

APPLICATION PACK

ST. GEORGE'S SCHOOL DUISBURG-DÜSSELDORF



APPLICATION PACK FOR THE POST OF

LIBRARIAN

ST GEORGE'S SCHOOL, DUISBURG-DÜSSELDORF

St George's School, Duisburg-Düsseldorf is a private, non-selective, co-educational, non-faith day school located in the Rhine-Ruhr region of 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.

The school was founded in 2002 to serve the educational needs of international families living in the Duisburg-Düsseldorf area. It was the second school in the St George's School group to be founded, following the success of its sister school in Cologne, established in 1985.

From small beginnings, it has grown into a mature and flourishing community. 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 community currently consists of approximately 700 pupils, aged from 2-18. Approximately half of these pupils come from the local German community, whereas the remaining half come from a broad spectrum of international backgrounds. There are currently over 50 nationalities represented in the school.

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 the local culture. As such, German is a core subject alongside English, Mathematics and Science. First language Ger-



man 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 school is IB accredited, and Sixth Form students, aged 16-18, work towards the International Baccalaureate Diploma. At both IGCSE and IB level, students have a broad range of options to suit their interests and aspirations. Following graduation, the majority of our students opt to continue their education at some of the best local, national and international universities.

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 also a range of broader national and international ties.

The school's facility also allows wide scope for extra-curricular activities. Purpose built in 2011, the school building and grounds enable thriving sports and creative programmes, as well as providing for all academic needs. There is continued commitment to the ongoing development of the site, to ensure that it remains a first class educational facility.



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THE LIBRARY

Our library lies at the heart of the school. It houses both physical and digital resources, with spaces dedicated to the needs of all members of the school community, from the youngest to the oldest pupils, as well as parents and teachers. It houses areas for quiet reading and study, as well as space dedicated to group activities. Wifi access and fixed computer terminals allow online research, as well as access to our catalogues.

The library is open throughout the day and is a key centre of learning activity within the school. It is a place where pupils can read for pleasure, study privately or in groups, undertake research or participate in activities centred around the work of the library. This includes promoting a passion for reading, developing independent inquiry skills or the importance of academic integrity.



Each year group has three classes, with a maximum class size of 20. Teachers are supported in their work by teaching assistants and support staff in the areas of ESL and SEN. There is a highly collaborative work ethic and teachers within a year group 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 pupils.

Pupils in the Primary School follow the Early Years Foundation Stage Framework between the ages of 2



and 4 and the National Curriculum from age 5 upwards. The curriculum incorporates the full range of subjects, but there are some adjustments to accommodate a daily German lesson. We also ensure that topic coverage is relevant and meaningful to pupils from diverse cultural and linguistic backgrounds. Pupils explore topics on a local, national and international level and teachers are careful to ensure that pupils can build links between their learning and their daily lives.

The class teacher is the central contact point for pupils and parents, monitoring and guiding pupils academic, social and emotional development as well as their general welfare. Teachers keep careful track of pupils' progress and maintain regular dialogue with parents.

Most lessons are taught in mixed ability class groups with the class teacher. Specialist teachers support the teaching of Physical Education, Music and foreign languages. English, Mathematics and German are taught in ability groups in Lower School. Pupils who have limited English also are supported with intensive English lessons to help them integrate as smoothly as possible.





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JOB DESCRIPTION

Job Title: Librarian

Responsible to: School Director

Key Responsibilities

- To always act in the best interests of pupils.
- To support the school's ethos and aims.
- To act in accordance with school policy and the school's Code of Conduct.



Professional Learning Responsibilities

- To maintain thorough and current knowledge of best practice in school library management.
- To maintain a broad overview of the school's curriculum and how the library can support this.
- To engage fully with professional learning opportunities, including INSET and working groups, even where these fall outside core school hours.
- To support the professional learning of colleagues, particularly in the areas of research and academic honesty.
- To engage fully with structures that support professional learning, including appraisal.

Teaching and Learning Responsibilities

- To create a secure learning environment, based on mutual trust and respect, in which pupils feel safe to explore and take risks.
- To create clear, challenging and achievable expectations for pupils engaged in library based activities.
- To maintain a stimulating and well-maintained learning environment, paying due care and



attention to the quality of resources and displays.

- To facilitate a weekly visit to the library by each primary class and support the class teacher in their delivery of reading based activities.
- To support and advise pupils in their selection of reading materials.
- To provide regular library based sessions for all year groups that support curriculum needs, in cooperation with class and subject teachers.
- To promote a passion for reading and inquiry based learning.
- To support the production of coursework and internal assessments, including the Extended Essay, through sessions in research methodology, correct referencing techniques, academic honesty etc.
- To promote effective research methods and facilitate investigation and inquiry.
- To promote the importance of academic honesty and ethical use of information across the school.
- To support and facilitate library based extra-curricular activities for a range of age groups





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JOB DESCRIPTION CONT.

Pastoral Responsibilities

- To always act in the interest of pupils' welfare, in accordance with the school's Child Protection Policy.



