APPLICATION PACK

ST.GEORGE'S SCHOOL COLOGNE

APPLICATION PACK FOR THE POST OF

SECONDARY FRENCH AND GERMAN TEACHER

ST GEORGE'S SCHOOL, COLOGNE

St George's School, Cologne is a private, non-selective, co-educational, non-faith day and boarding school located in Cologne, 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 currently has approximately 800 pupils, aged from 2-18. Around 50 of these pupils, aged 14+, live on site in our boarding house. The boarding house is a self-contained facility, with resident tutors caring for the students' needs outside of school hours. Although support in boarding activities is welcomed from all staff, this is not a standard expectation of a teaching role.

The school was founded in 1985 to serve the educational needs of international families living in Cologne and the surrounding area. From small beginnings, it has grown into a mature and flourishing community. The school is not only the first choice 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. Approximately half of the pupils at the school come from the local German community, whereas the remaining half come from a broad spectrum of international backgrounds.

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 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 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 2009, the school building and grounds enable 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 thriving area of the school, comprising over 400 pupils and with over 40 teachers and support staff. The secondary area consists of 3 sections: Middle School for pupils aged 11-14, Upper School for pupils aged 14-16 and Sixth Form for pupils aged 16-18. The secondary school has its own specific facilities and most secondary teachers teacher across the 11-18 age range.

The Secondary School is led by the Head of Secondary and Heads of Section are responsible for their respective areas. These are supported by Assistant Heads of Section, as well as Heads of Department who coordinate teaching and learning in specific subject areas.



There is a highly collaborative work ethic and teachers within a department 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 Modern Foreign Language Department aims to promote an enthusiasm for foreign language learning and an awareness of the importance of language skills within the modern world. Many pupils are bi- or trilingual and we aim to build on pupils' linguistic abilities to develop confidence of expression in a further foreign language.

Pupils learn French as a third language in Middle School, following on from the skills learnt in both German and English throughout their time in Lower School. French is offered as an option at both iGCSE and IB diploma level, which has become an increasingly popular choice in recent years.

Learning a foreign language opens the door to other cultures and deepens pupils' understanding of the world. Pupils learn to manipulate key grammatical structures and broaden their vocabulary, allowing them to communicate their ideas on a range of topics relevant to young people.

Both spoken and written skills are promoted, with the aim of building a solid basis for further language learning.

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JOB DESCRIPTION

Job Title: Secondary French and German Teacher

Responsible to: Head of MFL

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 in the subject area(s) taught.
- To maintain a full overview of curriculum developments.
- To engage fully with professional learning opportunities, including INSET, working groups and professional learning communities, even where these fall outside core school hours.
- To work collaboratively and support the professional learning of colleagues.
- To engage with evidence and research to direct improvements in teaching and learning.
- To be genuinely reflective towards one's practice and pursue consistent improvement.
- To engage fully with structures that support professional learning, including appraisal and observation.



Teaching and Learning Responsibilities

- To teach an approximately 80% teaching timetable, with 20% of time dedicated to preparation.
- To maintain the highest standards of practice in planning, preparation, monitoring, assessment, reporting and feedback, in accordance with school and departmental policy.
- To employ teaching, learning and assessment strategies which meet pupils' individual needs and support differentiated learning.
- To create clear, challenging and achievable expectations for pupils.
- To create a secure learning environment, based on mutual trust and respect, in which pupils feel safe to explore and take risks.
- To ensure that all pupils make progress relative to their prior attainment and potential.
- To maintain a stimulating and well-maintained learning environment, paying due care and attention to the quality of resources and displays.



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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.
- To undertake the responsibilities of a class or form tutor, in accordance with school policy.
- To apply knowledge and experience in facilitating
- pupils' holistic development.



Administrative Responsibilities

- To complete all administrative tasks in a timely manner, in accordance with school and departmental policy. This includes the writing of reports, keeping of registers and maintenance of pupil data.
- To ensure that communication with parents is carried out in a professional and timely manner.



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, for example staff meetings, Parents' Evenings, departmental meetings, and individual parent meetings.



Other Duties and Responsibilities

- To take all reasonable steps to ensure a safe environment for staff, pupils and visitors.
- To carry out an appropriate share of the collective staff responsibility to cover absent colleagues.
- To carry out a share of supervisory duties in accordance with the published rotas.
- To contribute to the extra -curricular activities programme and other aspects of enrichment within the school, including after school clubs, school trips and events. These may be held after school, at the weekend or on holiday dates.
- To attend all school functions relating to teaching year groups or other year groups as part of the whole school programme.
- To assist with examination invigilation of internal and external examinations.
- 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



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. At secondary level, experience with the Cambridge International Examination system, as well as the International Baccalaureate Diploma Programme is preferred.

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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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 COLOGNE

Cologne - Germany's oldest, and fourth largest city – is a dynamic and vibrant cultural centre, with a large and diverse international community.

Situated directly on the river Rhine in western Germany, Cologne is an ideal location for discovering Europe. The city is an important road and rail hub, and destinations in Belgium and Holland are less than an hour away. High speed rail links connect Cologne to all major German cities, as well as destinations further afield, including London and Paris. Cologne-Bonn airport serves a wide range of European and long-haul destinations.



Image courtesy of noppasinw at FreeDigitalPhotos.net

Cologne was founded in 50 AD by the Romans, and developed into a thriving trade centre. Vestiges of this ancient past can still be found beneath the city's streets. The medieval city leaves its mark in the winding streets of the old town, and the walls which still line the city's 'Ring'. The Middle Ages also saw construction begin on Cologne's impressive cathedral, which took over 600 years to complete. This masterpiece of Gothic architecture now towers over the city, and, as a UNESCO World Heritage site, is one Germany's most important tourist attractions.

Almost completely destroyed during the war, Cologne rose from the ashes and the modern city is a lively metropolis with a proud sense of tradition. 'Karneval' is the high point of the calendar, a weeklong festival during which the city's population doubles in size. This is one of many events that punctuate the year, all of which are typically accompanied by a 'Kölsch', the local beer, served in tall thin glasses.



Image courtesy of Tuomas_Lehtinen at FreeDigitalPhotos.net

Today's city offers something for everyone, with a busy shopping district, a host of museums, theatres and concert halls, not to mention thousands of bars and restaurants. For those that prefer the quieter life, there are many peaceful suburbs and the 'Eifel' and 'Bergisches Land' – areas of great natural beauty – are only a short commute away.

St George's School is located on the outskirts of the city, in the leafy suburban village of Rondorf. The suburb is well-connected to the city's transport network, with regular buses linking Rondorf to the city centre and central train station, as well as to other districts in the south and west of the city. It is only a few stops to connect to the city's efficient tram network. The Cologne-South motorway junction is only 5 minutes' drive away, linking to the city's orbital route and the main Cologne-Bonn motorway. The airport is only 20 minutes' drive from the school.



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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 €53,000 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 36 week calendar. Typically there are 3 weeks holiday at Christmas and Easter, 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.com .



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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 to 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.

First round interviews take place via an automated online 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 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.