

## Information for Applicants to Cambridge International School

### 1. The School

Cambridge International School (CIS) was established in January 2012 by the merger of an international school that had been in existence for over 10 years and a local infant school. The School was consolidated into impressive new premises in the exclusive Horsky Park area of central Bratislava and caters for both local and expatriate community families. We currently educate over 500 students in the CIS Primary and Secondary sections between ages 6-19 along with 250 children in our four Cambridge International Kindergartens based on different sites.

Our organisation however, has the potential and intention to almost double in numbers in the future, with new Kindergartens and an exciting purpose-built Secondary campus planned in a nearby location. Our maximum class size is currently targeted at 22, however the average is 18 and many of our classes specifically in Upper Secondary and Sixth Form, are smaller in size. There is a strong gender balance and whilst many of our students have Slovak family heritage, there exists a healthy mix of over 30 nationalities in our community among staff and students and we are a broad European school in feeling.

Under Slovak Education Law, Year 1 classes are operated through Kindergarten facilities. Classes in CIS for 2023/2024 will be therefore as follows:

<b>Year</b>	<b>Class Number</b>	<b>Section and sub-section</b>
Year 1	6	Upward-seekers to CIS through our Cambridge International Kindergartens
Year 2	3	Lower Primary
Year 3	3	Lower Primary
Year 4	3	Upper Primary
Year 5	3	Upper Primary
Year 6	3	Upper Primary
Year 7	3	Lower Secondary
Year 8	3	Lower Secondary
Year 9	2	Lower Secondary
Year 10	2	Upper Secondary
Year 11	2	Upper Secondary
Year 12	2	Upper Secondary - Sixth Form
Year 13	2	Upper Secondary - Sixth Form

Our school buildings are finished to a very high standard. The classrooms are large, airy, and bright. High quality resources are either purchased locally or from the UK or further internationally if necessary, including an enviable list of subscriptions to learning platforms and tools. We have a Gym, Hall, Library, Science Laboratories and Prep Room, Art rooms, Music room and both Mac and PC Computer Rooms with full high speed Internet access. Classrooms benefit from interactive whiteboards or interactive LED displays, and all teaching staff use school supplied notebooks. Students and staff also have access to tablets and other electronic devices where applicable for school use. All classrooms have high specification age-appropriate furniture and are light and cheerful. The whole campus is situated in well-managed, leafy

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grounds with modern playgrounds, areas for parents and is an architecturally modern, pleasing and relaxing environment in which to work.

Our school is non-selective, offering an education to students of all abilities, but many with high ability and aspirations. We are proud of our university admissions profile. We currently have no school uniform and are renowned for our well-regulated atmosphere with extremely high levels of student motivation and behaviour. We employ exceptional staff and leaders, and benefit from a highly engaged and supportive Board. We work very closely with our parents in three-way partnership, with local staff providing translation for expats on odd occasions when necessary, especially during parent meetings. We offer a range of in-house as well as external training opportunities. We believe in holistic education and know that exceptional pastoral and wellbeing care underpins academic success, and that co-curricular pursuit and enrichment opportunities are crucial building blocks for whole person development.

All of us in CIS are invested in promoting our Learner values and ask all our stakeholders to share them. If you believe you also have the capacity to support our learners in becoming creative, curious, kind, independent, reflective, respectful and resilient, then CIS might well be the school for you to develop your career. Our school motto is “Inspire and Aspire” – as CIS educators, which includes all our staff both academic and non-academic, we all offer our very best to each single one of our students, regardless of age or ability, and in return, we expect them to try to become the very best version of their unique selves and to fulfil their potential wherever their skills and interests lie. Whilst we are a highly dynamic and progressive school, we also have great respect for the heritage, history and culture of Slovakia.

Current staff are predominantly from the UK, Ireland and Mainland Europe including many from Slovakia, however there is a truly international feel with English the sole language of communication internally. All involved in teaching or supporting learning are fully qualified teachers, many of whom have Master’s degrees. We are also committed to inclusion and EAL, and our staff also have training and many of them specific qualifications in this area. Year 2 and 3 Primary classes each have a dedicated full-time Assistant Teacher, and there are both dedicated EAL and SEN support teams in Primary and Secondary. Our administration, catering, cleaning and maintenance teams, are all school employees with excellent bilingual skills and who carry out their support work to extremely high standards. They are also important CIS Educators. What we are seeking now to complete and fulfil the vision, are highly professional, well qualified and dedicated new teachers who will share our approach, espouse our values and join us at this exciting time of growth and development.

