



St. Gilgen International School

Role Title: Upper Primary/Lower Middle School Core Teacher

Reports To: The Head

Location: St. Gilgen, near Salzburg, Austria

Date: March 2010 (Position available September 2010)

Role Overview

St. Gilgen International School wishes to appoint an outstanding Upper Primary/Middle School Core Teacher to teach a variety of subjects to students age 11-13, supported by specialist subject teachers. This is a full time position and full details of the terms and conditions are given at the end of this role specification.

Background to the School

The School offers a rigorous academic curriculum, including IGCSEs and the International Baccalaureate Diploma Programme, taught in English. It is a full boarding school for students aged 10-18 years, with some day students.

Mission

The mission of the St. Gilgen International School is to offer motivated and talented boarding and day students a balanced and challenging international education in a modern learning environment.

Core Values: *Fair Play*

St. Gilgen International School helps to create and support involved, active, and respectful human beings who celebrate diversity and who view differences as enrichment. We aim to foster in all members of the community an understanding and respect for their own and other cultures, tolerance and open-mindedness, and the courage of their own convictions.

They are to be aware of and understand urgent issues of local and global significance and to be willing to share this understanding with others and to contribute to solutions.

International education uniquely anticipates the challenges of higher education and professional life. It recognises that everyone brings unique dispositions, prior experiences, and individual cultural perspectives to learning. It is important that education contributes to a sense of empathy with others.

Excellence is built on perseverance, determination and discipline.

Goals: *Respect, Courage, Discipline*

It is our aim to:

- Offer a programme in English characterised by high and measurable academic standards, a clearly defined and integrated curriculum, and an attractive range of activities and service opportunities.
- Identify and develop the positive qualities of each student, and to support each student in his or her intellectual, social and physical pursuits.
- Equip students with the aptitude and skills requested by the most demanding universities worldwide.
- Take best advantage of what the host community and the host country have to offer and to contribute positively in turn.
- Foster commitment to the school community with its diverse backgrounds of students and teachers.
- Maintain outstanding facilities and resources that fully support the curriculum, activities and community life.
- Ensure teachers, staff and students work together with a high degree of collaboration in order to seek continuous improvement.
- Ensure by means of an agreed upon appraisal system that teaching is of the highest quality and acknowledges differing learning styles, individual needs and special talents and abilities.
- Seek regular accreditation and evaluations by recognised and respected accrediting agencies such as the Council of International Schools (CIS).
- Make contributions to the wider field of international education and to actively foster relationships beyond the school community.

Our Exceptional Location

Education powerfully represents an orientation towards the future, a belief that through our efforts we can always improve ourselves and the world around us. Our school, located in an immensely rich historical setting, treasures a sense of history, of the host community and of our own. Our campus contains and is surrounded by historical buildings and we look out across a village where Neolithic hunters already left their marks thousands of years ago, where medieval pilgrims found shelter, where Mozart's family had their home.

Here, some of the greatest artists, musicians and scientists gathered in the 19th Century. Our villa is named after the Bohemian Countess Marie von Ebner- Eschenbach who spent summers here before the Great War and whose writing stressed the importance of education for women.

The 'Mozart' village of St. Gilgen and the school complement each other. Our interdisciplinary curriculum and our co-curricular activities programmes are enriched by the resources of the village and the region.

Further information can be found on the school's website: <http://www.stgis.at/>

Principal Responsibilities and Duties

The post holder is required to fulfil all elements of the Statement of Expectations – Teaching Staff as part of their contractual obligations. The key duties of the role include:

- Classroom teaching, using creative methods, covering:
 - Core subject areas such as English, Mathematics, Science, Social Studies, P.E. and/or any other area.
- developing curriculum, course goals, schemes of work and lesson plans
- planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class
- motivating students with enthusiastic, imaginative presentation
- organizing the classroom and learning resources to create a positive learning environment
- Lesson management, maintaining discipline according to the Code of Conduct
- basic administration including keeping attendance records
- devising, writing and producing new materials, including audio and visual resources
- preparing and setting assessments and other learning exercises/assignments
- providing feedback to students and parents
- preparation of reports
- supervising extracurricular work
- keeping senior management informed about developments in teaching English and about the approaches and methods used in the teaching of the subject
- to undertake other relevant duties assigned by the Head or Deputy Head

In addition, there will be requirements to organise and get involved in social and cultural aspects such as activities, sports competitions, school events and excursions. There will also be additional commitments required in respect of the boarding nature of the school.

Child Welfare and Safety

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the Head.

Background and Experience

We are looking for an experienced Upper Primary/Lower Middle School Core teacher whose mother-tongue is English.

Candidates will need:

Qualifications

Graduate or equivalent, with relevant teaching qualification.

