

### **Employment Agreement**

An initial two year Employment Agreement will be offered – or as stated in the offer of Employment. Thereafter an extension to the Employment Agreement of one/two years, prior to completion of the initial Employment Agreement will be made based on satisfactory performance.

### **Visa**

BSJ takes responsibility for sponsoring both teachers working visas and ITAS as well as all spouse and dependant visas as appropriate. Kindly note for non-married partner, a different type of visa will be applied for.

### **Salary**

The school will offer an annual net salary paid in 13 equal monthly instalments (the thirteenth being paid in December). The initial salary offer will reflect relevant experience. During the first period of employment, i.e. initial two year contract period, there will be no incremental progression through the salary structure. Subsequent contracts will be subject to the usual progression standards as outlined above.

The school's salary and benefits structure is extremely competitive and rates highly with other top IB schools in the region.

BSJ bears the cost of all Indonesian taxation related to salaries and benefits.

### **Management Responsibility Allowances**

There are key Management Responsibility positions within the school which have additional Responsibility Allowances attached to them. These Responsibility Allowances are determined in accordance with the level of additional responsibility undertaken.

### **Gratuity/Severance**

After two years a gratuity/severance payment of 25% (x 2 years), based on the base annual salary and Management Responsibility Allowance, as appropriate, will be paid. Thereafter a 25% gratuity/severance payment will be paid annually.

### **Housing and Cost of Living Allowance**

The school will assist in finding accommodation for all new teachers in the first year and will pay a net fixed Housing and Cost of Living Allowance to assist with the average cost of accommodation and cost of living in Jakarta, to include, but not limited to; house and furniture rental, utilities (to include electricity, water, gas and telephone) transportation costs and vehicle running expenses as well as any 'service' costs, allowances for a driver and domestic staff. In the second year and thereafter teachers are able to locate to accommodation of their own choice.

### **Freight**

The school will arrange for a moving agent, as decided by the school, to pack and deliver to Jakarta, a set amount of unaccompanied sea freight up to 6 cubic meters per Teacher and plus 2 cubic meters for spouse and each dependant (up to two children) residing and based with the Employee(s) living in Jakarta from the new teachers Country of Record. At the end of the final Employment Agreement, the calculation for freight entitlement will be based on the teachers length of service.

### **Education**

Where the school recruits a teacher or teaching couple with dependent children, the school will provide a 95% subsidised place for up to two children within its own campus to the completion of Year 13. This will exclude examination fees where applicable. This also applies to children born following recruitment.

### **Medical Insurance**

Teachers and their accompanying dependants (legal spouse and/or children up to the age of the completion of year 13 at BSJ) will be covered under the school's International Medical Scheme as appropriate. There will be a Co-payment for Outpatient treatment that will be borne by the Employee.

### **Vacation**

Teachers will be entitled to normal school and public holidays as stated in the school calendar.

### **Transportation**

The School recognises that teachers may require a car for personal transport and will therefore make available a car loan. This will be a single, uniform, loan up to the on the road cost of a benchmark car as advised by the school with standard equipment and no optional extras. This loan will attract interest at 6% per year.

### **Maternity Leave**

Female teachers giving birth are entitled to maternity leave of ninety calendar days on full pay.

Paternity Leave – taken at the time of the baby's birth

Any male teacher whose spouse/partner gives birth will be entitled to paid leave of absence of five consecutive working days for children born overseas and three consecutive working days for children born in Indonesia. *The waiting period for this benefit is 12 months.*

### **Airfares**

The school will provide a one-way economy class air ticket for the teacher and his/her legal dependants up to year 13 studying at BSJ from the teacher's Country of Record to Jakarta.

The school will cover the cost of a return economy class air tickets for the teacher and his/her dependants up to year 13 studying at BSJ to return to the Country of Record for the summer vacation.

On completion of the Employment Agreement the school will provide a one-way economy class air ticket for the teacher and his/her legal dependants up to year 13 studying at BSJ back to the teacher's Country of Record as established on the initial Employment Agreement signing.

### **Benefits for teachers with more than two children**

Teachers with more than two children **will be required to pay 50% of all child benefits** costs to include, but not limited to, education, medical, flights and freight for the third or further child.

### **Additional Information**

Interested applicants must meet the following minimum requirements:

- Foundation Stage applicants must have a minimum of 5 years post PGCE or QTS teaching experience and should ideally hold a psychology qualification or childhood education qualification however if there is evidence on the academic transcript that either subject has been studied at degree level this too will be considered.
- All other teachers must have a minimum of 5 years post PGCE or QTS teaching experience and a degree in the subject taught.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to provide.**

- An Enhanced DBS Disclosure Certificate.
- Police clearance from each countries the candidate have worked or lived in.
- The name and contact details of three referees. One referee should be the applicant's current or most recent employer.
- **Certificates to include the Transcripts** will be required from universities and colleges verifying successful completion of degrees/training/courses undertaken.
- Up to date Drugs test.

The British School Jakarta is an equal opportunities employer committed to the on-going professional development of all our employees.

**All of the details mentioned above are for information only. If employed by the school the teacher's terms of employment will be documented accordingly.**