## **2. Living in Bratislava**

Life is relatively easy and thoroughly enjoyable in Bratislava. The majority of younger local people speak English well, and it is now the first foreign language taught in Slovak schools. Although Bratislava is the capital of Slovakia, it has the feel of a large provincial town. It has a vibrant culture however and is an extremely safe place for foreigners and their families. Whilst some administrative processes can be a little complex, we have an HR team on hand to support expat colleagues with their needs. Bratislava has a very pleasant city centre with many beautiful buildings and places of historic interest as well as excellent shops and restaurants. The proximity of country and hillside walks both within and nearby the city limits are a great attraction for families and individuals. It is also a cycling and hiking paradise with much flat land, but also challenging hills and woodland trails for the more adventurous. There are many social opportunities both within the expatriate and local communities,

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and the School itself has a thriving social scene with many activities organised by our Events Coordinator and specific staff with interests in sport, culture and the outdoors. The standard of food in restaurants and supermarkets is high and the basic requirements for day-to-day living are quite affordable. Food is reasonably priced, as is eating out. A decent 2-course meal with a glass or two of wine would typically cost around €20-30 at a reasonable restaurant. There are many cultural events and festivals throughout the year and cinema, theatre, opera, ballet and sports tickets are reasonably priced, with tickets usually from as little as €8- €15.

There is an extensive, well-organised and affordable public transport system within the country and the region. Trams and buses are frequent and reliable in Bratislava, and train and coach services to other locations in Slovakia and beyond are also frequent and reasonably priced. Vienna (1 hour), Budapest (2 hours) and Prague (4 hours) are possible and very popular weekend visits. Castles abound, and Slovakia's spa towns and mountain ranges are some of the most beautiful. There are many opportunities for travel within Slovakia itself with accommodation being moderately priced. Public transport within Bratislava is from less than €1 per single journey and for example a train trip to a spa resort town Piešťany (50 miles) is approximately €10; Vienna return by train is around €15. Ryanair and Wizzair fly from Bratislava to many destinations including Stansted, Luton, Leeds, Birmingham, Manchester, Edinburgh and Dublin, with flights from as little as €40 for a return flight. There are also seasonal extensions to Dubai, the Greek Islands and the Maldives. Vienna airport is less than an hour's drive away with flights throughout the world. There is high quality both downhill and cross-country skiing during the winter in several Slovak resorts and the resorts of Austria are as little as 2 to 4 hours drive away from Bratislava.

Winter temperatures can fall below -5 Celsius on occasion, with summer temperatures reaching just above 30 Celsius. However, our experience over the years is that the winter climate is very pleasant with many sunny, clear, crisp days. During the year there is less rain and far fewer cloudy, grey days than in the United Kingdom or Ireland. Buildings are designed for the cold, are centrally heated, and many restaurants and bars are specifically prepared for cosy winter days. Each season, however, has its charms, customs, unique scenery and atmosphere here in Slovakia.

### **3. The CIS Educator**

We regard all our staff as CIS Educators. It is a fundamental point of our philosophy, with everyone from the Director to those involved in cleaning, catering or maintenance, playing an equally important role in the smooth running of the School and the care of our students. We seek teachers and staff with the enthusiasm, and cultural interest, sensitivity and empathy necessary for teaching in an international school in a specific location. We are not a British school, although our curriculum follows a UK model, nor are we a Slovak school although we are fully compliant, and we all value the importance of Slovak culture highly as expats or locals. In all aspects of our provision, we seek a model of international best practice as a modern European school and define ourselves in this way.

This is an exciting opportunity and challenge for individuals keen to participate in, and influence, the continuing development of a School moving from excellent to exceptional. Any member of staff appointed to a position will need to display professionalism and flexibility, as well as a growth mindset in entering and embracing a new culture. She or he will be an extremely competent but not overly formulaic or rigid classroom manager, highly knowledgeable about the English National Curriculum, IGCSE and AS/A level as appropriate, and familiar with current educational research. We seek staff

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who can contribute to our pedagogical developments and our thriving co-curricular programmes in the domains of physical, cultural, creative and academic extension pursuits. The demands of an international school such as ours are different to those of a school in the United Kingdom or other countries as you will understand, but with the rewards potentially much greater.

The School is also pioneering in the pursuit of Project Based Learning and Outdoor Education, highly values data and evidential approaches to student progress, therefore prospective colleagues who have demonstrated experience of 21st century approaches to learning are particularly attractive for employment.

Amongst the specific attributes sought, are the ability and willingness to:

- work as part of an international team - year group / department / section and contribute at a whole school level
- show a high degree of commitment, understanding, patience and flexibility
- be able to accommodate new students with diverse needs into the classroom
- motivate students, inspire them and care for their individual needs
- liaise with other members of staff and parents to ensure appropriate provision for each and every child
- promote the School in the community and act as a compelling ambassador for CIS and its values.
- be dedicated to INSET and CPD, to attending meetings and courses provided, and to researching further opportunities which will benefit the School and the individuals within our community.

