



Application Pack

Head of Education

GROUP HEADQUARTERS



Application Pack for the post of **HEAD OF EDUCATION** Group Headquarters

St. George's is a family-spirited group of independent British international schools in Germany, with established schools in Cologne, Düsseldorf Rhein-Ruhr and Munich. Founded from a belief that children should love coming to school, the group provides education from Pre-Nursery to Year 13 and is guided by a clear purpose: to shape a meaningful chapter in each student's lifetime of learning. Its British international identity is combined with a forward-thinking approach, balancing tradition, academic ambition, innovation and social responsibility to prepare young people to achieve personal fulfilment and contribute positively to the wider world.

The culture at St. George's is rooted in curiosity, courage, confidence and community. These values are not abstract statements; they shape the way staff and students learn, collaborate and relate to one another across the schools. The community includes students, parents, alumni and staff from more than 60 countries, creating an environment defined by open-mindedness, mutual respect and cultural exchange. Each campus has its own character, yet all share a commitment to belonging, wellbeing and responsible education. For colleagues, this creates a professional home where individuality is valued and shared purpose is strongly felt.

Teaching and learning at St. George's are designed to be ambitious, relevant and holistic. The educational pathway spans Early Years, Primary, Secondary, IGCSE and Sixth Form IB provision, giving colleagues the opportunity to contribute to a coherent learning journey from early childhood through to university preparation. The group's promise is expressed through #WeEducate, #WeEnrich, #WeInnovate and #WeCare, reflecting a curriculum and school experience that extend well beyond core academic content. Enhanced learning, technology integration, demanding and inspiring classes, and a commitment to modern skills all support students in becoming innovative, responsible and aware learners.



For staff, St. George's offers the advantages of belonging to a connected group while working within distinctive individual schools. Collaboration and knowledge-sharing across campuses are actively prioritised, enabling teams and departments to exchange insights, celebrate innovation and learn from one another's successes. Teaching and learning methods are consistent across the curriculum, while each school retains flexibility to adapt approaches to the needs of its students and teachers. This combination of shared standards and local responsiveness creates a rich professional environment for educators who value reflection, teamwork and the opportunity to help shape practice.

St. George's stands out as an employer through its blend of British international education, shared values, purposeful innovation and genuine community spirit. Colleagues join an organisation with a clear educational philosophy, a strong social conscience and a long-standing commitment to nurturing young people academically, socially and emotionally. The group's scale provides resources, direction and encouragement, while each school's individuality allows staff to make a visible contribution to its community. For professionals seeking a thoughtful, internationally minded and collaborative place to build a career, St. George's offers work with meaning, momentum and lasting impact.

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Group Headquarters

This post sits within Holding and works across St. George's Schools. Reporting directly to the Executive Board, the Head of Governance & Executive Coordination brings a group-wide perspective to matters that span schools, functions and established lines of responsibility.

The role helps the Executive Board translate its priorities into action. It makes responsibilities, dependencies and unresolved issues visible, connects the right people and ensures that significant decisions receive effective follow-through.

Working with School Directors and Group Headquarters colleagues, you will promote organisational coherence while respecting each function's expertise and accountability. You will help identify where ownership is unclear and bring matters to the Executive Board when a resolution is needed.



A Group-wide Role

The remit combines executive coordination with responsibility for non-educational policy, legal and regulatory coordination, data protection, AI governance and organisational assurance. It calls for someone who can move confidently between strategic questions and detailed work, and exercise sound judgement in sensitive or unfamiliar circumstances.

The intended working model is hybrid, with an anticipated base in Cologne, Düsseldorf Rhein-Ruhr or Munich. The position is full-time, with a start in January or August 2027.



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Job Description

Job Title: Head of Education

Responsible to: Executive Board

Key Responsibilities

- Lead group-wide educational development, quality assurance and improvement.
- Own educational policies and standards, promoting coherent and effective practice across schools.
- Support and constructively challenge educational leaders, using evidence to strengthen provision and outcomes.

Educational Development and Quality Assurance

- Translate agreed educational priorities into effective frameworks, standards and development activity across the group
- Develop and coordinate the group-wide approach to educational quality assurance, self-evaluation and improvement
- Analyse evidence from across the schools to evaluate the quality and consistency of educational provision and identify areas requiring development
- Ensure that significant findings from quality assurance result in appropriate improvement activity and follow-through
- Own and lead the group's interschool auditing process, including participating in audits, evaluating findings across schools and ensuring appropriate follow-up
- Support effective school self-evaluation and development planning, promoting alignment between school and group educational priorities
- Promote collaboration between schools and the systematic sharing and development of effective educational practice
- Provide continuity in group educational expectations and development activity during leadership transitions
- Provide educational advice and guidance to the Executive Board, School Directors and other educational leaders



