**Preamble**

As an international school KIS requires a selection of high calibre staff, who are keen to rise to the challenges of working with students, colleagues and parents from a wide variety of cultures in an environment with a high annual turnover of students. Such teachers will, collectively, have a broad range of experience and bring different educational perspectives and backgrounds to the school. They will be innovative, dedicated professionals who will offer ideas that benefit the whole community as well as their own subjects. All staff are employed by Kristiansand Kommune.

**Person Specification** – a strong candidate will have most, if not all, of the following attributes (not in order)

* Experience of teaching in an international setting
* Experience and recent training in IB programmes
* Native-level spoken and written English language (not necessary for teachers of foreign languages)
* Examples of recent innovation in the classroom and an analytical approach to its success
* A recognised teaching qualification
* The flexibility needed to work in a small school

**Hiring Procedure**

All full-time positions of more than six months are advertised on the IB website and Kommune website. Part time positions will be placed in local newspapers and the school website. Positions may be advertised elsewhere at the discretion of the principal.

Applications are made via CV and covering letter. Testimonials will not be accepted, but CVs must include the details of at least two referees, one of whom must be the current employer. Interviews will be completed via Skype or in person. Conversations with the principal prior to interview, or prior to application are welcomed. The interviewing panel will consist of the principal, PYP or MYP Coordinator as appropriate and a representative from a Norwegian teaching union. All interviewed candidates will be informed of the outcome of the interview in good time. The successful candidate will be the person who, after interview and contacting referees, best meets the person specification above and the requirements of the advertised position. No final job offer can be made until references have been received and the teaching union has accepted the recruitment procedure.

**Work permits etc**

Work Permit: Staff members who are not EU citizens are responsible for arranging their own work permits – [more information here](https://www.udi.no/en/want-to-apply/work-immigration/). For non EU candidates, getting a work permit depends on salary level and qualifications, and the school will not offer a position unless it is sure you meet the requirements. For EU citizens, there is a right to free movement and a contract will enable you to move to the country. However, even after you have residency permits, you cannot be paid, open a bank account, own a car or register with a doctor until you have a [personal number](http://www.skatteetaten.no/en/international-pages/felles-innhold-benyttes-i-flere-malgrupper/articles/norwegian-national-id-numbers/). The whole process takes some time, so it is advisable to start before moving to Norway. The school will offer advice here.

Additionally, all teachers in all schools in Norway must have a recognised teacher qualification. Teachers who trained in other countries must have their qualifications approved by the [Norwegian Ministry for Education](https://www.udir.no/in-english/recognition-of-teacher-qualifications-and-kindergarten-teacher-qualifications/). Although it is a fairly straightforward process, it is also fairly time consuming, particularly gathering the required documentation.

**Relocation**

The school will support the relocation expenses of any teacher who is hired from another country. Relocation expenses are currently capped at 15000 NOK per teacher. Teaching couples, where both partners will be working at the school, can claim up to 25000 NOK. Payment will only be made against receipts, and is not subject to tax. There is no relocation available at the end of contract and teachers are not entitled to annual flights to their home country.

**Salary and benefits**

All teachers are paid against the agreed Norwegian salary scale. Salaries are high, but the cost of living in Norway is also high. Salaries are taxable at normal rates and more information about taxes is available [here.](https://www.skatteetaten.no/en/International-pages/If-you-work-in-Norway-you-need-to/Norwegian-employer/Norwegian-employer/Brochures/Information-for-foreign-employees-and-Norwegian-employers-of-foreign-employees-About-tax-tax-deduction-cards-and-tax-returns/) The school’s principal can advise further on this. Medical cover is via the Norwegian State system and further information is available [here.](http://www.nyinorge.no/en/Ny-i-Norge-velg-sprak/New-in-Norway/Health/Health-services/Primary-doctor/)