



# Application Pack

Munich, Careers Counsellor



## Application Pack for the post of **CAREERS COUNSELLOR** 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 700 pupils, and is expected to continue growing strongly over the next few years. 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 in-spiring 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 School 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 recently moved from a temporary facility to a newly developed, purpose built site. The new school campus is a first class educational facility, which enables 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 growing area of the school, consisting of approximately 350 pupils and 50 staff at present, and operates from Year 7 through to Year 13. The Secondary School consists of 3 departments: Middle School for pupils aged 11-14, Upper School for pupils aged 14-16 and Sixth Form for our pupils aged 16-18. The Secondary School has its own dedicated area and is incredibly well equipped for specialist teaching rooms. We largely follow the English National Curriculum in Middle School, which supports our pupils effectively for their IGCSE studies in the Upper School. In the Sixth form we offer two pathways, the International Baccalaureate Diploma Programme or the Career Programme.

The Secondary School is led by the Head of Secondary with the support of the Heads of Sixth Form, Upper School and Middle School. Curriculum areas are organised into departments, which are in turn led by Heads of Department. 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 (as are all the pupils) so the use of cutting-edge teaching methodologies is embedded practice. 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 Secondary School 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.



Our German teaching team promotes an enthusiasm for literature, 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 German as a first, second or further language.

German is a core subject in the school and all pupils follow classes in the subject. Although the working language of the school is English, there is a clear expectation that pupils maintain a high level of fluency and literacy in the local language.

German is taught at a range of differentiated levels, with classes split between those learning German as a first language, and those learning as a second language. Second language learners follow an accelerated course, and it is our aim that all learners achieve proficiency in the language. First language learners follow the local curriculum for German. All pupils take IGCSE examinations in German as a first or second language, and both German A and German B are very popular IB choices.

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### Job Description

**Job Title:** Careers Counsellor

**Responsible to:** Head of Sixth Form

In this role you will be responsible for providing effective, impartial and individualised careers education, information, advice and guidance. You will lead and support students with their career planning by coordinating activities and resources designed to help students make well thought-out and thoroughly researched choices about their next steps.

The successful candidate will be a person with vision, energy, and attention to detail who is comfortable working in a collaborative environment, loves providing creative people solutions and can thrive in a growing, and fast-changing environment.

### 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.

### Counselling:

- Counsel students on their career and university choices.
- Establish and maintain the careers education provision across the secondary school.
- Ensure that students understand the consequences of option choices for later career paths and university entrance.
- Ensure that pupils have knowledge of alternative career routes and where to find information in Germany.
- Provide continued support and advice to students when they receive university offers and their IB results, making themselves available on results day and potentially during school holidays.
- Lead whole school parent information sessions.
- Build and maintain a resource bank to share with parents that includes appropriate links and current opportunities.



### Outreach and research:

- Maintaining contact with universities in order to keep abreast of changes to admission requirements and university business
- Making and maintaining links with local businesses for taster days, insets and meet and great, integrating the school with local and global business communities
- Attending training sessions in order to familiarise themselves with the process of applying to universities in different countries.
- Enhancing links with alumni to provide opportunities for current students and to invite them to contribute to the careers guidance process in school.

### Event coordination:

- Co-ordinate the work experience programme in conjunction with the Upper School leadership team.
- Planning and organisation of university fairs, trips and various other career events

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### Job Description (continued)

#### Miscellaneous:

- Co-ordinate references for university applications.
- Liaise with the Head of Secondary and Heads of Section, keeping them informed of any issues and developments.
- Provide training to the wider staff body on the careers provision in school
- Ensure that all careers related documentation remains current, appropriate and informative for the ever changing needs of our students and their parents

#### Profile:

- Excellent written and spoken communication skills. Fluency in English is a prerequisite for this position, fluency in German is desirable but not essential
- Knowledge of the German education and university system
- Prior experience of working in a similar role is desirable

#### 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.



#### 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.

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### 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.

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**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 .

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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.

### 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.

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### 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 Duke's 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 has recently relocated to a new campus 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.

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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.

#### 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/st-george-s-schools/careers/current-vacancies>

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

- 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.de](mailto:recruitment@stgeorgesschool.de).

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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

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 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 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.