



Application Pack

Munich -
Head of Primary School

Application Pack for the post of **HEAD OF PRIMARY SCHOOL** Munich

St. George's, The British International 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 2-18.

The school already houses a flourishing community of around 800 pupils. The school is not only an important option for expat 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 45 different nationalities represented in the school. Approximately one third of our pupils come from the local German community, and one third speak English as a first language.

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 English 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 Secondary students prepare for IGCSE examinations in 8-10 subjects. Students in the Sixth Form prepare the International Baccalaureate Diploma. 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 also a range of broader national and international ties.

The school has moved from a temporary facility to a newly developed, purpose built site in 2018. The school campus is a first class educational facility, which enables thriving sports and creative programmes, as well as providing for all academic needs.

Application Pack for the post of **HEAD OF PRIMARY SCHOOL** Munich

The Primary School

St George's Primary School is a thriving area of the school, consisting of approximately 450 pupils and 60 staff. We welcome children from age 2-11, spanning Early Years (EYFS), Lower Primary (KS1) and Upper Primary (KS2).

St George's primary and secondary schools are housed under one roof, but the primary school has its own dedicated areas. Early Years pupils occupy their own dedicated spaces in the ground floor, and the Lower and Upper Primary departments are located on the first floor. Pupils visit specialized teaching spaces for German, Arts, Computing, Music and PE. We also have a dedicated teaching kitchen for flexible use. The primary and secondary schools work collaboratively, and our younger learners often get the opportunity to explore specialized secondary school teaching spaces on the upper floors.

We follow the EYFS framework and English National Curriculum for KS1 and KS2. For our youngest pupils in Early Years, learning is structured through a variety of engaging and hands-on experiences that are designed to promote exploration and discovery. These activities are carefully planned to develop key skills and understanding across several areas of development. In KS1 and KS2, learning is structured broadly thematically, to provide a narrative to learning and help children make interdisciplinary connections. Across the primary school, approaches to teaching and learning are diverse, collaborative and inclusive. Our learning support department provides guidance and support on in class accommodations for pupils with specific needs, as well as targeted small group and individual interventions. This includes for those pupils learning English as an additional language.

The classroom environment is positive, supportive and engaging, and we pride ourselves on providing a safe and happy environment in which to learn. Heads of Section provide both academic and pastoral leadership, and are supported by wellbeing team that provides guidance and intervention. We work with a network of external agencies to provide more targeted support.



The Primary School is led by the Head of Primary with the support of the Heads of Early Years, Lower Primary and Upper Primary, as well as the Head of Teaching and Learning. Curriculum coordinators oversee English, Maths, Science and Humanities. Our Head of German oversees bespoke curricula for first and second language learners.

There is a highly collaborative work ethic in the school, and teachers work closely with their colleagues on planning and preparation. More broadly, teachers willingly share their expertise and are highly supportive of their colleagues. All teachers are provided with a MacBook and iPad, so the use of digital teaching methodologies is embedded practice. Pupils use iPADS to support their learning. 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.

The Primary School enjoys a rich extra-curricular life, to which all staff contribute their time and expertise. Almost all children participate in the extra-curricular activities programme, which covers sports, arts, music and academic extension and enrichment. There are regular activities out of school, and children in Upper Primary enjoy a yearly residential trip.

Application Pack for the post of **HEAD OF PRIMARY SCHOOL** Munich

Job Description

Job Title: Head of Primary School
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.

Curriculum

The Head of School is required to:

- Ensure that a cohesive and consistent curriculum is in place.
- Ensure that the curriculum meets the requirements of the Curriculum Policy.
- Ensure that the curriculum is adapted to meet local requirements, where necessary.
- Ensure that the curriculum is adapted to ensure ease of transition between local, British and other international schools.
- Oversee all curriculum developments in cooperation with Heads of Section and Heads of Department.
- Ensure all teaching staff have access to relevant curriculum documents.
- Provide local authorities with curriculum information, as necessary.
- Ensure parents and pupils have access to an overview of the curriculum and course details.
- Liaise with Heads of Section and other Head of School to ensure that a process of academic transition is in place.
- Ensure a coherent PSHE programme is in place.
- Ensure pupils are correctly guided in curriculum choices, including implications for careers and university entry.

Assessment and Reporting

The Head of School is required to:

- Ensure that meaningful and consistent methods of assessment are in place.
- Ensure that assessment results are reported to parents in a meaningful and consistent manner.
- Ensure the quality of written reports.
- Ensure that pupils' academic records are maintained and meaningfully passed on.



