Staff Request Form

Teacher

Start Date:	
Contract Length:	12 months
Posts:	2

Part A1

Job Profile

School	ALLC International House Beirut
Company name as on contract	American Lebanese Language Center
Date of request	A few days prior to start of contract

The Contract	
Job title position	Teacher
Number of posts	2
Length of contract	12 months
Contract dates	
	Start of contract: 18th October 2013
	End of contract: 12 months from start date
	Arrival date: A few days prior to start of contract
	Start of teaching: 21st October 2013

The Job

We are looking for two teachers for general and business English. CELTA or equivalent + at least 2 years' experience essential, experience of teaching exam preparation courses and/or Legal English a plus. Experience the cultural diversity of Lebanon along with the unique mix of mountains and the Mediterranean. Flexibility and patience required to meet the challenges of living and working in a developing country.

Timetable information *anticipated number of teaching hours*:

26

Other Notes:

4 hours of standby per week. Regular in-house TD programme and IH teacher training courses offered.

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*

We only teach adult learners. The majority of classes are general English but we also have some exam preparation classes (FCE, CAE, CPE, BEC, TOEFL, SAT) and business English, including more specialised business skills courses. Timetables are usually split shift (9-11 or 11.15-1.15 + 5.15-7.15 + 7.30-9.30). We also have some in-company classes on a different schedule.

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*	USD
Salary range (gross) *from Basic to Maximum salary, per month*	$1000-$1500
Total percentage of deductions to Gross salary	
Salary notes	
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?*	Basic private healthcare provided
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?*	15 days paid leave per year + all public holidays (total 30-35 days per year). School is closed between Christmas and New Year.
Travel *how much will the school pay towards flight expenses?*	$700
Does the school contribute towards local travel costs?	
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***	Accommodation is found by the school but is paid for by the teacher. Bills also are paid by the teacher.

***provided**, does the school help in finding accommodation? Is there a settling in allowance?*	
Other benefits *are native language lessons provided for new teachers? If so, do teachers pay for these?*	If the timetable allows, teachers may attend spoken Arabic (Lebanese dialect) classes in the school.
Bonuses *is there an end of year bonus, or incentive scheme, or other benefits e.g. subsidised training courses?*	Any IH training courses are free of charge.
Work Visa *what is the process? What do teachers have to do? What does the school do?*	The school takes care of the procedure. The teacher might be required to visit General Security (with a member fo staff).

Part A3

School requirements	
Are CELTA, Trinity, IHC or equivalent acceptable qualifications?	Yes
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?	Wide range of experience with a range of levels, exam preparation and business English classes. Knowledge or experience of legal English would be an advantage.
Is it essential that candidates have a degree?	Yes