



St. Gilgen  
International  
School

SALZBURG | AUSTRIA

Application pack for the post of

# Teacher of English

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

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St. Gilgen International School (StGIS) seeks a lively, committed, and inspirational TEACHER of ENGLISH to be part of our growing and happy school. The successful applicant will contribute significantly to our English Support Department (EAL), as well as being able to offer English B and/or English A at IB Diploma level.

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:

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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:

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### 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.



## Our Location

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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.



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OUR BEAUTIFL SCHOOL AND VILLAGE

## Learning at St Gilgen International School

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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.



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OUR FRIENDLY AND RESPECTFUL  
STUDENTS

## English Department Information

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The English Department at StGIS is a thriving and innovative curriculum area, with a strong focus on developing our students' knowledge and understanding of themselves and others through the examination of a range of texts from different cultural settings and time periods. In addition, reading, writing and speaking are promoted not only through language lessons but also during English Department sponsored evening events such as Take the Stage, Storm the Stage, Shake the Stage and the ever popular multi-lingual Poetry Slam in order to celebrate the power of word.

As most of our students are not native speakers of English and are bilingual, if not multi-lingual, we embrace their Mother Tongue languages (e.g. Russian, Chinese, German) to help promote conceptual and intercultural understandings, as well as encourage international mindedness. Our belief is that all languages have an important place in our English literature and language lessons.

The English Department is primarily housed in its own block, which consists of 3 spacious classrooms, equipped with either an interactive whiteboard or a large display TV, 1 smaller 'conference' style classroom, and a well-appointed departmental office. Our team consists of 5 English teachers of whom one is the English Support teacher, one the TOK Coordinator and another the Learning Support Coordinator. The Librarian plays a significant role in supporting our students with her delivery of research and referencing skills from Primary through to IB Diploma, along with coordinating author visits, Book Week and sharing her extensive knowledge of books. We are a vibrant and hard-working department with a wide range of skills, abilities and interests, which we wholeheartedly share with our students.

English is taught for 7 periods a week in Grades 5 and 6, and four periods per week in Grades 7 to 10; each period lasts for 50 minutes. Grades 5 is taught English by their class teachers, while Grades 6 to 10 (pre-IB) are taught by subject specialists. IB Diploma classes are taught for three periods a week at Standard Level and five periods a week at Higher Level. We offer English A Language and Literature and English B HL. Students do not currently sit any external examinations of English until their IB Diploma examinations at the end of Grade 12. Thus, whilst the core skills, knowledge and understandings for English must be covered in the curriculum, teachers have considerable autonomy to develop the specifics of the programme. Therefore, there is much scope for creativity and innovation in the study of English at StGIS.

The English Department has a one-hour weekly scheduled meeting.

## **English Teacher (EAL and IB Diploma): Overview of role**

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1. Teach English (EAL / English support, and IB Diploma English A and/or B) to groups of students across the age range, including up to IB Diploma level, as determined by the curriculum needs of the school (up to 21, 50-minute periods out of 33 per week).
2. As required, act as an IB Diploma Extended Essay supervisor for either English A or B.
3. With agreement, to teach an additional subject as required and appropriate.
4. Work collaboratively with colleagues to plan and prepare conceptually driven units of study in-line with departmental and whole school curriculum aims and objectives, and design and implement effective and coherent learning activities, using a range of teaching methodologies and approaches.
5. Plan appropriate opportunities for students to demonstrate what they know, understand and can do, and provide regular formative feedback to support learning, including through constructive self- and peer- assessment, and maintain accurate records (in-line with the school's Assessment and Reporting Policy).
6. Incorporate relevant out-of-class learning into the curriculum whenever possible.
7. Report on student progress to parents as required by the whole-school Assessment and Reporting Policy.
8. Ensure that the health and safety requirements of the English Department, and whole school, are adhered to secure a safe working environment for staff and students.
9. Promptly pass information to Mentor Tutors, House Parents and other relevant staff (and parents) when a student's effort or achievement is praiseworthy or giving cause for concern.
10. Contribute to whole-school duties as necessary, and provide cover for absent colleagues when asked to do so.
11. Act as a Mentor Tutor for a small group of students, have oversight of the students academic and pastoral needs, provide necessary guidance, and liaise with relevant parties as appropriate.
12. Play a full role in the wider learning opportunities and care required of a 7-day a week boarding school, including co-curricular activities, and support in boarding houses; this will entail weekend commitments
13. Any other reasonable duties at a level commensurate with the post, as directed by the Subject Leader and/or Senior Leadership.

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

## English Teacher (EAL and IB Dipoma): Person Specification

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### Essential

- A relevant Bachelor's degree, and excellent subject knowledge and passion.
- A recognized teaching qualification / qualified teacher status.
- At least 2-years of teaching experience (including EAL experience).
- Creativity and professional rigour, and the willingness to be actively involved in curriculum development.
- A 'risk-taker' with a growth mindset; somebody who is able to accept that making mistakes is fundamental to learning.
- Enthusiasm to be a part of the school's diverse co-curricular program.
- Willingness to contribute to the evening and weekend care needs of a 24/7 boarding school.
- High levels of personal organization.
- A sense of humour; and the ability to balance the demands of HIGH STANDARDS with a low stress approach.
- A collaborative 'team player' who understands that we must work together on our 'path of excellence'.

### Desirable

- A postgraduate degree (preferably in the field of Education).
- Ability and willingness to teach an additional (second) subject.
- IB Diploma experience and alignment with the IB mission.
- Experience of teaching or supporting the IB Diploma Theory of Knowledge or Extended Essay.
- Experience working with students from different language and educational backgrounds (particularly international school experience).
- Previous experience working in a boarding school (or similar residential) environment.
- Current, clean drivers license valid for use in Austria.

### We offer

- A 'close-knit' school community where teachers, students and parents work together in a productive and purposeful environment.
- An amazing location, excellent facilities and stunning natural surroundings; simply a wonderful place to live and learn.
- A strong focus on professional development and growth within a collaborative atmosphere of HIGH STANDARDS - low stress.
- 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

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The appointment is for August 2018 and the initial contract will be for a period of two years (renewable by mutual consent). The salary will be in the range € 39,923 to € 55,682 depending on qualifications and experience. 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 9th 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 Head of Department and the Deputy Head (Academic).

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.*

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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.



## St. Gilgen International School

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