Professional teaching responsibilities include:

- planning, preparing and recording appropriate courses, lessons, activities and tasks
- supporting student learning appropriate to individual educational and language needs
- teaching basic skills or more developed strategies for older learners as appropriate, regarding yourself as a subject specialist, but also as an English language teacher
- promoting and ensuring the general well-being and progress of all students
- recording the progress and attainment of classes and individual students
- communicating and consulting with Parents, Heads, and EAL and SEN specialists
- providing high-quality and consistently evidenced and target-driven oral and written feedback and reports
- attending meetings and approaching them with engagement, a growth mindset and willingness to contribute positively and develop as a practitioner and member of our learning community
- leading co-curricular and enrichment activities, and supporting duties, cover when necessary and after-school supervisions
- providing additional support and examination preparation ahead of external exams
- in attitude and appearance, leading the students and community through example and through visible commitment to the CIS school values and learner qualities.
- showing a high level of willingness to work and cooperate with other teaching and non-teaching colleagues
- demonstrating a clear interest in the language and culture of Slovakia and embracing the opportunities to learn as well as to teach and demonstrate individual expertise

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#### **4. The Package**

The starting salary package for 2023/24 is from approximately €33,000 for less experienced teachers to €45,000 per annum or beyond in some circumstances for those who have considerably more relevant experience or will perform additional middle leadership roles on top of their teaching responsibility. It is subject to tax and social insurance deductions under Slovak law, totaling approximately 28- 30% of gross salary on average, including compulsory pension contribution and medical insurance that guarantees access to all public health providers including all specialist doctors. English speaking GPs will be recommended by the School. There is also no restriction on the remittance of money from Slovakia to other countries and salaries can be paid into local or overseas accounts at the request of employees.

Initial employment contracts are usually for two years, or one year on occasion, and are subject to the successful completion of three months' probation and continued satisfactory performance. Following an initial two years, contracts are renewable by mutual agreement for an unlimited period. Schooling fees are set at 10% per annum for dependent children in any age group from Kindergarten up to, and including A-level, providing that we have space in specific year groups and our Kindergarten campuses.

The School works with experienced estate agents who can find accommodation for employees, or the appointed teacher can do so themselves upon arrival. The School will pay the agency fee for the search up to a prescribed limit. The teacher is then responsible for the rent, which is normally around €700 to €800 per month. The rental agreement is between the teacher and the owner, however the School can assist with reasonable, necessary communication or further support in exceptional circumstances. A pre-tax relocation allowance of €500 is paid on arrival in Bratislava.

The overall package enables staff, to live quite comfortably and to travel in the region or go home during holidays as desired; its wonderfully central location at the heart of Europe also gives staff opportunities to explore and travel much further afield. Buying a car here is a relatively straightforward process. Many expat staff have been with us for a number of years and have bought property in the city or countryside and now consider Slovakia home! We encourage you to join us.

#### **5. Interview Process**

Interview with local candidates will be performed face to face, while interviews with foreign applicants will typically be carried out online via Zoom or Teams platforms. Initial interviews are likely to be with the Head of Primary or Head of Subject in Secondary, followed up by a final interview with the Director and/or with Head of HR, although each process may vary by specific position and timing.

## 6. Offer of Employment

Any offer of employment termed a *Pre-Contract Offer*, will be subject to a number of checks to ensure the safest recruitment practices, including:

- Criminal record clearance (in the UK known as DBS, formerly CRB)/Following an offer of employment, it will be necessary for you to apply for a criminal record clearance documentation. Further details follow below.
- CIS is committed to safeguarding children and young people and so extensive background checks including international media and online presence records will be undertaken.
- Any gaps in employment history will be questioned, so please ensure that your CV is up to date with any gaps clearly explained at point of application
- All recent references will be checked, including a confidential conversation with at least one referee who had direct oversight responsibility.
- Non-EU post-holders need to apply for a criminal record check from their country of origin and the country or countries where they resided for more than 90 days during six consecutive months over the last three years.
- A Health check (including one or two compulsory medicals which will be carried out in Bratislava, one for the Employer, and one for the Foreign Police in order to complete the temporary residence process for the Slovak Republic). Please note that the second medical only applies to third-country nationals, that is to say non-EU Citizens.

Should any of the above be negative or impossible to obtain, any offer of employment becomes null and void, and employment, if commenced, will be terminated immediately.

Please note that the contents of this document are for information only and will not form part of any subsequent contract, nor should they be taken to represent part of any offer. It is up to the individual to verify the veracity of any claims or suggestions arising from the contents of this document.

## 7. Important Information for Non-EU Applicants

As you will be aware, from January 1<sup>st</sup>, 2021, the United Kingdom ceased to be a member of the European Union. As such, UK Nationals became categorised as third-country nationals, similar to all other non-EU citizens. Cambridge International School is an Equal Opportunities Employer, so we continue to seek to employ the best professionals for our School, irrespective of nationality. However, it is important that third- country nationals are fully aware of the additional requirements of employment in the Slovak Republic, and confident prior to the application process, that they expect with a high degree of certainty, to be able to satisfy those requirements and provide all relevant documentation in a timely manner.

