
Staff Request Form**English Teacher**

Start Date:

Contract Length: 9 months

Posts: 2

Part A1**Job Profile**

School IH Bydgoszcz

Company name as on contract Glenrex Educational Services Ltd.

Date of request September 16th

The Contract

Job title position English Teacher

Number of posts 2

Length of contract 9 months

Contract dates

Start of contract: September 17 2012

End of contract: June 2012

Arrival date: September 16th

Start of teaching: September 24th

The Job

IH Bydgoszcz are looking for teachers interested in developing professionally and who show enthusiasm for teaching, to join our successful and growing school. With a strong INSETT program, and Interactive Whiteboard technology, Bydgoszcz is a great option no matter what level of experience you have.

Timetable information *anticipated number of teaching hours:*

25 x 50-minute lessons per week.

Types of classes - Young Learners

Juniors: up to 8 lessons per week**Teenagers:** up to 12 lessons per week

Types of classes - Adults

General English: up to 16 lessons per week**Exam Classes:** up to 4 lessons per week**Business English:** up to 8 lessons per week**ESP:** up to 4 lessons per weekOther relevant information *working hours, split-shift system, in-company or in school*

Most teaching takes place in school from 15.40 - 21.00. There are morning classes generally starting between 7.30 a.m. and 9:30 and it is possible that some teachers will be required to work split shifts, but teachers are rarely asked to do early mornings & late evenings on the same day. If this does

happen there is a time-band pay increment. We guarantee you two consecutive days off.

Part A2

The Package

Contract <i>Is the contract local or with a UK or US company?</i>	Local Contract
Salary Currency <i>currency the salary will be paid in</i>	PLN
Salary range (gross) <i>from Basic to Maximum salary, per month</i>	1,600–3,000+PLN per month
Total percentage of deductions to Gross salary	0 %
Salary notes	Salary range: depends on qualifications and experience, years at school, accommodation choices, and timetable issues, such as travel time (as detailed in the contract).
National Insurance <i>Does the school pay National Insurance contributions in the UK?</i>	No
Healthcare <i>are teachers eligible for free state healthcare? If not, what alternative healthcare provisions are made for teachers?</i>	Private healthcare arrangements are made and covered by the school; Teachers MUST bring a valid European Health Card with them. The cost of medication and dental care are not covered.
Holiday Pay <i>what are the dates of the school's holidays during the academic year? Do teachers receive any days paid holiday in addition to these set holiday periods?</i>	Teachers receive 3-4 weeks off during the year fully paid (Christmas, Easter and two long weekends), based around the Polish school calendar, and 4 weeks' holiday pay, pro rata, at the end of the year.
Travel <i>how much will the school pay towards flight expenses?</i>	IH Bydgoszcz arranges your flight and travel from London to Bydgoszcz, and provides return transport, Bydgoszcz - London on completion of the contract, or will refund the equivalent value.
Does the school contribute towards local travel costs?	Transport to out-of-town contracts is provided, and salary increments paid.
Accommodation <i>Does the school provide free accommodation? If so, what is included in this package (e.g. bills) and what must teachers pay extra? If accommodation is not provided, does the school help in finding accommodation? Is there a settling in allowance?</i>	Shared accommodation in furnished flats, close to the school is provided. Bills & utilities are covered by the school, excluding telephone/internet. A cash equivalent is paid to staff wishing to find their own accommodation.

Other benefits <i>are native language lessons provided for new teachers? If so, do teachers pay for these?</i>	Basic Polish lessons are provided, once a week for the first year.
Bonuses <i>is there an end of year bonus, or incentive scheme, or other benefits e.g. subsidised training courses?</i>	The school is an approved IH CYLT training centre, and teachers returning may be given the chance to do an IH CYLT with us intensively in September, which is free if the teacher passes and completes their contract of employment. All teachers returning to IH Bydgoszcz receive a monthly increment of 10% on basic.
Work Visa <i>what is the process? What do teachers have to do? What does the school do?</i>	Due to the lengthy visa process, EU passport holders will be considered first for these posts. However, we will consider non-EU teachers with considerable experience and qualifications. Teachers may be asked to bring certain paperwork.

Part A3

School requirements

Are CELTA, Trinity, IHC or equivalent acceptable qualifications?	CELTA, Trinity, IHC or equivalent qualifications
Is post qualification experience essential?	No
If so, how many years experience is required?	0
Any other skills or experience that is desirable for this post?	Good time management skills, easy-going, receptive and enthusiastic to learn more! YL experience and experience teaching on a summer school programme will be a definite advantage. The school can consider applications from non-native English speakers, but only those with experience.
Is it essential that candidates have a degree?	No, in the case of applicants with other work experience (including teaching experience).