

## International House Quality Standards

### 3 The International House Teachers' Charter

In addition to the IH Staff Charter, the following standards apply to the employment of educational staff:

**No Standard**

- 3.1 All IH schools provide a good learning environment (premises, classrooms, facilities and resources) and an efficiently organised range of courses appropriate to the learning needs of the students. For general courses, the maximum class size is 16 students unless specifically agreed otherwise with IHWO.
- 3.2 All IH schools employ as teachers, whether full-time or part-time, only those whose professional training and qualifications are approved by IHWO as stated in the IHWO Teacher Qualification Equivalence Table.
- 3.3 All IH schools employ a Director of Studies (or equivalent) on a full-time or part-time basis, as appropriate to the size of the establishment, to be responsible for teaching standards and for the administration and supervision of the teaching programme and to observe classes.
- 3.4 All IH schools hold teachers' meetings or seminars at least once a month and all teachers are expected to attend.
- 3.5 The Director and the Director of Studies are available and accessible to teachers during normal working hours for consultation or advice on any matter relating to their employment.
- 3.6 All teachers agree to regular observation of their teaching by the Affiliate's senior educational staff, by colleagues or trainee teachers for the purposes of teacher development and training by IHWO during its regular inspection and advisory visits as well as any other accrediting agencies.
- 3.7 All IH schools provide adequate in-service training arrangements and facilities for all teaching staff.
- 3.8 All IH schools make appropriate arrangements for extracurricular learning, cultural and social activities for students, and all teachers are expected to contribute to these activities.
- 3.9 All IH schools provide every teacher with a written Teacher Service Agreement or contract, signed by both parties, which clearly specifies the terms and conditions of employment, which include:
  - a maximum teaching load of 1200 hours per year, or 120 hours in any four-week period
  - a minimum paid holiday entitlement of 20 working-days per calendar year
  - a minimum sick-pay entitlement of 10 days per calendar year, on production of medical certificates
  - pro-rata provision of the above for part-time, temporary or vacation centre teachers
- 3.10 All IH schools ensure that the provision of teaching and related educational services are in accordance with the International House Teaching Charter.
- 3.11 All IH schools display the *International House Teachers Charter* so that it may be read by all educational staff.

