International School of Ticino

Notes for Prospective Teachers 2019/2020

These notes are intended to introduce IST to prospective members of staff. They summarise most the important contractual arrangements. The Principal will be happy to clarify any other aspects.

The School

Our school was founded in September 2014 as part of the ISE network of schools, spanning Italy and Switzerland. The school has had year on year growth, and now has 80 students across the age range of 3-9. From September 2019 this growth will continue with the opening of a grade 6, 7, 8 and 9. Then within the next 4 years the international school will be home to students from 3-18 in a new purpose designed campus.

Last academic year, the International School of Ticino became an IB accredited PYP and IB world school, and will become a candidate school for the MYP and DP school this academic year.
The International School of Ticino is in a very exciting period of growth, and in 2019 will depart its current location to move into a new purpose designed campus, 10 minutes from our current location. The school is one of several very successful Swiss and Italian schools belonging to Inspired, a worldwide network of premium schools offering global best practice and professional development.

Philosophy and Curriculum

We are an IB world school accredited Primary Years Programme school, and a candidate school for the Middle years and Diploma Programme. Our philosophy and approach of the school is based on the IB and we have as our Vision: *Inspiring the extraordinary.*
At IST we value:

- an academically challenging curriculum;
- a broad and balanced programme educating the whole child;
- the importance of Italian language and local culture;
- an international curriculum which provides our students with a broad outlook on the modern world;
- the engagement of the student through participating in a wide range of activities, encouraging students to develop curiosity and a love of learning;
- the school as a broad community, including teachers, students and their parents as partners in education.

Candidate Profile

An ideal IST candidate will:

- be committed to high standards, interested in using innovative approaches to learning, and keen to promote international understanding.
- work flexibly as part of a team; ISC faculty works hard on collaborative projects;
- be familiar with an inquiry-based approach to learning, preferably with experience or knowledge of the PYP/MYP/DP;
- have high expectations of student learning;
- use flexible strategies for mixed age classes and for children with different needs and language backgrounds.
- offer extra-curricular activities to supplement the formal programme in school

Conditions & Norms of Employment

Due to difficulties in obtaining visas and employment documents, we can only consider applications from European Community citizens, dual passport holders or teachers who have already obtained visas which enable them to be employed in Switzerland. We cannot obtain working visas for teachers who are citizens of counties outside the European Community. We can provide a work permit for non-Swiss citizens who are eligible to be employed in Switzerland. The points below present a summary of current practice subject to modifications either by contractual agreement or by national legislation.

Salary

The main salary scale for teachers is based on years of experience prior to joining IST. Years of experience at IST are recognised separately (see further points below). The following table gives monthly and annual gross starting salaries for teachers according to relevant experience at the date of employment.

	Gross Salary	
Experience	**Annual**	**Monthly**
Teaching Assistants	CHF 37.768,50	CHF 3147.36
0 – 4 yrs	CHF 41.233,50	CHF 3436.13
5 – 9 yrs	CHF 44.698,50	CHF 3724.88
> 10 yrs	CHF 51.051,00	CHF 4254.25

The approx. net salary is subject to variations depending on the age of the teacher. The average net salary is -11% of the gross if you live in Switzerland and -15% if you live in Italy. If you live in Italy within 20 kilometers of the border the education is greater to cover your health service and local tax in Italy.

Years of service are defined as full-time years in academic or professional study (beyond 3 years at university) or in the teaching profession in a capacity that has provided useful experience for working at IST. Years of service may refer to other professional employment in a field relevant to that being taught in school.

There is an additional increment for teachers who remain in service beyond two years of CHF 60 gross per month.

Responsibility payments

There is not a scale for positions of responsibility. If a post is associated with a responsibility position, then this will be made clear during interview or in the notes describing this post. Most positions of responsibility are also advertised internally as appropriate.

Form of contract

Teachers are employed under a permanent contract. The school will keep the original signed contract.

The teachers will receive a copy of the signed contract.
Teachers intending to leave at the end of a school year will be asked for their intention by the end of December, and have to formally submit by 31st March.

- Salary is paid on the 26th of each calendar month .
- There is an automatic system for increasing salary for teachers who remain at IST with steps for every two years of service in school. At the moment it is Chf 60 gross monthly, corresponding to Chf 720gross annually.

2. Tax/Social security

Teachers working in Switzerland are subject to social security (7.90%) and withholding tax whose percentage depends on their gross salary. If the teacher's domicile/residency is within the border area (i.e. Como), they will pay withholding taxes and these will be counted down the tax burden of the country in which they are resident.

The Swiss pension system is based on three pillars: state pension, corporate and individual. This system provides protection in senior age, in case of death and disability and ensures adequate living standards after retirement.