Teaching and Learning Responsibilities

The Head of School is required to:

- Ensure that the highest expectations for teaching and learning are maintained.
- Monitor and improve academic standards.
- Ensure that teaching incorporates the full breadth of the curriculum.
- Ensure that all teachers are fully aware of the school's expectations for teaching and learning.
- Liaise with Heads of Department and Heads of Section to ensure that all lessons are planned, structured and delivered according to the school guidelines.
- Ensure that teaching is regularly evaluated and appraised.
- Ensure that structures are in place to support pupils with special educational needs, including pupils with English as a second language and gifted and talented pupils.
- Co-ordinate academic training and INSETs.
- Ensure that an induction programme is in place.
- Ensure that an Early Career Teacher programme is in place.
- Ensure that the necessary support is in place for teaching staff to successfully fulfil their role.

Sanctions and Rewards

The Head of School is required to:

- Ensure that a clear system of sanctions and rewards is in place.
- Support the Heads of Section in disciplinary matters.

Application Pack for the post of **HEAD OF SECONDARY SCHOOL** Munich

Job Description (continued)

Assessment and Reporting

The Head of School is required to:

- Ensure that meaningful and consistent methods of assessment are in place.
- Ensure that assessment results are reported to parents in a meaningful and consistent manner.
- Ensure the quality of written reports.
- Ensure that pupils' academic records are maintained and meaningfully passed on.

Timetabling and Staffing

The Head of School is required to:

- Liaise with Heads of Department to establish timetable and staffing requirements.
- Produce an annual timetable that meets the needs of their section.
- Oversee class and room allocations within their section.
- Support the recruitment process for staff in their section.

Academic Resources

The Head of School is required to:

- Ensure the proper care and use of academic resources.
- Liaise with Heads of Section and Heads of Department to establish resource requirements.
- Co-ordinate the ordering process in cooperation with the School Director.
- Contribute to the planning of future developments and their resource implications, and communicate these to senior management.
- Ensure Heads of Section and Heads of Department are aware of the ordering process.

Extra-Curricular Activities

The Head of School is required to:

- Ensure a coherent extra-curricular programme is in place.
- Ensure trips are correctly organised and administered.
- Oversee the House system.



Communication

The Head of School is the central point of communication in all matters relating to their section.

The Head of School is required to:

- Oversee communication.
- Ensure that concerns are followed up appropriately.
- Be available to parents to discuss questions or concerns which may be beyond the remit of the Head of Section or Head of Department.
- Ensure the quality of written communication, including letters, emails, reports and grade sheets.
- Attend all relevant meetings.
- Be an active part of the induction programme for new teachers.
- Organise Parents' Evenings.

Appraisal

The Head of School is required to:

- Act on any concerns relating to staff and their interaction with pupils and parents.
- Record any notable intervention with staff.
- Appraise Heads of Section and Heads of Department.
- Praise teachers for their efforts and inform the School Director of any noteworthy action.

Application Pack for the post of **HEAD OF PRIMARY SCHOOL** Munich

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.



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.

Application Pack for the post of **HEAD OF PRIMARY SCHOOL** Munich

Our 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 has been 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 work-shop.
- 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 re-cording studio.
- Numerous IT suites and innovative classroom IT facilities.

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



Application Pack for the post of **HEAD OF PRIMARY SCHOOL** Munich

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.

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.

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.

Application Pack for the post of **HEAD OF PRIMARY SCHOOL** Munich

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.

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 Dukes 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.



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 specialities.

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 campus lies in the district of Schwabing-Freimann, to the north of the city centre. The area has undergone considerable redevelopment over recent years and has become a busy suburban area. The site is well connected to the local transport network and is easily accessible by car or public transport. The school also enjoys 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.

Application Pack for the post of **HEAD OF PRIMARY SCHOOL** Munich

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.

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. Simply visit our website, and follow the link provided to make an application:

<https://www.stgeorgesschool.com/careers>

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

- Degree certificate and teaching qualification

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 the Recruitment Department or email at recruitment@stgeorgesschool.com.

Application Pack for the post of **HEAD OF PRIMARY SCHOOL** Munich

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

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

First round interviews take place via an online 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 board members.
- A tour of the school and insight into how the school operates.
- Opportunities to meet a range of stakeholders in the school.

Candidates based outside Europe may have a second round interview with the school's management team via MS Teams, 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.