Application pack for the post of

Early Years Teacher

International School Brunei

INTERNATIONAL SCHOOL BRUNEI
FOUNDED 1964
Everyone Excels

An international, coeducational day and boarding school for children aged 2 - 18 years



Required for September 2018

International School Brunei

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Accredited by Council of International Schools

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Background

International School Brunei was established in 1964, as a non-profit organisation with a Board of Directors to oversee the development of the school - a status that exists to this day.

In 2015 the school moved to a brand new 22 acre site on the outskirts of Bandar Seri Begawan, the capital of Brunei Darussalam. At the same time, 'The Residence' a state of the art Boarding House, was opened to cater for up to 190 students aged 11 - 18.

The school offers education from Nursery (2yrs) and the National Curriculum of England from Year 1 (4yrs old) to Year 8 (13yrs) followed by IGCSEs (15-16yrs)and the IB Diploma programme in the Pre-University section (16 - 18yrs).

The school is non-selective, and currently has over 1270 students from over 45 different nationalities (*including the entire Brunei Royal Family*). Despite the mixed intake, academic results are outstanding, with the most recent iGCSE results placing the school in the top 3% of all schools for progress and attainment. IB Diploma results are consistently above the World Average, and in recent years students have attended such universities as Oxford, Cambridge, Durham, Yale and Princeton.

The Position

As a result of rapid student roll (over 40% increase in less than 4 years), the school is seeking an outstanding Early Years Teacher with the experience and ability to teach across the EYFS stage.

Our Early Years Department consists of Pre-Kindergarten, Kindergarten and Reception. Each year group contains a carefully prepared learning and play environment which supports children's development.

The curriculum has been carefully planned to provide a balance between structured and spontaneous free play. Play equipment and materials are arranged so that children can make choices and do not have to continually depend on adults.

Our Early Years Department is well resourced both in terms of staffing and physical resources with access to quality learning spaces both indoors and outside. Early Years classes begin at 7:25am, with Pre-K and Kindy ending at 11:30am, and Reception at 1:20pm. These times provide staff with PPA time at the end of each school day, in addition to non-contact time during specialist lessons in Reception (PE, Swimming & Music).

The Application Process

Our application process is rigorous without being too onerous. We seek to employ only the very best teachers, and in order to do so we have a standard three stage process:

- Longlisting based on an initial written application followed by;
- Skype interviews for longlisted candidates followed by;
- Final interviews with the Executive Principal and either the Head of Secondary or the Head of Primary (depending on the position)

We provide feedback for candidates who make it past the initial stage, and formal offers are made within a week of the final interviews. Full details of the tax free salary are shared with candidates prior to the Skype interview stage, since actual salaries reflect both qualifications and experience. In addition to the salary, employees enjoy a generous package of benefits, as outlined within this document (see page 3).

Successful candidates are offered an initial two year contract, with the option to renew based on performance.

Application Process
(Including Employment Package)

International School Brunei



How to Apply

Interested candidates are asked to submit the following documents:

- A letter of application detailing why you wish to work as ISB, the impact you have had in your current and previous roles, and how this would be of benefit to the ISB community (max 2 sides of A4)
- A CV documenting your employment history to date, your qualifications, and your personal information (such as date of birth, family situation and number of dependents - all of which are important to us in terms of visa applications).
- The names and contact details (including a telephone number) for three professional referees, one of whom must be your current Headteacher/Principal

Your application should be emailed to the Principal, Dr Steven Geraghty:
recruitment@ac.isb.edu.bn

Longlisted applicants will be contacted within 2 weeks of the stated closing date, with Skype interviews scheduled as soon as possible thereafter. At this point applicants will be asked to complete an application form specific to ISB.

If you have not heard from us by this time, you should assume that your application has been unsuccessful on this occasion. However, we do thank you for the time and effort it takes to make such an application, and will hold your details on file for any suitable opportunities in the future. Should you prefer that we do not store your application, please let us know.