Educational Policies, Standards, Curriculum & Pedagogy

- Own, develop and maintain the group's educational policies and standards
- Maintain oversight of curriculum coherence and significant curriculum development across the group
- Coordinate the review, amendment, publication and communication of educational policies, standards and curriculum
- Support schools in interpreting and implementing agreed educational policies and standards, identifying significant divergence and supporting appropriate resolution
- Develop and coordinate coherent group-wide approaches to inclusion, SEND and Learning Support
- Promote effective transition and curricular continuity between phases, particularly between Primary and Secondary
- Oversee the development of the quality, breadth and development of extra-curricular provision across the group as part of the wider educational experience
- Evaluate relevant educational research and evidence, supporting its effective translation into educational practice
- Support the development of effective educational practice in response to significant developments, including in relation to technology

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Job Description (continued)

Assessment, Admissions, Outcomes & Educational Data

- Develop group-wide expectations for high-quality assessment, moderation and reporting
- Maintain and use the group's educational management information framework to identify significant patterns, differences and priorities across schools, phases and cohorts
- Maintain the educational framework supporting admissions and placement decisions, including appropriate expectations for admissions assessment, consistency of placement testing and its relationship with subsequent educational provision
- Analyse examination results, assessment information and other educational outcomes across the group to identify trends, strengths and areas requiring improvement
- Coordinate group approaches to moderation and peer checking and respond appropriately to findings
- Work with the Systems Department to ensure that educational systems, data structures and reporting arrangements effectively support educational requirements and high-quality decision-making
- In liaison with the Head of Systems, coordinate the annual review of educational systems

Pastoral Provision & Safeguarding

- Coordinate educational projects, dependencies and progress, embedding successful developments into sustained practice.
- Lead academic professional learning, maintain the training catalogue and evaluate proposals outside it.
- Coordinate leadership programmes and the annual training budget proposal; liaise with HR where learning affects remuneration. Support the development and evaluation of high-quality pastoral provision and pupil experience across the schools
- Support the development and consistent implementation of effective safeguarding practice across the group



- Coordinate group-wide collaboration between Designated Safeguarding Leads, facilitating the sharing and development of effective practice
- Analyse anonymised safeguarding information across the group to identify patterns, areas of concern and opportunities for improvement
- Coordinate safeguarding reviews and support appropriate follow-up of educational or practice-related findings
- Provide guidance in novel, complex or ambiguous safeguarding matters, seeking specialist advice where required
- Support the development of appropriate educational approaches to pupil mental and physical health

Educational Projects & Professional Development

- Coordinate the portfolio of group-wide educational development activity, ensuring that priorities, dependencies and progress are appropriately understood
- Lead, coordinate or oversee significant group-wide educational projects, supporting the embedding of successful developments into sustained practice
- Develop and coordinate the group's approach to academic professional development
- Oversee and maintain the Professional Development & Training Catalogue

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Job Description (continued)

- Evaluate and approve appropriate professional learning proposals outside the established catalogue
- Coordinate group participation in significant educational leadership and professional development programmes
- Coordinate with HR on professional learning that has implications for remuneration
- Coordinate and oversee the annual budget proposal for educational professional development and training

Accreditation & External Educational Relationships

- Maintain the educational model and assumptions used to determine expected academic staffing requirements, aligning material changes appropriately with the schools and Executive Board
- Advise on the educational implications of establishment planning, including whether proposed staffing structures are well-suited to deliver the agreed educational model
- Evaluate educational aspects of proposed staffing exceptions where specialist educational judgement is required
- Contribute educational expertise to relevant academic staffing and pre-budget planning processes
- Advise on the equivalence and educational standing of qualifications
- Maintain an appropriate group-wide perspective on educational staffing structures and capacity

Examinations, Fees & Educational Resources

- Provide group-wide guidance on significant examination arrangements and developments
- Maintain and review the methodology used to determine examination fees and provide guidance on significant or non-standard examination costs
- Coordinate group processes for the approval of significant class-set textbook adoption



Leadership & Collaboration

- Provide guidance and support to Heads of Teaching & Learning and Designated Safeguarding Leads in accordance with the group's established management framework
- Line manage designated specialist senior advisers in educational areas in accordance with the organigram
- Lead appropriate group-wide educational meetings
- Promote effective collaboration between educational leaders across the schools
- Contribute educational expertise to stakeholder voice processes and ensure that relevant findings inform educational development
- Work with Marketing to ensure that significant communications about the group's educational provision accurately reflect educational practice and priorities
- Brief the Executive Board on significant educational developments, evidence, risks and priorities
- Fulfil reasonable requests to complete other tasks as directed by the employer

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Our Colleagues

You will bring significant successful educational leadership experience in a British or international school, with a strong record of improving curriculum, pedagogy, assessment and educational quality. Experience of quality assurance, self-evaluation, improvement planning and the analysis of educational evidence is essential.

