Staff Request Form

ADOS

Start Date:	
Contract Length:	12 months
Posts:	1

Part A1

Job Profile

School	International House Astana
Company name as on contract	InterPress International House
Date of request	

The Contract	
Job title position	ADOS
Number of posts	1
Length of contract	12 months
Contract dates	
	Start of contract: April 2012
	End of contract: as per length of the contract
	Arrival date:
	Start of teaching: April 2012

The Job

International House Astana is currently looking for an ADOS to join our Senior Staff Team in exciting location. ADOS will be responsible for one of our locations. Duties will include management of the teaching team; professional development of teachers: observations, feedbacks and appraisals, assistance with lesson planning and class management, curriculum development; organizing teachers' meetings and workshops, giving seminars; orientating new teachers on the school procedures and supervising during their trial period; participating in academic management and development of English programme and projects, course planning, writing syllabuses & deciding on course books, analyzing teacher needs and demand on course books and supplementary materials; school projects, presentations and initiating other extra-curricular activities; conducting Open Doors, placement testing; organizing internal exams and assessment; monitoring groups end of level dates, tests results and group finishing dates; ensuring that students are happy and learning well, dealing with their problems and being available to talk to students and parents, helping school admin with troubleshooting; work with the DOS to provide courses of the highest possible quality according to the spirit and criteria of IH, and with respect for the financial health of the school; maintaining and developing systems (exams, assessments, reports etc.)

Timetable information *anticipated number of teaching hours*:

Working load will include teaching (up to 72 academic hours per month) and admin hours, in-service trainings for teachers. Normal working week will be 40 real hours Monday-Friday, though some flexibility may be required

Other Notes:

Attending Teacher`s Meetings once per month, normally on Saturdays

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*	225 000 KZT - 240 000 KZT
Total percentage of deductions to Gross salary	No
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?*	School will provide visit to a doctor and consultation, but the teacher will be required to pay for cost of medicine.
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?*	20 days paid holidays per 12 month contract, part of them should be taken on Christmas and New Year school holidays, and the rest at the end of the contract + public holidays
Travel *how much will the school pay towards flight expenses?*	Airflight will be compensated in the amount of KZT 105 000 for travelers from Europe and UK and KZT 150 000 for travelers from USA, Canada and Australia
Does the school contribute towards local travel costs?	No as they are very cheap
Accommodation *Does the school provide free*	Shared school accommodation is provided free of charge. All bills are paid by the school (electricity, gas, cold and hot water, local telephone

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?*	etc) for those living in school flats; excluding international telephone calls, cable TV and internet. Accommodation allowance is paid to those who wish to find their own housing.
Other benefits *are native language lessons provided for new teachers? If so, do teachers pay for these?*	Free access to email and Internet facilities at schools
Bonuses *is there an end of year bonus, or incentive scheme, or other benefits e.g. subsidised training courses?*	Accumilated end of contract bonus system
Work Visa *what is the process? What do teachers have to do? What does the school do?*	The school assists and covers the costs of a multiple one-year work visa.

Part A3

School requirements	
Are CELTA, Trinity, IHC or equivalent acceptable qualifications?	DELTA
Is post qualification experience essential?	At least 1 year in senior academic management
If so, how many years experience is required?	1
Any other skills or experience that is desirable for this post?	Our ideal candidate for ADOS position will be a native English speaker and a DELTA and/or IH DOS Certificate holder, and have at least a year experience in a senior position and teacher training, preferably at an IH School. At least one year experience in an ADOS position is essential. YL qualification, IELTS Examiner qualification and experience in teacher training will be an advantage.
Is it essential that candidates have a degree?	Not required, but preferred.