

# NOTES FOR PROSPECTIVE TEACHERS

## International School of Ticino

*Inspiring the Extraordinary*



INTERNATIONAL  
SCHOOL  
OF  
TICINO®



## **Our 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 over 200 students across the age range of 3-17. From September 2022, this growth will continue with the opening of a Grade 13 and the International School of Ticino will be home to students from 3-18 in a purpose designed campus, with no more than 20 students per class and per grade level at a capacity of 300 students.

The International School of Ticino is an IB Continuum school offering the PYP, MYP and DP.

The school is in a very exciting period of growth and is one of several very successful Swiss and Italian schools belonging to Inspired, a worldwide network of 74 premium schools offering global best practice and professional development.

## **Philosophy and Curriculum**

We are an IB Continuum school and our philosophy and approach of the school is based on the Primary, Middle and Diploma Years Program of the International Baccalaureate Organisation.

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; IST faculty works hard on collaborative projects;
- be familiar with an inquiry-based approach to learning, preferably with experience or knowledge of the PYP, or MYP and 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 countries 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.

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.

Experience	Gross Salary	
	Annual	Monthly
Teaching Assistants	CHF 38,901.56	CHF 3241.80
0 – 4 years	CHF 42,470.51	CHF 3529.21
5 – 9 years	CHF 46,039.46	CHF 3836.62
10 – 14 years	CHF 52,582.53	CHF 4381.88
15 years plus	CHF 57840.78	CHF 4790.10

## Responsibility payments

There is 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 contratto indeterminato or 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 must give notify the school in writing by mid-February.

- Salary is paid on the 26th of each calendar month.

### **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

#### **Unemployment 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 (0.55% 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 under Swiss or Italian Health insurance.

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 assist 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 document Moving to Italy.



### **Education of dependents**

Education in the school will be provided for teacher's dependents who are in the age range currently catered for by the school and is subject to the school's admission policy. Teachers are charged the full admission and registration fees and 30% of the school fees. However, the Principal can evaluate on an individual base the teachers' specific needs and requests for their dependents.

### **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 16:15, 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 to settle and complete registration procedures before the teaching year begins.

### **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 reports

# International School of Ticino

Via Ponteggia, 23

6814

Cadempino, Switzerland

+41919710344