enjoyable and rewarding experience.



Image courtesy of Mister GC at FreeDigitalPhotos.net

Language

German is the most widely spoken first language in Europe and one of the top 10 most spoken languages in the world.

German is neither renowned for its beauty nor the fact that it is easy to learn. Fortunately, this is more myth than reality. German shares a lot in common with the English language, which gives English speakers a head start. German courses are widely available within Germany, suited to all levels and with adaptable time commitments.

However, knowledge of German is not a prerequisite for living in Germany. Many Germans have an excellent understanding of English and it is entirely possible to get by in Germany without speaking the language.

Food and Drink

German cuisine is easily stereotyped. However, Germany is a cosmopolitan, multicultural society, and the average German has a sophisticated palette. In any city, you are likely to find more Italian or Asian restaurants than traditional '*Brauhäuser*'. There is something for every taste. Supermarkets stock a wide range of international produce and there are very few home comforts that ex-pats have to search hard to find.

Of course, Germany does have its culinary traditions, but with strong regional variations. Each area has its specialities, and there are many delicacies to discover, including fine cheeses, wines and beers, as well as varied baked and meat products.



Image courtesy of noppasinw at FreeDigitalPhotos.net

Culture

It is impossible to summarise Germany's rich and diverse culture in a few short words. However, lying in the centre of Europe places Germany firmly at the heart of European cultural tradition. Germany broadly shares much in common with its neighbours, and for those moving to Germany from elsewhere in the western world, much will be familiar.

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LIFE IN MUNICH

Munich is the capital of Bavaria and the gateway to the Alps. Home of BMW and Bayern München, Germany's third largest city is on one hand a bustling, cosmopolitan metropolis, on the other a green idyll with a rich history, strong sense of tradition and irresistible charm.

Located in the south of Germany, Munich is closer to the Mediterranean than the North Sea, closer to Prague than Paris. Although it can easily fulfil all German stereotypes, the cultural landscape of this city is also heavily influenced by its proximity to southern and eastern Europe. Rapid transport links connect the city to Austria, Switzerland and Italy, as well as to all major German cities. Munich airport is a major international hub, and offers flights to destinations across the world.



Image courtesy of meepoohfoto at FreeDigitalPhotos.net

Munich grew from a medieval settlement of monks, from which its name originates. It grew rapidly into an important centre and was chosen by the Bavarian Duke's as their capital. The grand architecture of the city centre pays testament to its royal status, and the foundation of the Kingdom of Bavaria in the nineteenth century sealed Munich's status as a cultural centre of global importance.

Although Munich was heavily damaged during the war, it was meticulously rebuilt and retains much of its pre-war character. It is however to all intents and purposes a very modern city, which offers its inhabitants a high standard of living and rich variety of pursuits. The city's shops can rival those of any major European city, and its restaurants and bars account for every possible taste. On the banks of the Isar lies the 'Deutsches Museum', the world's oldest and largest science museum, but just one of the many hundreds of cultural establishments in the city, including over 50 theatres, 40 museums, 80 cinemas and several concert halls.



Image courtesy of Tuomas_Lehtinen at FreeDigitalPhotos.net

The 'English Garden' is Munich's green and tranquil heart and one of the world's largest city parks. It is where the locals enjoy a Sunday stroll or refreshment in its sprawling beer garden. Beer lovers will however be most interested by the world famous 'Oktoberfest', which attracts millions of visitors to the city in late September, to sample the local speciality.

The surrounding area offers breath-taking scenery and endless opportunities for outdoor pursuits in all seasons. Lakes and rivers provide welcome refreshment from the summer heat, whereas the mountains are the draw in winter months. Whether a simple walk in the hills or something more adrenalin fuelled, the Munich area provides a vast amount to see and do.

St George's School is currently located in the lively district of Schwabing, to the north of the city centre. It will be moving only a few kilometres away to its new location in Schwabing-Freimann in September 2017. Both sites are well connected to the local transport network and are easily accessible by car or public transport. They also enjoy good access to the city ring road, which connects all major routes in the city, as well as the motorway network. Munich airport is located approximately 30 kilometres to the north of the area.

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REMUNERATION AND CONTRACT

St. George's offers teachers the ideal working environment to embrace their vocation and grow professionally. The schools' locations in Germany offer not only a high standard of living, but a range of opportunities for travel, cultural discovery and personal growth.