The Employment Package

International School Brunei seeks only the very best teachers, and our salary package reflects our commitment to ensuring we attract applicants of a high calibre.

Successful candidates can expect to receive:

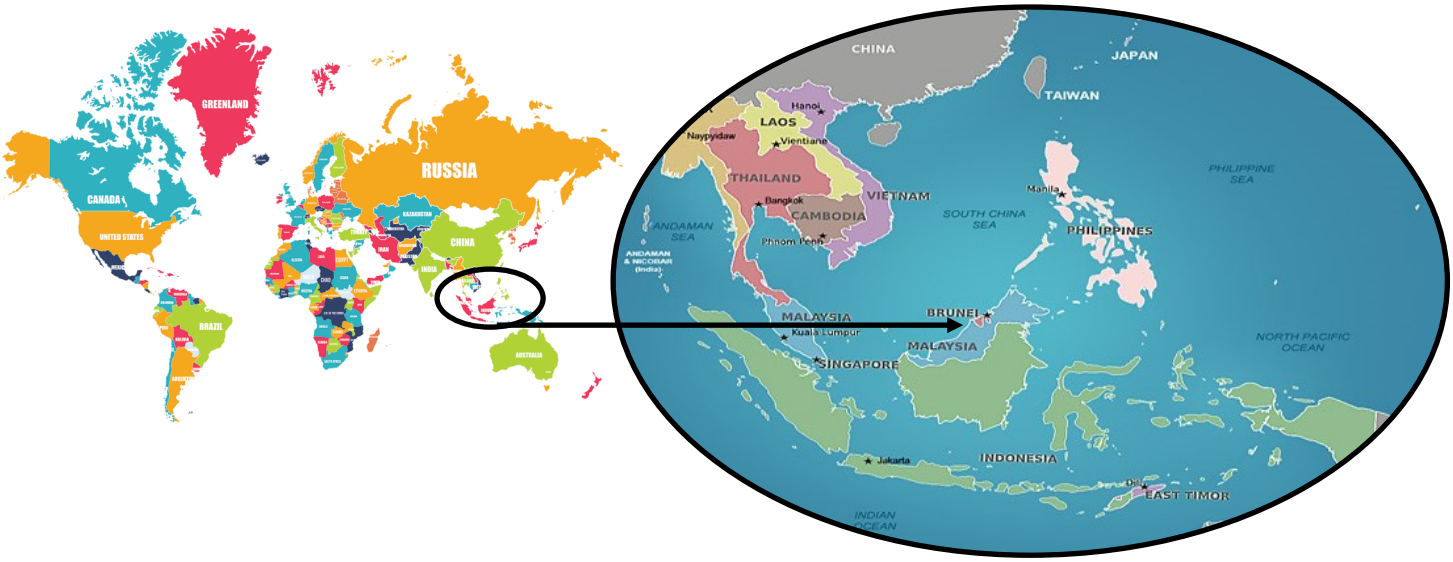
- Tax free salary which reflects qualifications and experience, and which allows for an excellent standard of living including a gratuity and re-signing bonus every contract;
- Free school places for up to three dependent children;
- Flights for employee, spouse and up to three children at the start and end of the employment term with generous excess baggage allowance;
- A generous family travel allowance each year after the first contract;
- Fully furnished housing of an excellent standard and generous in size;
- Excess Baggage allowance at the start and end of the employment term;
- Worldwide medical insurance for the employee, spouse and up to three dependent children;
- A hire car provided free of charge for one month upon arrival in Brunei;
- Extensive CPD support, both in house and externally;
- A laptop for all teachers;
- Generous school holidays and working hours (finishing at noon most Fridays).

Visas and Immigration

Upon appointment, the school's HR department will be in contact with you to arrange all of the necessary visas and to take you step by step through the immigration process. Having done this for many staff over the years, our HR team are experts in the process. Employees arriving from the UK will arrive on a 90 day temporary visa, but will usually have their permanent visa finalised within 3 weeks of arrival.

