

Information for Applicants to Cambridge International School

1. The School

Cambridge International School (CIS) was established in January 2012 by the amalgamation of an international school that had been in existence for over 10 years and a local infant school. The School was consolidated into splendid new premises in the exclusive Horsky Park area of central Bratislava and caters for both local and expatriate community families. We currently educate over 600 students in our four Cambridge International Kindergartens based on different sites. Our organisation however, has the potential to almost double in numbers in the future, with new Kindergartens and an exciting purpose-built facility for Secondary planned in a nearby location. Our maximum class size is currently targeted at 18, limited to 19 or 20 in exceptional circumstances, and many of our classes specifically in Upper Secondary and Sixth Form, are considerably 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.

Under Slovak Education Law, Year 1 classes are operated through Kindergarten facilities. Classes in CIS for 2021/2022 will be therefore as follows:

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

Our school buildings are finished to a very high standard. The classrooms are large, airy, and bright. Resources are either purchased from the UK, locally or internationally if necessary. We have a Gym, Hall, Library, Science laboratories, Art rooms, Music room, Drama and Dance facilities and Computer Rooms with full high speed Internet access. Our new Sixth Form Centre boasts classrooms, common areas and its own IT facilities. Classrooms benefit from interactive whiteboards, and staffrooms have laptops and desktops for staff to use. All classrooms have high specification age-appropriate furniture and are light and cheerful. The whole campus is situated in well managed, leafy grounds and is an architecturally modern, pleasing and relaxing environment in which to work.

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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 family 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 a three-way partnership, using local staff for translation on odd occasions when necessary in meetings. We currently offer a large range of in-house training as well as external opportunities and are in the process of a staff training audit with future funding earmarked. We believe in holistic education and know that exceptional pastoral care underpins academic success, and that co-curricular pursuit is a crucial building block for whole person development.

Our Learning Mountain underpins the qualities and values which we espouse all our stakeholders to share. If you 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 “Inspiration and Aspiration” (“Inspirare et Aspirare”) – as CIS educators, 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 modern school with no uniform at present, we also have great respect for the heritage and history of our country, Europe and the globe as a whole.

Current staff are predominantly from the UK, Ireland and Mainland Europe. All are fully qualified teachers, many of whom have Master’s degrees. We are also committed to EAL, and all of our staff also have training and many of them specific qualifications in this area. Year 2 and 3 Primary classes each have a dedicated fulltime assistant teacher, and there are both dedicated EAL and SEN support staff 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. An increasing number of 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 centre with many beautiful buildings and places of historic interest as well as excellent shops and restaurants. The attractions of countryside 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, and the School itself has a thriving social scene with many activities organised by our Events Coordinator, Outdoor Club, Sports Club, Teambuilders, Cultural Group etc. Almost all necessary items can be purchased in shops. There is a growing number of large, high-end shopping centres of top-quality international standard with all leading brands and including several Tesco superstores.

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The standard of food in restaurants and supermarkets can be compared equally to that of Austria, the Czech Republic or Hungary, our nearby neighbours. The basic requirements for day-to-day living are very affordable. Food is inexpensive, as is eating out. A decent 2-course meal with a glass or two of wine would typically cost around €20 at a reasonable restaurant. The cinema, theatre, opera and ballet are cheap, with tickets usually from as little as €8- €10.

There is an extensive and cheap 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 cheap. Vienna (1 hour), Budapest (2 hours) and Prague (4 hours) are possible weekend visits. Castles abound, and Slovakia's spa towns and mountain ranges are some of the most beautiful, unspoiled and little known in Europe. Nearby to Bratislava, items of specific interest such as the extensive Carnuntum Roman site and Parndorf Designer Shopping Village, just across the border with Austria, are less than an hour away. There are many opportunities for travel within Slovakia itself with accommodation being relatively inexpensive. Public transport within Bratislava is from €0.90 per single journey of up to 30 minutes. A train trip to a spa resort town (50 miles) is some €10;

Vienna return by train around €12. 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 return. There are also planned extensions to Dubai, the Greek Islands and the Maldives. Vienna airport is only 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.

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 part in the smooth running of the School and the care of our students.

We seek teachers and staff with the enthusiasm, 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 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

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manager, highly knowledgeable about the English National Curriculum, IGCSE and AS/A level as appropriate, and familiar with current educational research. We seek staff 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 much greater.

