

Introduction to Applicant Pack

Teacher of Spanish and French to Key Stages 2-4

Thank you for showing interest in this position, for which we are currently recruiting.

This pack contains

1. This information sheet
2. A job description
3. A person specification
4. The St. Lawrence College child protection policy
5. A writeable, electronic application form for the position, should you wish to formally apply for the position of Teacher of Spanish and French

Important notes:

1. Application forms should be submitted electronically, as email attachments. It is **not** necessary to add a covering letter, though if you wish to, you are welcome to do so. Completed application forms should be emailed to the Headmaster of St. Lawrence College, Mr Phil Holden, at applications@slc.gr no later than 09.00am (Athens time) on Friday 16th March 2018.
2. It is anticipated that candidates selected for interview will be interviewed between Monday 19th and Friday 23rd March 2018 with an appointment to the position being made no later than Friday 30th March 2018.
3. Interviews will ideally be face-to-face but Skype interviews are acceptable to St. Lawrence College. Skype interviews may require more than one online Skype appointment.
4. References will never be pursued before an interview, but it is expected that should the school want to they will act towards collecting references on applicants immediately following an interview.
5. Our new teacher of Spanish and French will receive a competitive salary by standards of British education in Greece plus Christmas, Easter and summer bonuses and other benefits. The successful applicant will work alongside friendly and supportive colleagues across our 20-acre school campus set in the stunning natural surroundings of the suburbs in southern Athens.
6. Employment will commence from 1st September 2018.