Salary
The school operates a salary scale based on experience. Teaching salaries range from €35,000 to €54,000 gross per annum. Tax and other deductions vary depending on your personal situation. Social security contributions include health, pension, unemployment and disability insurance. These are deducted directly from your salary, and are supplemented by a contribution from the school as your employer. A full payroll calculation is available on request.

Contract
First contracts are typically for two years, with a six month probationary period. Permanent contracts are issued following this period, based on mutual agreement between both parties.

Relocation
We offer a relocation allowance of €1500 gross to support your move to Germany. Given the wide range of different accommodation options available, we do not find accommodation on your behalf. However, we will provide you with guidance and support in finding housing, as well as support in making your first steps living in Germany.

Holiday
The school operates on a British term system, with three terms in the year. The school has a 38 week calendar. Typically there are 2 weeks holiday at Christmas and Easter, 5 or 6 weeks in summer, plus one week in October, February and May for half term. There are also numerous religious and public holidays throughout the year.

HOW TO APPLY

All applications should be made using our online application system. You can access our application system through the careers section of our website:

https://www.stgeorgesschool.com/st-george-s-schools/careers/current-vacancies

We require additional information for your application, please upload the following documents via the supporting documents link:

- Your passport information page
- Degree certificate and teaching qualification

Please also submit the following, where available:

- Recent police clearance
- A valid work permit, if you are not an EU resident

All applicants should hold a **valid teaching qualification**. We consider a degree in education (e.g. B.Ed./M.Ed./Lehramt), or postgraduate teaching certificate (e.g. PGCE) as valid. English language teaching certificates (e.g. TEFL/IELTS/CELTA) are not sufficient.

If you have any questions about this post or the application process, please do not hesitate to contact Mr Christopher Lewis on +49 2233 80 88 70 or email at recruitment@stgeorgesschool.de .



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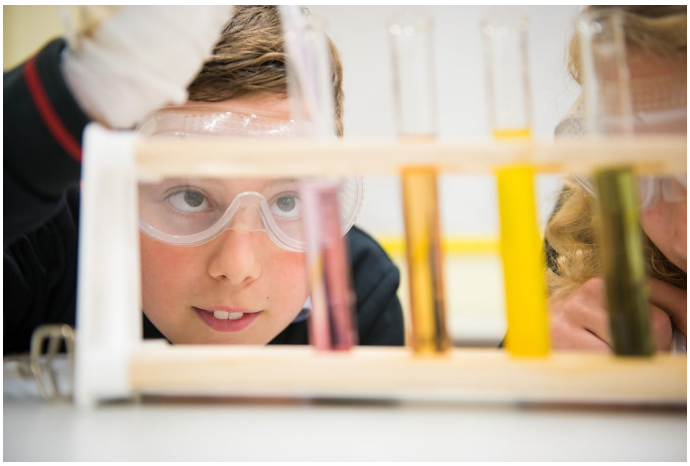
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REFERENCES

Please include with you application the names and contact details of three professional referees. One of these should be your current employer.

We will collect full references before shortlist interviews. If you prefer that we do not contact one or more of your referees, please notify us of this. However, references must be provided before an offer is finalised.



QUALIFICATION, BACKGROUND AND IDENTITY CHECKS

We are committed to the safeguarding of children and operate safer recruitment practices. As part of this, you will be asked to provide documentation at interview as proof of your identity and qualifications.

If you are successful at interview, you will also be required to undergo relevant background checks. Updated police clearance (e.g. DBS certificate/ Führungszeugnis) will be requested for all those appointed. If you have recently lived in another country, clearance from this country will also be requested and a certified translation may be required.

THE SELECTION PROCESS

We read every application carefully to identify the key skills and qualities we are looking for. These include:

- A commitment to the school's values
- Relevant teaching experience
- A passion for learning and developing young minds
- Reflective practice
- An international outlook
- Willingness to contribute to the wider life of the school
- A commitment to the safeguarding of children and young people

Applicants without a teaching qualification or with a poor command of English will not be considered.

The first round takes place via an automated video interview. First round interviews allow us to determine whether you would be a right match for the school. It also allows you an opportunity to ask any questions you may have about the role or the school.

Shortlisted candidates are invited to Germany for a second round interview. All interviews involve the following:

- A formal interview with the school director and senior managers.
- An observed lesson. The lesson objective and background information will be provided in advance.
- A tour of the school and insight into how the school and department operates.
- Opportunities to meet future colleagues.

Candidates based outside Europe will have a second round interview with the school's management team via Skype, if travel to Germany is not feasible. You may be asked to provide further evidence to support your application, such as video footage of you teaching, observation feedback or reflection on your practice.