



## Application Pack

German Teacher Talent Pool (Primary & Secondary School)  
Cologne, Düsseldorf Rhein-Ruhr & Munich



## Application Pack for the **GERMAN TEACHER TALENT POOL (PRIMARY & SECONDARY SCHOOL)** Cologne, Düsseldorf Rhein-Ruhr & Munich

St. George's The British International School is a group of three private, non-selective, co-educational, non-faith day schools located in the Cologne, Düsseldorf Rhein-Ruhr and Munich regions of Germany. The three schools 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 schools currently have approximately 800 pupils each, aged from 2-18.

From small beginnings in Cologne in 1985, the St. George's School Group has grown into a mature and flourishing community serving the educational needs of international families living in Cologne and the surrounding area. We are not only an important option for expat families, but also for those in the local community who seek an inspiring and enriching alternative to the German education system. Approximately half of these pupils come from the local German community, whereas the remaining half come from a broad spectrum of international backgrounds.

This diverse nature of the schools makes them 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.

There is a highly collaborative work ethic and teachers within their departments work closely with their counter-parts on planning and preparation. More broadly, teachers willingly share their expertise and are highly supportive of their colleagues. All staff are dedicated to providing the best possible learning experience for students.

Throughout the schools, the maximum class size is 20, and classes are typically smaller for specialised options, reflecting the school's pledge to provide individualised care.

The schools' facilities also allow wide scope for extra-curricular activities. Each of our sites is purpose-built, with the school buildings and grounds enabling thriving sports and creative programmes, as well as providing for all academic needs.



### The German Department

At our schools, the German Department fosters a deep appreciation for language and literature, equipping students with the linguistic skills needed to thrive in a globalised world. With many of our students being bilingual or trilingual, we build on their existing abilities to develop fluency and confidence in the German language.

Recognised as a cornerstone of our curriculum, German is a core subject for all students. We offer a carefully structured and differentiated programme to meet diverse linguistic backgrounds:

- First-language learners study the local curriculum until Year 9 before progressing to IGCSE and IB German.
- Second-language learners follow an accelerated course, with high-achieving students having the opportunity to transition into first-language classes.
- Foreign-language learners are guided from their first German words to impressive levels of proficiency, gaining strong communicative competence.

All students sit IGCSE examinations in German at an appropriate level, and the subject is offered across all levels of the IB Diploma.

Beyond the classroom, we are committed to supporting our teachers' growth through regular, high-quality professional development, including subject-specific training within our wider school network.

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### Job Description

**Job Title:** German Teacher

**Responsible to:** Head of Department

#### 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 (continued)

#### 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 ongoing 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 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 Pro-gramme 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 only a prerequisite for those staff appointed to teach in the German programme.



### 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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### 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 schools have a calendar of 36 to 38 weeks. Typically there are 3 weeks holiday at Christmas and 2 to 3 weeks at 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 the Recruitment Department or email at [recruitment@stgeorgesschool.com](mailto:recruitment@stgeorgesschool.com).

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### References

Please include with your application the names and contact details of three professional referees. One of these should be your current employer.

We will collect full references before shortlist interviews. If you prefer that we do not contact one or more of your referees, please notify us of this. However, references must be provided before an offer is finalised.

### 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.