APPLICATION PACK

ST.GEORGE'S SCHOOL DUISBURG-DÜSSELDORF

APPLICATION PACK FOR THE POST OF

IBDP CO-ORDINATOR

ST GEORGE'S SCHOOL, DUISBURG-DUSSELDORF

St George's School, Duisburg-Dusseldorf 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-Dusseldorf 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 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'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 SECONDARY SCHOOL

St George's Secondary School is a thriving area of the school, comprising over 350 pupils and with over 40 teachers and support staff. The secondary area consists of 3 departments: 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 Faculty who coordinate teaching and learning in specific subject areas.

There is a highly collaborative work ethic and teachers within a faculty 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 IBDP Co-ordinator is responsible for ensuring the IB Diploma Programme is embedded and implemented within the school. The IBDP Co-ordinator has ultimate responsibility for ensuring that all procedures required by the IB are followed within the school.



The International Baccalaureate Diploma Programme

The IB Diploma Programme provides students with a holistic approach to education, in preparation for university or further training. It offers students the opportunity to study in a wide range of subject areas, with cross-curricular links aiming to strengthen understanding and to enable students to contextualise their learning in the wider world.

To achieve the International Baccalaureate Diploma, students study six subjects, three at Standard Level and three subjects to study at the more demanding Higher Level.

In addition, students prepare three compulsory areas, at the core of the curriculum. These are Theory of Knowledge, an Extended Essay and the Creativity, Action and Service programme.

Theory of Knowledge is a broad course which enables students to explore what they understand about the world and how understanding is constructed. The Extended Essay allows students to research an area of particular interest and present this research, in preparation for university study. The Creativity, Action and Service programme ensures that students look beyond their academic study and engage in wider pursuits.

The International Baccalaureate is a highly respected qualification which is accepted by universities across the world, including those in Britain, the USA and Germany.

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JOB DESCRIPTION

Job Title: IBDP Co-ordinator

Responsible to: Head of Sixth Form

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 50% teaching timetable in your qualified subject, with 40% of time dedicated to IB Coordination and lesson 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 dis-



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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 be first and main line of contact with the IB on any issues relating to the Diploma Programme.
- To be aware of the IBDP regulations and have read the Assessment Procedures.
- To attend an IBDP Coordinator course every two or three years.
- To review, organise and establish the school IBDP option blocks, in coordination with the Head of Sixth Form.
- To ensure teachers attend statutory IBDP courses.
- To ensure teachers log on to My IB on a regular basis.
- To check that the registrations have been made correctly.
- To check that the coursework has been uploaded on time.

Oversight of Provision

- To oversee the Extended Essay, including dates, deadlines and teacher queries.
- To provide support for the Theory of Knowledge coordinator and teachers involved in the teaching of Theory of Knowledge.
- To review teaching of Theory of Knowledge.
- To oversee the actions of the CAS Co-ordinator.
- To appoint someone capable to oversee the Self-taught languages if they are to be promoted.
- To inform the Examinations Officer of important notices regarding dates, uploading of exams and other requirements for timetabling and administrative purposes

Other Duties and Responsibilities

- To oversee the allocation of the IBDP Training Budget, in liaison with the Head of Secondary.
- To discuss individually with students and parents the options they require for the courses they
- are likely to take at university, in conjunction with the Careers Officer.
- To visit IBDP lessons sporadically throughout the year.
- Develop contacts with other IBDP schools.
- To forward any invoices received from the IB to the Examinations Officer (in respect of registration and examinations) or to the Head of Secondary (in respect of training).
- 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.

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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.

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 DUSSELDORF

Dusseldorf – 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, Dusseldorf 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. Dusseldorf 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.

Dusseldorf 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.



Modern Dusseldorf is an elegant city which boasts a high standard of living. Renowned for fashion and shopping, Dusseldorf'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. Dusseldorf competes 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, Dusseldorf'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 Dusseldorf. 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. Dusseldorf International Airport is only a 20 minute drive away.

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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 €40,000 to €60,000 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. 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:

- Degree certificate and teaching qualification
- 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 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 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 skype. 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.