APPLICATION PACK

ST.GEORGE'S SCHOOL DUISBURG-DÜSSELDORF

APPLICATION PACK FOR THE POST OF

HEAD OF EARLY YEARS

ST GEORGE'S SCHOOL, DUISBURG-DÜSSELDORF

St George's School, Duisburg-Düsseldorf 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-Düsseldorf 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 PRIMARY SCHOOL

St George's Primary School is a thriving area of the school, comprising over 350 pupils and with over 40 teachers and support staff. The primary area consists of 3 departments: Foundation Stage for pupils aged 2-4, Early Years for pupils aged 4-7 and Lower School for pupils aged 7-11. Each department has it own dedicated staff, facilities and resources, as well as sharing some communal areas. There is a strong shared ethos and positive working atmosphere.

The Head of Early Years is responsible for all activity within Key Stage 1 (Years 1 and 2). The Head of Early Years is supported in his or her work by an Assistant Head of Early Years, as well as cross departmental subject leaders.



Each year group has three classes, with a maximum class size of 20. Teachers are supported in their work by teaching assistants and support staff in the areas of ESL and SEN. There is a highly collaborative work ethic and teachers within a year group 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 pupils.

Pupils in the Primary School follow the Early Years Foundation Stage Framework between the ages of 2 and 4 and the National Curriculum from age 5 upwards. The curriculum incorporates the full range of subjects,



but there are some adjustments to accommodate a daily German lesson. We also ensure that topic coverage is relevant and meaningful to pupils from diverse cultural and linguistic backgrounds. Pupils explore topics on a local, national and international level and teachers are careful to ensure that pupils can build links between their learning and their daily lives.

The class teacher is the central contact point for pupils and parents, monitoring and guiding pupils academic, social and emotional development as well as their general welfare. Teachers keep careful track of pupils' progress and maintain regular dialogue with parents.

Most lessons are taught in mixed ability class groups with the class teacher. Specialist teachers support the teaching of Physical Education, Music and foreign languages. German is taught in ability groups in Early Years. Pupils who have limited English also are supported with intensive English lessons to help them integrate as smoothly as possible.



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JOB DESCRIPTION

Job Title: Head of Early Years

Responsible to: Head of Primary

Key Responsibilities

- To lead the ongoing development of the Early Years Department.
- To support the school's ethos and aims.
- To act in accordance with school policy and the school's Code of Conduct.



Leadership Responsibilities

- Provide a clear vision for the Early Years Department.
- Lead and guide the activity of Heads of Department and Subject Coordinators.
- Promote and model the highest standards of teaching and learning.
- Promote the highest expectations of pupil behaviour and achievement.
- Be a trusted and approachable figure for parents and pupils.
- Maintain a high profile within the school community.
- Maintain positive working relationships with counterparts in other St George's schools and play an active role in school group development.



Teaching and Learning Responsibilities:

- Ensure opportunities are available for all pupils to progress to the best of their ability.
- Ensure that a clear, consistent and challenging curriculum is in place which is in line with school policy and local requirements.
- Ensure that the curriculum is transparent, available to and understood by all members of the Early Years community.
- Ensure innovative, effective and reflective classroom practice.
- Provide ongoing opportunities for teacher development and support.
- Ensure all assessment and reporting practices are effective, properly implemented and in line with school group policy.
- Ensure that the curriculum, as well as teaching and learning practices, remain current, relevant and meet the needs of the school community.
- Provide a rich and varied extra-curricular programme, including clubs and holiday programmes.
- Model outstanding practice through a limited teaching commitment.



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JOB DESCRIPTION CONT.

Pastoral Responsibilities

- Ensure the safety and welfare of all pupils in the Early Years Department.
- Promote safeguarding and ensure all staff in the section are fully inducted in this area.
- Ensure that school's child protection policy is adhered to and that any concerns are communicated to the child protection officer.
- Ensure consistent and appropriate sanctions and rewards are in place and judiciously implemented.



Administrative Responsibilities

- Ensure effective communication within the Early Years Department.
- Maintain an open door policy and be available to all members of the Early Years community.
- Ensure the quality of all written communication relating to the Early Years Department.



- Manage the department's staffing, timetabling, resource, ordering and budgeting requirements.
- Ensure an annual timetable is produced that fulfils the needs of the department.
- Support the recruitment process for Early Years staff.
- Ensure proper documentation and record keeping
- Assist in the admissions process in cooperation with the Head of Primary and Registrar.
- Assist in the organisation of all whole school events and ensure the needs of the department are taken into consideration.
- Oversee the performance management of Early Years staff, including disciplinary and capability procedures.



Other Duties and Responsibilities

- Be an active presence in the school.
- Represent the Early Years department by attending all school events.
- Ensure the effective marketing of the Early Years department, in cooperation with the marketing department.
- Ensure the clean, tidy and child-friendly appearance of Early Years areas.
- Provide holiday cover.
- Undertake any reasonable request from the school management, in line with your professional role and level of responsibility, to ensure the efficient and effective operation of the school.

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OUR VALUES

INSPIRE
Explore and develop what you enjoy
Awaken curiosity and question everything
Encourage everyone to be the best possible
Take risks and make learning an adventure
Set high standards and motivate others
Unlock potential and foster ambition

VALUE
Respect others and their opinions
Get involved and engage in our community
Embrace responsibility and develop self-esteem
Take pride in the environment we share
Endeavour to do the right thing
Make everyone feel accepted

GROW
Enjoy and share success
Achieve more than grades
Set your own goals and know where you are going
Move beyond your horizons and strive for excellence
Embrace and learn from the challenges you face
Succeed with integrity



OUR TEACHERS

All our teachers are fully qualified and hold either a teaching degree or post graduate teaching qualification. They demonstrate experience teaching in the relevant age ranges and are passionate about the subjects they teach. Specialist teachers hold bachelor's or higher level degree in their subject, or a closely related area.

They are dedicated professionals, who share the school's values. They always act in the best interests of our pupils and promote the safety and wellbeing of young people. Our teachers are committed not only to the development of young people, but also to the development of themselves as practitioners in education.

As a British International School, the majority of our teachers have had experience working in the UK, or in a similar international system. Familiarity with the National Curriculum is seen as a considerable advantage, as is an understanding of the demands associated with private education.

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 DÜSSELDORF

Düsseldorf – 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, Düsseldorf 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. Düsseldorf 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.

Düsseldorf 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 Düsseldorf is an elegant city which boasts a high standard of living. Renowned for fashion and shopping, Düsseldorf'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. Düsseldorf 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, Düsseldorf'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 Düsseldorf. 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. Düsseldorf 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. The salary for the Head of Early Years position will range from €45,000 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.de .



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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.