Living in Brunei

International School Brunei



Housing

All employees have the choice of taking an allowance for their accommodation, or taking advantage of the fully furnished housing that is provided. Of course, everyone's perception of a 'fully furnished' house will differ, but our HR department will provide full details of the housing stock that is available, along with an overview of the contents provided.

Housing in Brunei is generally large, often with an open plan downstairs and usually with three bedrooms upstairs (unless of course you choose a bungalow). The majority of houses have outdoor spaces, though this can vary in size. Examples of current housing are shown below. Most houses are only 5-10 minutes drive from school.

Since the school maintains a stock of housing, houses vacated by staff who are leaving are filled first with new staff arriving, and as the school grows, more housing stock is brought into the school's portfolio. This usually ensures that the largest 3 or 4 bedroom houses are given to the largest families, with singles taking the smaller 3 bedroomed houses. Of course, this is not a perfect science, but our HR Department due their utmost to ensure everyone is happy.

Examples of Housing Stock







Utility Bills

Utility bills are the responsibility of the employee, but it should be noted that bills are generally significantly cheaper in Brunei than elsewhere, particularly if comparing with the UK. Costs given below are in Brunei Dollars.

Electricity is by pre-pay meter in each house, with recharge cards available in most supermarkets or online. Average staff spend is $100 per month.

Water is paid on a three monthly basis in arrears. In addition, most staff have a fresh water dispenser which uses large (20 litre) bottles for drinking. Average staff spend is $5 per month (piped water) plus $20 per month (bottled drinking water)

Gas is consumed from very large canisters which are changed as and when needed. However, since the gas is used only for cooking, most staff report that they change the canister only once per year, at a cost of $10.

Internet costs vary depending upon the speed you choose, and the amount of data you wish to download. The most common package for ISB staff costs BND $99 per month.

Living in Brunei

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Housing Repairs

Most staff opt for housing provided by the school. In such cases, our HR department deal directly with the landlord, and organise the payment of rent, deposits and the provision of utilities (though staff pay the utility bills - see previous page).

However, even after you have moved in, full support is provided by the HR department. Repairs are all organised directly by HR (in conjunction with the landlords of course), and the bills are taken care of by the school. Furthermore our HR department are available around the clock (including during holidays) to deal with any issues that arise.

Furniture is provided, along with a very good starter pack of pots, pans, crockery, cutlery and bed linen etc.

Upon Arrival

Your flights will be booked and organised by HR, and either a member of HR staff, or your Staff Buddy (usually both) will meet you at the airport. From there, you'll be taken to your accommodation, where your hire car will be waiting.

Within your house, HR will have provided a small shopping basket of standard items (milk, bread, butter, cereals, coffee, tea etc), but will also contact you a few days before to see if there's anything specific you'd like to order in advance.

You'll be given a cash advance of $2000 BND to deal with any incidental expenses during your first month, until you receive your first salary (usually on 25th of each month).

HR and/or your Staff Buddy will also then support you in the first few days, by taking you to shopping malls and showing you some local restaurants and some of Brunei's tourist sites. There is no obligation for this support, and new teachers are free to dip in and out as they wish.

Domestic Help - Maids

The term for a domestic maid in Brunei is an Amah. The majority of staff employ an Amah (though it's by no means compulsory) on either a full time of part time basis. If you decide to employ a full time Amah, then you will need to complete a series of paperwork/ visa requirements, but as with everything else, ISB's HR Department will take care of everything for you. This is not required if you employ a part time Amah.

The majority of Amahs are either Filipino or Indonesian. In general, Filipino maids tend to be Christian and will therefore be willing to cook with pork and won't be offended by alcohol. The majority of Indonesian Amahs will be Muslim and you should therefore not expect them to touch non-halal food (either for cooking or cleaning up purposes) and they will often prefer to work in families where alcohol is not prevalent. Of course, there are exceptions to both of these generalisations.

