Staff Request Form

Karaganda - Director of Studies

Start Date:	November 2011
Contract Length:	12/24 months
Posts:	1

Part A1

Job Profile

School	InterPress Karaganda
Company name as on contract	InterPress Karaganda
Date of request	

The Contract	
Job title position	Karaganda - Director of Studies
Number of posts	1
Length of contract	12/24 months
Contract dates	
	Start of contract: 1st September 2012 or possibly earlier
	End of contract: August 2013/2014
	Arrival date:
	Start of teaching: September 2012

The Job

InterPress ??raganda currently in the process of applying for IH affiliation, is a partner of InterPress company which has been working in the educational sector of Kazakhstan since 1998. In Karaganda we operate 2 schools which are very modern and well-equipped.
InterPress Karaganda is looking for a full-time DOS to provide educational leadership and to support staff in maintaining high educational and professional standards, to ensure students have a positive learning experience and to support the Director of the school in the business management of the school. It now employs around 15 teachers year-round, most of whom work part-time, plus 5 admin staff. The main objective for the DOS is to support the School Director in the general management of the school and to co-ordinate all aspects of the EFL provision. Main duties and responsibilities:
• Organise and supervise the implementation of the EFL teaching programme • Ensure quality control through observation and monitoring of teaching staff • Organise/run staff development sessions and staff meetings • Deal with student queries, complaints and problems on a day-to-day basis • Test and place new students and regularly monitor their progress • Timetable classes and ensure cover at all times • Teach as and when required and able to cover any level of class at short notice in case of illness, etc. • Demonstrate an interest in the commercial side of language school management • Be responsible for all school policies; fire, health and safety, internet, etc. • Ensure a high standard of customer service if maintained at all times • Be flexible in the approach to work in order to meet the needs of the business • Support and participate in the school social programme as required For full job description, please write to IHWO at worldrecruit@ihworld.co.uk.

Timetable information *anticipated number of teaching hours*:

160 real hours per any 4 week period of time including 48 academic hours of teaching. 11.00 AM – 20.00 PM, 1 hour lunch break. Saturdays, Sundays – days off except for one Saturday per month which is devoted to Teachers' Seminar.

Other Notes:

Types of classes - Young Learners	
	Juniors:
	Teenagers:
Types of classes - Adults	
	General English:
	Exam Classes:
	Business English:
	ESP:
Other relevant information *working hours, split-shift system, in-company or in school*	

Part A2	
The Package	
Contract *Is the contract local or with a UK or US company?*	Local Contract
Salary Currency *currency the salary will be paid in*	KZT
Salary range (gross) *from Basic to Maximum salary, per month*	300 000 KZT per month, depending on qualifications and experience
Total percentage of deductions to Gross salary	0%
Salary notes	300 000 KZT per month, depending on qualifications and experience
National Insurance *Does the school pay National Insurance contributions in the UK?*	No
Healthcare *are teachers eligible for free state healthcare?* ***If not****, what alternative healthcare provisions are made for teachers?*	Yes
Holiday Pay *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?*	Teachers get 4 weeks paid holiday a year
Travel *how much will the school pay towards flight expenses?*	Airfare allowance (105 000 KZT per contract for travellers from Europe and 150 000 KZT for travellers from the USA, Canada and Australia). Airport transfer on arrival and departure.

Does the school contribute towards local travel costs?	No
Accommodation *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?*	School provides accommodation including all utility bills except for the Internet and International/ Intercity calls or accommodation allowance
Other benefits *are native language lessons provided for new teachers? If so, do teachers pay for these?*	Language lessons can be organized upon request and paid for by the teacher
Bonuses *is there an end of year bonus, or incentive scheme, or other benefits e.g. subsidised training courses?*	End of contract bonus
Work Visa *what is the process? What do teachers have to do? What does the school do?*	Visa support. Multiple one-year work visa. Consulate fee is paid in full

Part A3

School requirements	
Are CELTA, Trinity, IHC or equivalent acceptable qualifications?	yes, plus Delta
Is post qualification experience essential?	Yes
If so, how many years experience is required?	2
Any other skills or experience that is desirable for this post?	Candidates should be DELTA and/or IH DOS Certificate holder and have at least 1 year experience in a senior position and in teacher training, preferably at an IH School.
Is it essential that candidates have a degree?	No but preferred