Braeburn Nairobi – Outline of terms for expatriate teachers 2018

Length of Contract

Two Years:  1st August 2018 - 31st July 2020

Salary

Braeburn has set salary scales, based on qualification and years of relevant experience.

Expatriate Teachers receive a Basic salary plus an overseas allowance.

*NB:  the overseas allowance is paid in Kenyan Shillings each month using the exchange rate from the 1st of July each year*

Teachers with additional responsibility e.g. Subject Leader, Year Leader etc. are paid a responsibility allowance depending on the position.

Accommodation

Housing for expatriate teachers recruited from overseas is provided by the school.  We have apartments on site.  These are basically furnished with cooker, fridge, pots and pans etc., beds and sitting room furniture.  Depending on availability, teachers may be allocated a one-bedroom, two-bedroom or three-bedroom apartment.  There is a service charge (dependent on number of rooms and number of tenants) deducted from the teacher's salary each month.  This covers the cost of a house help (for two days per week), security, maintenance etc.  Each apartment has an electricity metre and is charged accordingly.  Teachers can expect to pay between KSh10,000 and Ksh25,000 per month for the service charge depending on if they have a partner or children living with them.  Once a teacher has completed their first two-year contract with us, they are entitled to a housing contribution if they wish to move out of the school accommodation.

Flight

Expatriate teachers recruited from overseas are entitled to a flight from the UK (or equivalent cost of this for a ticket if flying from elsewhere) at the start of the contract.  If flying from the UK, we will book this for the teacher once the travel date has been decided.  Upon completion of the contract the teacher will be provided with a return flight back to the UK (or the equivalent cost of this for a flight elsewhere).  On completion of the first two-year contract, upon renewal of contract, teachers would then be eligible for an annual return flight to the UK (or equivalent cost of this for a flight elsewhere).  The cost of flights for spouses and/or dependents will need to be covered by the teacher.

Freight

Expatriate teachers recruited from overseas are entitled to 100Kg air freight from the UK.  Teachers need to arrange for this to be taken to our freight forwarding company by the start of August 2018, so it should arrive at the school by the end of August.

Medical

We have a contributory Medical Scheme.  The monthly deductions for the medical scheme are approximately KSh 6​,000, this will change slightly in October as our annual negotiations with our provider happen in September.  Teachers are entitled to add their spouse and/or children to the scheme at their expense. Details of the scheme can be provided by the HR department.

Provident fund

Teachers may choose to contribute to the provident fund (equivalent of a pension).  This can be claimed on leaving the country.

Other deductions to salary

In accordance with the laws of Kenya, you will have the following deductions from your salary each month

NSSF – National Social Security Fund – Approximately KSh200

NHIF – National Hospital Insurance Fund – Approximately KSh500

Income Tax – Up to a maximum of 30% of your Gross Salary

Where applicable car loan repayments - Teachers are entitled to a car loan (terms and conditions of the car loan can be explained).

Term Dates

We have 36 teaching-weeks per year, divided approximately as follows:

Term 1: September - December of 15 weeks with a week off for half term.

Christmas Break:  3 weeks

Term 2: January - March of 12 weeks with a week off for half term

Easter Break: 2-3 weeks

Term 3:  May - July of 12 weeks with a week off for half term

Summer Break: 7 weeks including induction/inset week

Public holidays in Kenya:  10/10 12/12 25/12 26/12 1/1 Good Friday, Easter Monday, Idd, 1/5, 1/6.

School Fees

Children of employees only have to pay 15% of the tuition fees.  Any other costs: lunch, transport, trips, uniform etc. must be covered in full by the employee.

Lunch

Teachers are provided with tea/coffee and lunch during term time.

Teaching hours

We have a 30 hour teaching week.  Teachers with no responsibility, may have up to 25 hours contact time.  All teachers are expected to participate in the extra-curricular activities timetable - this may be taking a sports team at lunch time or after school.

Reporting Date

All new teachers are expected to report to work around the weekend of 18th/19th August 2018, to start Induction Week on the 20th of August.  Teachers may choose to arrive earlier to help settle into accommodation and familiarise themselves with the area. An induction and inset program for the week prior to term starting will be sent in June/July 2018.