A full time Amah will often be 'live in' though some do have accommodation of their own and travel to and from work each day. A full time Amah will normally be expected to do the household cleaning, washing, ironing and cooking, and many are also happy to undertake childcare duties. However, it is important to agree expectations at the start for everyone's benefit.

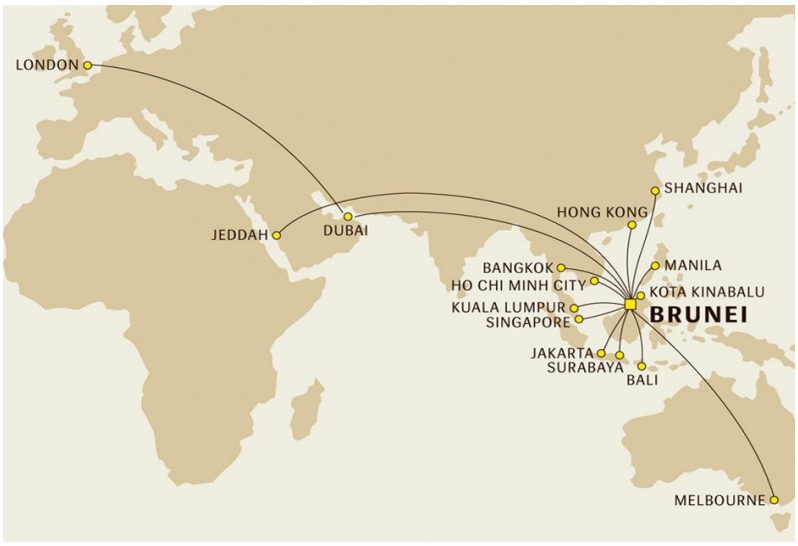
Finding an Amah can be stressful, particularly if you want someone who will support with childcare. However, there is a good grapevine within school, and failing that there are several agencies who will help for a small fee.

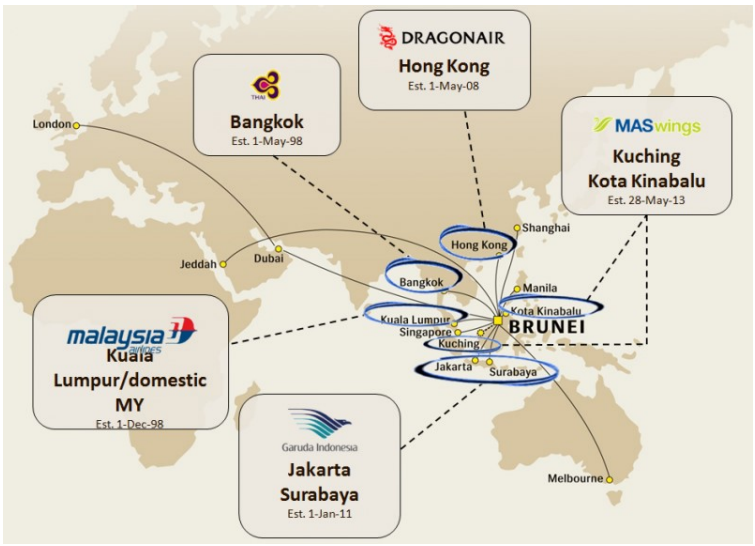
Finding a Part Time Amah can often be even more difficult, since they will be employed by someone else, who will need to be willing to share them. However, on a short term basis (upon your arrival) many teachers will be willing to 'lend' their Amah for a couple of hours a week until you get sorted.

You can expect to pay between $500 BND and $650 BND per month for a full time Amah.

Living in Brunei

International School Brunei





Things to do in Brunei (1)

Travel

First of all, there's no getting away from it - the best thing about living in Brunei is its proximity to the rest of South East Asia and the travel opportunities this provides. Existing ISB staff regularly visit Bangkok, Singapore, Hong Kong, Kuala Lumpur, Bali and the numerous Thai and Malaysian Islands. These are accessible as weekend destinations (due to the lunchtime finish on most Fridays) or as longer stays during the numerous school holidays. Destinations such as Australia, China and Japan are easily accessible, since all are on the direct flight routes from Brunei.