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

- work as part of a team, year group or 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 be an ambassador for CIS and its values.
- be dedicated to INSET and CPD, to attending courses provided, and to researching further opportunities which will benefit the School and the individual

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
- 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
- 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 personal experience

4. The Package

The starting salary package for 2021/22 is from approximately €30,000 for new teachers to €45,000 per annum for those who have more than 6 years of relevant experience or beyond in some circumstances. It is subject to tax and social insurance deductions under Slovak law, totalling approximately 28-30% of gross

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salary on average, including compulsory pension contribution. There are also salary enhancements for specific positions of responsibility and performance bonuses available at the discretion of the Director. There is no restriction on the remittance of money from Slovakia to other countries. This salary includes housing allowance. Local medical insurance, which is of a high quality, is also provided for employees and subsidised by the School including the provision of English-speaking doctors.

Initial 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 this, contracts are renewable by mutual agreement. 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 Kindergarten campuses.

The School works with experienced estate agents and 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. 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 post-tax relocation allowance of €500 is paid on arrival in Bratislava based on appropriate purchase receipts. Expat staff are also entitled to an annual taxable flight allowance of €300 per year.

The overall package enables staff, within this relatively low-cost economy, to live very 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 Expenses

Interviews will be carried out by Zoom or face-to-face in the UK, Ireland, Slovakia or at other appropriate regional hubs such as recruitment fairs. These will depend on the practicalities and at the discretion of the Director. Reasonable travel expenses and accommodation costs arranged with the HR Manager will be reimbursed upon provision of appropriate receipts dependent on the interview context and position. Should a candidate decline a formal offer of employment, they will forfeit their travel expenses. Interviews are likely to be initially with the Head of Primary and/or Head of Secondary, followed up by a final interview with the Director.

6. Required at Interview

Face-to Face Interviews

Candidates must bring the following to face-to-face interviews:

- Original academic and teaching qualification documents including university transcripts
- Proof of identity – passport or valid EU ID Card essential

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- Names, addresses and contact details of 3 referees if not submitted during the application process. We will accept open references in addition, but not as a substitute. Please ensure that these referees have had at least line management experience, not simply colleagues. References from Heads of School, Principals or Directors are especially encouraged.
- Optional – please also bring your most recent DBS or other relevant police check

Online Interviews

Candidates must offer the following documents when requested following the initial interview process:

- High-quality scans of all relevant academic and teaching qualification documents including university transcripts
- A high-quality scan of proof of identity – passport or valid EU ID Card essential
- Names, addresses and contact details of 3 referees if not submitted during the application process. We will accept open references in addition, but not as a substitute. Please ensure that these referees have had at least line management experience, not simply colleagues. References from Heads of School, Principals or Directors are especially encouraged.
- Optional – please also send a scan of your most recent DBS or other relevant police check

7. Offer of Employment

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

- DBS (formerly CRB) clearance. We are interested to see your most recent clearance document at interview, however, following an offer of employment, it will be necessary for you to apply for a new 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.
- All 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.
- Health check (including 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 i.e. Non-EU Citizens.

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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.

8. Important Information for Non-EU Applicants

As you will be aware, from January 1st, 2021, the United Kingdom will cease to be a member of the European Union. As such, UK Nationals become 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 them and provide all relevant documentation.

Please see below an Appendix entitled:

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

Thank you once again for your interest in Cambridge International School. Please explore our website www.cambridgeschool.eu and feel free to contact our HR Manager, Ms. Jana Mazuchova via 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 will apply to Third-country Nationals including British citizens from January 2021. First of all, they will have to apply for the recognition of their qualifications before they can apply for temporary residence for the purpose of employment.

The following documents are required by the Ministry of Education:

Please note that only original documents and certificates can be notarised

- Application form
- Passport
- Copy of the highest 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:

- 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 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
 - Decision by the Education Ministry on recognition of the education documents submitted by the prospective employee
- 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

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- 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 a consular superlegalization) 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, the foreign nationals must submit to the Foreign Police a **medical report** certifying that the foreign national does not suffer from an illness endangering public health. There are authorised clinics who can provide this service.

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 from our HR Manager, Ms. Jana Mazuchova via 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 16th December 2020. 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. It is up to the individual to verify the veracity of any claims or suggestions arising from the contents of this document.

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 2021. Please note that we do need them to begin residing in Bratislava by the middle of August, and no later than Friday 20th August.

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