Pillar 1: AVS / AI / IPG

The insurance for old seniors and survivors (AVS) must allow to meet the basic needs of the insured. The disability insurance (AI) has as its purpose to ensure the means of existence to policyholders in the event they become disabled. The compensation for loss of earnings (IPG) partially offsets the loss of income due to military service, protection or civil service. These insurances are funded through contributions from workers and employers as well as from the federal government and the cantons.
5.15% employee
5.15% employer

Unenployment insurance (AD)

1.10% employee
1.10% employer

Pillar 2: pension fund (LPP)

The pension fund ensures the continuation of the accustomed standard of living after retirement. The base is made up of the Federal Law on Occupational (LPP) that since 1985 provides for the compulsory insurance of all employees from the 18th year of age (risk insurance) and by the age of 25 (insurance savings). The prerequisite is a minimum salary of CHF 21'060. A maximum limit of CHF 84'240 has been set up by law, but if desired companies can raise this limit.

Pillar 3: private pensions

The third pillar is the private pension provision. It is also promoted for its tax advantages. By the 3rd pillar employees can fill any security gaps or secure themselves a higher standard of living after retirement. It also provides benefits in the event of death or disability.

Accident insurance (LAINF)

For employees insurance against occupational accidents is mandatory and approx. 1.11%.

Non-occupational accident insurance

The non-occupational accident insurance covers the financial consequences resulting from accidents that have taken place outside work, in their free time. If active at least 8 hours per week at the same school, all employees working in Switzerland are compulsorily insured against accidents that occur during leisure time, journey to the workplace included. The employer has the right to demand premiums for insurance against non-occupational accident to the employee.

Daily allowance insurance for illness / insurance in case of disability resp. Loss of income (IPG)

Employers are obliged to pay their employees in case of illness for a certain period of time. The term of payment is not fixed by law, but according to the practice of the courts, the minimum duration is set at three weeks in the first year of service. For the rest, the practice of the courts will rule according to the so-called scale of Zurich, Bern and Basel. The risk can be covered by a health insurance or insurance. Half of the awards can be charged to the staff (1.62%approx).

Health insurance (private)

From birth or arrival in Switzerland, you have three months within which to obtain compulsory health insurance. During this period you are already insured. You are free to choose a health insurance company on the list of authorised companies. If your residence is in Italy you can decide to be covered under Swiss private health care or the Italian State Health care.

In principle, compulsory health insurance covers the costs of the diagnosis and treatment of a medical condition and its consequences. The Federal Office of Public Health provides detailed information on the services under compulsory health insurance

Work and residency permit

The school assists with the bureaucracy involved in obtaining residence in Switzerland /work permit At least two months before taking up the post, the teacher must provide original copies of degree qualifications and a photocopy of his/her passport, along with other documents listed on the final page of these notes. Documentation of previous experience is essential for determining placement on the salary scale.

Finding accommodation

The school can assists with accommodation by liaising between teacher and agency/landlord if necessary. It is normal to pay three months rent as deposit and sometimes the first 3 months rent is also paid in advance. The school will assist the new teachers to receive a loan to cover this, repayable within the first year. For average prices and tips please refer to the school.

The School Year

The work year consists of 177/180 days of instruction and from 12 to 14 staff work days. Days of instruction begin at 08:30 and end at 16:00, with a break of approx. 30 minutes. Lunches from the school Cafeteria are free of charge for members of staff. The school publishes a calendar each year indicating the dates of school holidays, including Swiss public holidays. The school's policy regarding in-service training and/or curriculum development shall be annually reviewed by the school administration.

Teachers taking up their post for the first time will normally be expected to arrive in Switzerland by late August in order to settle and complete registration procedures before the teaching year begins. There are 38 contract hours per week, of which up to 28/26/24 may be assigned to student contact dependent on the programme.

Duties

The teacher is appointed to serve in the school under the direction of the Principal. His/her duties may be varied as the interests of the school may require. In addition to teaching duties, teachers are required to attend and/or lead relevant parent information evenings, workshop evenings, parent conferences, staff meetings and Saturday Open Days. These may not exceed 40 hours per year.

Personal leave

All requests for leave must be reviewed by the Principal.
Reasons for such requests include:

- Maternity leave, in accordance with Swiss legislation
- Emergency dental/hospital appointments unavoidable in school time
- Local domestic emergencies
- Local personal business, e.g. Immigration Office
- Job interviews (see staff Handbook)
- Course attendance in addition to school organised programmes
- Personal reasons

Teachers can be granted 2 paid days for personal leave in a school year. Days cannot be adjacent to holidays or breaks and cannot be during collaborative planning afternoons.

Documentation Required for Employment

- passport with 2 photocopies of pages with personal details
- original degree or teaching certificate with photocopy
- certificate of good health from a qualified doctor
- police check report