You will have led significant projects involving multiple teams and supported, coached and constructively challenged educational leaders. Strong current knowledge of curriculum and assessment, together with significant safeguarding, inclusion and pastoral experience, is essential.

A recognised teaching qualification and fluent written and spoken English are essential. You will combine analytical and communication skills with diplomacy, organisation and independent judgement. We seek a discreet, resilient and collaborative leader who works confidently at both strategic and detailed levels and follows through on agreed action.

Experience of professional learning, accreditation or inspection, and work across multiple schools is desirable. An educational leadership qualification, knowledge of British and international frameworks and educational technology, and German language skills are also desirable.



Our Values

CURIOSITY

Curiosity stirs enthusiasm for continuous exploration, inquiry and learning. This is the energy that fosters open minds, innovation and opportunity. Our curriculum is designed to nurture curiosity and inspire our pupils to engage in an education that is relevant and unbounded.

COURAGE

It takes courage to step forward, to explore and to lead the way. This is the foundation on which we build integrity, confidence and resilience. Our pupils are courageous because they stand up for what they believe in and lead by example.

CONFIDENCE

Confidence is the motivation to engage with people, present ideas and seize opportunities as they arise. It is built on experiences and success. Our mission is to provide our pupils with the confidence, choices and tools needed to maximise their individual potential.

COMMUNITY

The diversity and inclusivity of our community is our strength: we seek to build mutual trust and respect, while preserving individual identity, unique thoughts and personality. We share our passions within our community and genuinely care for each other, as well as those in the broader world.

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Life in Germany

Germany offers an exceptional quality of life and is one of Europe's most attractive destinations for international professionals. Located at the heart of Europe, it combines vibrant cities, beautiful countryside and a rich cultural heritage with a modern, prosperous and internationally connected society. Excellent infrastructure, high-quality healthcare, strong public services and a stable economy contribute to a standard of living that consistently ranks among the highest in the world.

For many international professionals and their families, life in Germany quickly feels both familiar and rewarding. The country offers the advantages of a highly organised and efficient society while retaining a strong sense of regional identity, tradition and local character. From historic towns and cultural landmarks to outdoor recreation, festivals and travel opportunities across Europe, there is always something new to explore. Many colleagues find that moving to Germany becomes not only a professional opportunity, but also a life-enriching personal experience.

Language

German is the most widely spoken native language in Europe and learning even a small amount can greatly enhance everyday life. English speakers often discover that German is more approachable than its reputation suggests, sharing many linguistic roots and familiar vocabulary. Language courses are widely available throughout Germany, with flexible options suited to different levels and schedules.

At the same time, it is entirely possible to settle successfully without speaking fluent German. English is widely understood, particularly in international cities and professional environments, and many day-to-day activities can be managed comfortably in English. Many international colleagues choose to develop their German gradually over time, gaining confidence as they become more familiar with life in the country.



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 all varied baked and meat products.

Culture

Germany's cultural life is rich, diverse and deeply connected to its position at the centre of Europe. From world-class museums, galleries and theatres to music festivals, sporting events and local celebrations, there are opportunities to engage with culture throughout the year. While each region has its own traditions and character, visitors often find a shared appreciation for community, education, environmental responsibility and quality of life.

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Life in Cologne, Düsseldorf Rhein-Ruhr and Munich

Located across three vibrant German cities, St. George's School offers excellent transport links and access to diverse international communities. Each campus benefits from convenient connections to city centers and wider regional networks, with access to major airports and rail services connecting to the UK and other European destinations.

Cologne and Düsseldorf are situated in the dynamic Rhine-Ruhr region, known for its cultural diversity, international outlook and high standard of living. Munich, located close to the Alps, combines a thriving cultural scene with outstanding opportunities for outdoor activities and leisure.

All three locations offer an excellent quality of life, rich cultural experiences and convenient opportunities for travel and exploration across Germany and Europe.



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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. 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 €1,500 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.

How to Apply

All applications should be made using our online application system. Simply visit our website, and follow the link provided to make an application:

www.stgeorgesschool.com/careers/current-vacancies

We require additional information for your application, please upload the following documents to your Schrole profile:

- A copy of all your degree certificates and corresponding academic transcripts

If you have any questions about this post or the application process, please do not hesitate to contact the Recruitment Department or email at recruitment@stgeorgesschool.com.



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References

Please include with your 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.

Qualifications, 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

Experience and Approach

- Successful educational leadership in a British or international school and a recognised teaching qualification.
- Evidence of improving educational provision through quality assurance, data and sound professional judgement.
- Leadership of significant projects and constructive support and challenge for educational leaders.
- Strong safeguarding commitment, collaborative practice and clear communication.

Shortlisted candidates are invited to School for Interview. All interviews involve the following:

- A formal interview with the school director and senior managers.
- A tour of the school and insight into how the school and department operates.
- Opportunities to meet future colleagues.