Administrative Responsibilities

- To maintain and share up to date policies regarding library practices and acceptable use.
- To manage the library budget, in conjunction with the school's senior management team.
- To select physical and digital resources for the ongoing development of the library, which are appropriate to the curriculum and the needs of learners.
- To review and maintain subscriptions to periodicals and on-line resources, supported by the ordering department.
- To ensure the correct cataloguing of physical resources and oversee their loan and return.



- To ensure the replacement of lost or damaged resources, and oversee the invoicing process.
- To ensure the correct and systematic storage of physical resources.
- To take reasonable steps to protect physical resources from damage or misuse.



Wider Professional Commitments

- To make an active contribution to the on-going improvement of policies and procedures of the school.
- To attend and contribute to meetings, including briefings and school development meetings.
- To network with other librarians in the St George's group and other schools for both professional support and to facilitate access to resources outside the school.

Other Duties and Responsibilities

- To take all reasonable steps to ensure a safe environment for staff, pupils and visitors.
- To promote the activities of the library within the school community, for example through the website, social media, newsletters
- To take shared responsibility for the tidiness of communal areas.
- To undertake any reasonable request from the school management, in line with your professional role and level of responsibility, to ensure the efficient and effective operation of the school.



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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

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/st-george-s-schools/careers/welcome

You are requested to submit a copy of the following documentation to complete your application:

- Qualifications
- Your passport information page

Please also submit the following, where available:

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

All applicants should have **relevant experience**.

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.com.





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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 all 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 DÜSSELDORF

Düsseldorf – capital of North-Rhine Westphalia – is an important financial and industrial centre with a proud identity and beating heart.

Situated in the sprawling Rhine-Ruhr region in the west of Germany, Düsseldorf is well located for access to a range of European destinations. Belgium and the Netherlands are only a short distance away, and high speed rail links connect Düsseldorf with all major German cities. Düsseldorf airport is the most important in the region, and connects travellers to destinations across the world. There are daily flights to cities across the UK.

Düsseldorf grew from a medieval fishing village, located where the river Düssel flows into the Rhine. Its strategic importance meant it quickly developed into a fortified town, the remains of which can be seen in the beautiful area of Kaiserswerth, the location of Emperor Barbarossa's now ruined palace. The bustling streets of the old town still give a sense of the medieval city, chosen by the Dukes of Berg as their capital. Nowadays these streets provide a picturesque backdrop to shoppers and party-goers, visiting 'the longest bar in the world', consisting of the district's 260 pubs and bars.

petes with Cologne to be the capital of 'Karneval', and the city comes to a standstill during the 'fifth season', as everyone stops to celebrate with a traditional 'Altbier' in hand.

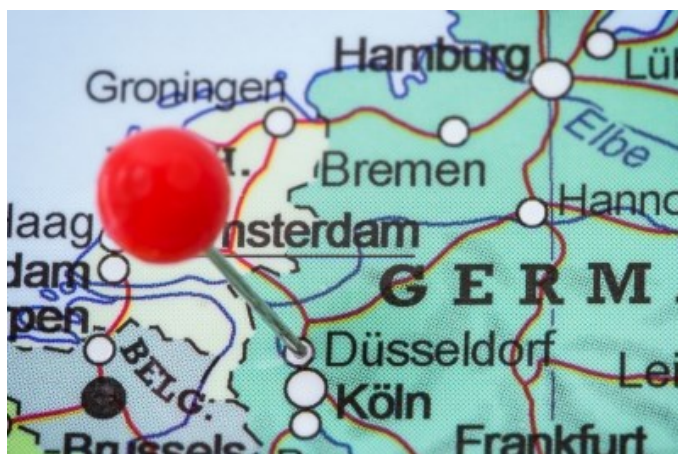


Image courtesy of Tuomas_Lehtinen at FreeDigitalPhotos.net

Away from the bustle of the city, Düsseldorf's suburbs are leafy and calm. As the centre of a large urban conglomeration, these suburbs stretch well beyond the city limits, meaning there is a wide range of places to live in the area, from quite village to mid-sized town, or even one of the adjoining cities. All are well connected by bus, train and tram.

Further afield, there are many places to explore. Picturesque villages dot the Eifel region and towns and cities in the Netherlands are just a short ride away. The medieval town of Zons is a beautiful spot to enjoy a stroll along the Rhine, one of many areas of interest in the region.

Our school is located in the residential suburb of Ungelsheim, situated directly between the centres of Duisburg and Düsseldorf. A wide range of amenities are located only a short walk from the school. The school lies close to the U79 tram and S1 rapid transit lines, which connect both cities and provide good links to the wider Rhine-Ruhr area. The local suburban bus network passes directly by the school building. The school also enjoys rapid and easy access to the local motorway network, with the closest junction less than five minutes from the school. Düsseldorf International Airport is only a 20 minute drive away.



Modern Düsseldorf is an elegant city which boasts a high standard of living. Renowned for fashion and shopping, Düsseldorf's grand 'Königsallee' is lined with boutiques and designer outlets. However, there is much more to this city, which has a vibrant cultural scene catering for all interests and tastes. Düsseldorf 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.



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
- 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 relevant experience or with a poor command of English will not be considered.

First round interviews take place via an automated online video platform. 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.