



FAQs about working at the British School of Ulaanbaatar

Q: What experience and certification is required to work at BSU?

A: We accept applications from candidates from the UK and overseas. Candidates must be fluent in delivering the curriculum through the English language.

Applicants for teaching positions should hold either a BEd or a BA, along with a PGCE (or a recognised equivalent qualification). BSU is a British Schools Overseas accredited organisation and we are able to take new teachers through the NQT process.

Q: What sort of school is BSU?

A: BSU delivers a British style education based on the National Curriculum of England and Wales, adapted to meet the needs of our environment and our school population. We follow the Early Years Foundation Programme and from Yrs 1 - 9 our children follow the National Curriculum. In Key Stages 4 and 5 our students follow the iGCSE and 'A' level programme of study.

Q: How many staff members work at BSU?

A: There are 97 members of staff in total including teachers, teaching assistants, administrative, financial and support staff.

Q: What kind of support do you have for teachers new to the school?

A: On appointment, new staff receive an induction book designed to support relocation to Mongolia. A 'buddy' teacher will be assigned to each new teacher so there will be a point of contact for all the questions you do not want to ask 'the management'. On arrival, new teachers receive an orientation to the school and city as part of a thorough induction process. The school will endeavour to support new teachers in the process of settling in. As we are a small school, a lot of informal support is offered amongst staff.

Q: How will I get a visa?

A: The school will sponsor your visa and communicate with you regularly regarding any required paperwork necessary for it to be processed. The visa will be issued in London or at the nearest Embassy (not Consulate) if you are already teaching abroad. The school will reimburse you for the visa but not for travelling costs when collecting it.

Q: What documentation will I need to obtain?

A: On appointment, you will be contacted by Sarah, our Assistant Academic and HR Coordinator. She will send a list of the documentation you will be required to send to UB in order to obtain your visa. Sarah will explain everything in detail at each step of the procedure. These documents will include:

- *Degree / PGCE*
- *A recent letter from your doctor stating you are fit to work*
- *Proof of an HIV test (within the last 3 months)*
- *A DBS (CRB) check from your last country of residence (within the last 12 months)*

- *Photographs*

Q: Is Ulaanbaatar an expensive place to live?

A: While individual spending habits and salaries vary, the income is sufficient for life in Mongolia with the potential for savings. Food is relatively cheap unless you source western products in which case they will incur import costs and increase prices. Travel is cheap, a bus ride into the centre of UB is approximately 20p and a meal and a couple of beers will cost about 7 GBP.

Q: What sort of benefits do you offer full time teachers recruited from overseas?

- **Accommodation** one or two bedroom apartment located at the back of the school
- **Utilities** subsidised bills (staff contribution is approximately 30 GBP per month)
- **Health insurance** which offers international cover (maternity and dentistry are not included)
- **Visa** sponsorship
- **One way economy airfare** to Ulaanbaatar from the UK at the start of contract (paid in advance by the teacher and reclaimed from the school on arrival) - this will be subject to a ceiling payment
- **Excess baggage** of \$400 at the start and end of employment
- **One way economy airfare** from Ulaanbaatar to the UK on completion and termination of your contract

Q: Who attends BSU?

A: Our student body is predominantly Mongolian; both local and those who have returned to the country. There is a small but growing number of expatriate children. Like all international schools, we experience a transient turnover from families, but we also enjoy the stability of permanent residents attending the school.

Q: What is the extra-curricular (ECAs) commitment required of teachers?

A: There are 3 ECA sessions a week and teachers are required to offer 2 ECAs in each term.

Q: How am I paid?

A: The salary is calculated in US\$ and will be transferred into Mongolian Tugriks (MNT) when put into your Mongolian bank account. Tax is approximately 10% and is deducted automatically from your salary. Money is calculated on the 4th Monday of the month and is paid directly into your account on the 4th Wednesday of the month.

Banking is now relatively easy with the main branches having English speaking staff. Online banking is available for international transfers and it is simple to set up. You are able to take out savings accounts and currently there are plans for saving at a rate of 15% if you commit for up to 2 years.

Q: What kind of teachers are you looking for?

A: We are looking for enthusiastic teachers to join our team; teachers who share our passion for teaching and learning and a commitment to providing the very best education possible for the students in our care.