Please see below an Appendix entitled:

- *Employment Requirements for Third-Country Nationals in the Slovak Republic*

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Thank you once again for your interest in Cambridge International School. Please explore our website [www.cambridgeschool.eu](http://www.cambridgeschool.eu) and feel free to contact our HR Manager, Ms. Jana Mazuchova via [recruitment@cambridgeschool.eu](mailto:recruitment@cambridgeschool.eu) if you have any queries about this document, or the application or employment process in general.

Yours sincerely,



Aaron J G King  
Director

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*Appendix 1*

**Employment Requirements for Third-Country Nationals in the Slovak Republic**

Please be aware of the procedures that apply to Third-country Nationals including British citizens from January 2021. First of all, they have to apply for the recognition of their qualifications before they can apply for temporary residence for the purpose of employment in Slovakia.

The following documents are required by the Ministry of Education:

Please note that only original documents and certificates can be notarised

- Application Form (which will be pre-filled by the School)
- Passport
- Copy of the highest academic degree certificate with Apostille or superlegalised as appropriate – for example Master's Degree
- This certificate must then be notarised and translated into Slovak in the Slovak Republic
- Copy of diploma supplement or transcript related to the above certificate, notarised and translated into Slovak in the Slovak Republic
- Copy of another achieved qualification, below the highest qualification – for example Bachelor's Degree
- Confirmation of teaching experience – from previous employer – teaching experience requirement is dependent on the specific role

**The application must also be accompanied by (non-EU citizens only):**

- Verification of the authenticity of signatures and the imprint of the university stamp (awarding body) on the originals of the degree certificates by the authority of the third country responsible for its verification, unless an international agreement provides otherwise (apostille or superlegalisation),
- Certificate attesting to the educational institution's authority to provide the relevant training for which recognition is sought by the applicant, and
- Detailed content of completed courses (syllabus of courses/transcript of courses).

**The Ministry of Education** of the Slovak Republic will issue a **decision within 90 work days** provided that they have all the required documents, otherwise an extension will be granted.

Afterwards, third-country foreign nationals can apply for temporary residence for the purpose of employment. The following documents must be submitted to the Foreign Police Department in person:

- Application Form completed in Slovak language
- Passport
- 2 passport photographs – Slovak sized for official documentation (3 x 3.5 cm)
- Document explaining the purpose of residence – both required to be fulfilled
  - Contract of employment or the employer's promise to hire the foreign national (from CIS)
  - Decision by the Education Ministry on recognition of the education documents submitted by the prospective employee

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- Criminal record statement from the country of the foreign national's citizenship and the countries where she/he resided for more than 90 days during 6 consecutive months in the last 3 years – referenced previously above
- Document on secured accommodation in Slovakia for a minimum period of 6 months – lease agreement or letter from landlord
- Document on financial coverage – contract or bank statement

All documents submitted with the application must **not be older than 90 days**. Each document issued abroad must be authenticated (either by an apostille or consular superlegalisation) and must be translated to the Slovak language by an official translator in Slovakia. The **Foreign Police** will issue a **decision within 90 days** from the date of delivery of a complete application.

After collecting a Residence Permit card, foreign nationals must submit a **medical report** to the Foreign Police certifying that they do not suffer from an illness endangering public health. There are authorised clinics who can provide this service. HR can provide details of the list of such illnesses if necessary, but it refers to the most acute and contagious.

#### **Important Notes**

- Please note that the School will cover all costs for the above processes taking place in the Slovak Republic
- Documents which need to be obtained or authorised in other countries for the employee are the obligation of the prospective employee themselves
- Details for those travelling with family members are available on request. Please contact our HR Manager, Ms. Jana Mazuchova via [recruitment@cambridgeschool.eu](mailto:recruitment@cambridgeschool.eu)
- The School will similarly cover the costs for processes taking place in the Slovak Republic for family members
- Documents which need to be obtained or authorised in other countries for family members are the obligation of the prospective employee or their family members.

Please note that the contents of this appendix document are for information only correct on 1st October 2022. They are not binding, nor does Cambridge International School take any responsibility for any changes made by the Slovak Republic or as part of future EU/UK Brexit negotiations.

As you will see from the above, these are complex processes, however we have the skills and experience to support new employees in navigating these requirements successfully. We do however require applicants to act quickly and efficiently with requests for documentation, and also require new employees to be present in person in Bratislava for several days to complete the processes required, no later than the **end of May 2022**. Please note that we also need them to begin residing in Bratislava and available to visit school and partake in pre-employment processes no later than **Monday 14th August 2023**.

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