Experience

The successful applicant will have at least 5-6 years of experience teaching a variety of core subjects in the Upper Primary or Lower Middle School levels. Some international experience and / or employment in a boarding school would be useful.

Personal Skills

Ability to:

- interest, motivate and involve able and enthusiastic students
- teach a range of students from diverse backgrounds
- relate well to students, peers, parents and other school users
- gain knowledge and understanding of all students
- teach effectively within short teaching periods
- use innovative approaches to learning and teaching
- work independently or as part of a team
- keep abreast of developments relating to the teaching of English and EAL
- develop high quality resources to support teaching and learning in English
- generate an interest in, and a desire to learn, the subject
- promote and instil in others the ethos of the school

Personal Qualities

- professionalism and integrity
- dependability and punctuality
- dedication and enthusiasm
- energy and resilience
- confident and approachable
- knowledgeable
- innovative, creative and flexible
- committed and resourceful
- organisational skills
- patient, kind and compassionate
- perceptive
- polite, firm and fair
- sense of humour

Recruitment process

Interested candidates should contact the school via recruitment@stgis.at for a full Job Description. The next stage is to send a completed school application form, recent photo, and hand written covering letter, explaining why you are interested in the post and what you will bring to the role.

Should an applicant be considered as suitable for the position an interview time will be arranged. Those then short-listed will be invited to a panel interview at the School where candidates will have the opportunity to meet other members of the school staff and have a tour of the school.

Candidates should be aware that all posts in the school involve some degree of responsibility for safe-guarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly all criminal convictions, legal cautions and bind-overs, including those regarded as 'spent' must be declared.

The School has a statutory duty to do a Criminal Background Check and requires a clearance from the last country of employment as part of the application process; especially by the stage of the short-list interview. During the first months of employment an additional Austrian registration and clearance must be undertaken by all non-Austrian citizens.

We will seek references on the chosen candidate and will approach previous employers for information to verify particular experience or qualifications.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer "Not applicable" if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal (if the applicant has been selected) and possible referral to the police.

Invitation to Interview

All candidates invited to interview must also bring to short-list interview at the school:

- evidence of resources that they have produced themselves or in conjunction with others. These could be in the form of printouts, list of websites, CDs or similar and need not necessarily be for the purpose of teaching/learning, although that would be preferable.
- educational and qualification certificates (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the chosen candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- a passport, or if not available, a current driving licence including a photograph and a full birth certificate;
- a utility bill or financial statement showing current name and address;
- where appropriate, any documentation evidencing a change of name.

Any offer of appointment is subject to:

- receipt of at least two strong supporting references;
- verification of identity and qualifications;
- a satisfactory enhanced criminal records disclosure;
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance;
- pre-employment medical questionnaire.

Data Protection Statement

In order for us to process an application for employment, we capture information about the candidate. This may include the candidate's physical and mental health, and any criminal convictions. All information will be kept confidential. We will only use it to process an application for employment. A criminal record check is used to enable us to discharge our legal obligations as a School. We destroy this information once we have obtained it, simply logging the fact that we have seen it. Details of physical and mental health enable us to assess that a candidate will be able to fulfil the demands of the job. Should this application be unsuccessful, we will delete all information from our systems and dispose of it in a secure manner.

Terms and Conditions of Employment – 2010/11

Salary – paid in Euro	38,000
Basic annual salary 2010-2011	
Higher Degree e.g. MA, MEd, MBA, EdD, PhD	+ 2,000
1 st Five Years of Teaching – per completed year (maximum 6,000)	+ 1,200 to 6,000
2nd Five Years of Teaching – per completed year (maximum 4,000)	+ 800 to 4,000

Range 38,000 to 50,000

Boarding House Staff – Base Scale as above – paid as Euro

Experience as Assistant Housemaster/mistress or Full Housemaster/mistress (or equivalent)

Per completed year up to Five Years + 800 to 4,000

Initial Contract – Two (2) year period.

Salaries go up each year by the cost of living index

Relocation Allowance €1,000 for a foreign hire and € 500 for local hire (receipts required)

MacBook Laptop issued

Professional Development Allowance – to the value of €500 per year

Lifestyle Benefits:

Laundry Service – 50% off

Discount card for public rail and bus services 20-24% off

Use of school ski passes

Discount shopping at partner shops (e.g. 10 % off at a local convenience store)

Reduced membership at various clubs/organisations

Free Lunch for Duty Staff

Reduced lunch costs for all staff

Reduced meal costs at partner restaurants

Supporting Products:

Very good state health cover plus optional Private Health Insurance Package

German language course

Appointment

The successfully appointed individual will be expected to arrive at the school by the third week of August to be prepared to start in September.