Miri, a holiday resort in Malaysia is only two hours' drive away, and this opens up further travel opportunities as it's a hub airport for Air Asia. Routes from both Brunei and Air Asia can be seen at the top of this page. Further opportunities are provided by Cebu Pacific, Malaysian Airlines and Singapore Airlines.

But you don't have to leave Brunei to travel somewhere new. Even though it's the smallest country on the island of Borneo (along with Malaysia and Indonesia), approximately 90% of Brunei is still virgin Rainforest. The opportunity to undertake a river trip is not to missed, with the abundance of wildlife unrivalled anywhere else on Earth.



Temburong National Park, which has one of the highest canopy walks in the world is only a short river boat ride away, and the Empire Hotel and Country Club, one of the most expensive hotels in the world (it cost over Seventeen Billion US Dollars to build), is only 15 minutes from school, and an overnight stay costs less than $150 BND for Brunei residents.



Wildlife

There's no getting away from it, the abundance of wildlife in Brunei is simply spectacular. Whilst most creatures stay away from residential areas, a vast array of birds and geckos are a daily sight. And if bigger animals are more your thing, a trip to the local Supermarket (which by the way sells a wide range of western brands), will provide hours of pleasure as you sit in the car park watching all of the monkeys, playing in the trees and occasionally on the roofs of parked cars. Crocodiles, snakes and Proboscis monkeys and larger lizards are all easy to spot if you join a jungle trek or a river cruise. It's not unusual to be delayed for a minute or so on the morning commute to work, as you stop the car to let a five foot monitor lizard cross the road!

Shopping

Brunei is not well known as a shopping destination, and for good reason. Whilst it's possible to get everything you need for daily living, and air conditioned shopping malls do exist, designer clothes (other than sports brands) are not readily available.

For most people, this is just a suitable excuse to book a weekend in Singapore, Bangkok, Kuala Lumpur or Hong Kong!

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Things to do in Brunei (2)

Sport & Fitness

There's a wide array of sports available in Brunei, though most don't advertise themselves very well, and it's a case of asking the right questions to secure the right information.

There are some excellent golf courses, along with tennis, football, tag rugby and all manner of sports in between. You just have to be prepared to go looking for what you'd like.

If fitness or a spa is more your thing, then the Royal Brunei Airlines Recreational Club may be what you're looking for, or alternatively an annual membership at the Empire Hotel and Country Club. Both offer a wide range of gym sessions, swimming pools, Golf and various other activities.

There's also the Royal Brunei Yacht Club, which is popular with staff, since it allows the consumption of alcohol on the premises (unusual in Brunei), but also offers swimming, sailing and restaurant facilities.



Cinemas

A trip to the cinema is a very cheap afternoon or evening out (though nothing costs much in Brunei anyway). Films tend to be released (in English) around the same time as the US release date, often considerably in advance of the UK release date. A family trip to the movies, including tickets, drinks and popcorn costs around $20 BND (film tickets are approximately $2.50 each).

Eating Out

This is a national pastime in Brunei, and most staff eat out (or order a take-away) on a regular basis. There's a vast array of cuisines on offer, including Indian, Thai, Chinese, Cantonese, Malaysian, Arabic, Italian and a few UK options (such as genuine UK style Fish & Chips) if you know where to look. A main meal (Asian style) costs between $2 and $10, depending upon where you choose to eat. And although Brunei is a Muslim country, it is possible to get Pork products in some restaurants. Furthermore, whilst Brunei is officially a dry (no alcohol) country, some restaurants are happy for you to take your own wine... they'll even serve it to you in a special 'teapot' so that other guests aren't offended!

There's also a selection of fast food available, such as McDonalds, Pizza Hut, Burger King and KFC.

Alcohol and Sharia Law

A google search for 'Brunei' will almost certainly deliver a series of articles surrounding Sharia Law... and a popular headline relates to the banning of Christmas!

