Staff Request Form

Teacher of English for Young Learners for Summer Camps

Start Date:	
Contract Length:	one month
Posts:	1

Part A1

Job Profile

School	IH Bucharest
Company name as on contract	International House Bucharest - English Kids Academy
Date of request	25th June

The Contract	
Job title position	Teacher of English for Young Learners for Summer Camps
Number of posts	1
Length of contract	one month
Contract dates	
	Start of contract: 1st of July 2012
	End of contract: end of July 2012
	Arrival date: 25th June
	Start of teaching: Mid September 2012

The Job

Wonderful opportunity to work for friendly, dynamic IH Bucharest teaching Young Learners,juniors and teenagers. Main responsibilities: - lesson preparation for all age range that the teacher is supposed to teach in the summer camp - administration time for coordination and meetings with the Summer courses coordinator - writing students reports at the end of each summer camp period - teaching and coordinating free time activities for young learners in the camp

Timetable information *anticipated number of teaching hours*:

25 - 30 hours / week. Teaching will be Monday to Saturday with Sunday free.

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*	Euro (EUR)
Salary range (gross) *from Basic to Maximum salary, per month*	750 EUR
Total percentage of deductions to Gross salary	16 %
Salary notes	The salary includes all responsibilities mentioned under the job responsibilities
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?*	Travel health insurance is paid by the school.
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?*	two days paid leave which must be taken on the two Sundays of the summer programme. Permission to take unpaid leave during the contract can not be granted for organisational reasons.
Travel *how much will the school pay towards flight expenses?*	The school will reimburse up to 250 Euros towards a return flight.
Does the school contribute towards local travel costs?	School will contribute to 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 provided****, does the school help in finding accommodation? Is there a settling in allowance?*	Accommodation in a twin room and meals in the summer camp are paid for by the school, also transportation from Bucharest to location and back

Other benefits *are native language lessons provided for new teachers? If so, do teachers pay for these?*	
Bonuses *is there an end of year bonus, or incentive scheme, or other benefits e.g. subsidised training courses?*	
Work Visa *what is the process? What do teachers have to do? What does the school do?*	Please note that under current law we can only recruit teachers who are eligible to work in the EU.

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?	1
Any other skills or experience that is desirable for this post?	Communicative, flexible and willing to join a young and dynamic team. Experience teaching Young Learners essential.
Is it essential that candidates have a degree?	yes