In 2014 the country adopted Sharia Law, which did indeed include a ban on Christmas decorations and Christmas celebrations. However, these restrictions only apply in public. It's perfectly acceptable to have a Christmas tree in your own home, and to celebrate Christmas with carols and singing. Some restaurants and hotels even serve Christmas Lunch!

Alcohol is not available for purchase inside Brunei, but it is perfectly legal for non-Muslims to import alcohol each time they enter the country. As such, many staff will undertake a 'border crossing' trip into Malaysia at the weekend (about a 20 minute drive), to buy alcohol. There is then an official declaration form which must be filled in at the border. Each adult is allowed to import 12 cans/bottles of beer and either 2 litres of wine or spirits each trip, though there must be 48 hours between each trip.

None of this should detract from the fact that Brunei has strict laws, but it's important to note that not everything you read is true! Ex-pats are highly regarded by Bruneians, and the vast majority of ex-pats respond in kind by being tolerant and respectful.

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Cost of Living

Living in Brunei is much less expensive than in most countries, but that does not mean it's any less civilised or developed. If you read up to this point, you'll have realised that Brunei is a rapidly developing country, which already has a vast array of activities on offer to keep residents happy.

Brunei is ranked 202 (out of 314) in the current Cost of Living Index produced by Numbeo. This places the country at a lower cost of living than almost all western cities, and even lower than places such as Lebanon, Ghana, the Maldives and Cyprus. In contrast, GDP per Capita places Brunei 13th in the World, above the USA, Hong Kong, Canada, the UK, Germany and Japan, and only one place below Switzerland.

Once the cost of rent (which is covered by the school) is taken into account, the local purchasing power for Brunei residents is extremely high. Most teaching couples (including those with children) enjoy a very favourable lifestyle with lots of travel opportunities, yet they still manage to save a significant amount of money each year (many save one entire wage each month!).

Banking

Upon arrival, the school will assist new employees in opening a bank account with Baiduri Bank - Brunei's National Bank. This is the same bank used by the school, and therefore ensures that salaries are transferred effectively each month.

As with all modern banks, Baiduri offers the full range of online banking, as well access the credit cards and loans for it's customers.

Some teaching couples opt for a joint account, whilst other opt for two individual accounts. Either is acceptable, and the school will arrange for a representative of the bank to sit with you and talk through the various options available.

Creature Comforts

Most teachers have a yearning for something from home when they join an International School. It takes about two to three weeks for post/parcels from the UK to be delivered in Brunei, and parcels have to be collected from the main post office (which is a ten minute drive from school).

However, whilst foodstuffs with international brands can be bought in most supermarkets (as they are made across Asia under license), genuine UK versions of things such as Cadbury's Chocolate, Yorkshire Tea, and Christmas Pudding, can still be bought in the Naffi shop, which is part of the British Army Garrison based in Kuala Belait, about an hour's drive from school. Many staff opt to stop here on the way back from a weekend break in Miri, in order to stock up on creature comforts. It's possible to buy all manner of UK brands such as Iceland, Waitrose and Tesco, at prices only 5-10% higher than purchasing them in the UK.

Weather

Brunei is a genuinely tropical country, which is unsurprising as it's located only 4 degrees North of the Equator and on the edge of the World's largest untouched rainforest,

The temperature is pretty stable all year round, ranging from 28C to 33C each day, and from 24C to 26C overnight.

Rainfall charts suggest that it's a very wet country, but this does not tell the whole story... It rains almost everyday, but mostly it happens overnight. Rain is also torrential - it rarely lasts for longer than 45 minutes, but during that spell an average of 10-15mm of rain will fall.

Flooding is very rare, since drains are well maintained, and most houses are built on elevated land. Indeed, it's often impossible to tell if it's been raining less than an hour after a torrential storm.

Summary

Hopefully this brochure has given you a flavour of what Brunei has to offer and what to expect. But it is only a flavour - the true beauty of Brunei Darussalam has to be experienced to be appreciated!