

Contract of Employment

between

First Party: Cambridge International Schools & Training Centres (Sudan)
Arkaweet – Obaid Khatim Street
Khartoum , Sudan
(hereafter called “the school”)

Second Party: _____ (hereafter called “the teacher”)

Date: _____

1- Job Title: EFL Teacher

2- Job Description: The teacher will perform duties as outlined in Appendix A (**Job Description**) attached.

3- Contract validity:

This contract will be in force for

- One year
- Nine Months
- Six Months

from the date the teacher arrives in Khartoum, Sudan. It may be renewed on agreement of both parties.(please see 12 Contract Renewal)

4- Work Location:

The work done by the teacher will be in Khartoum city limits, Sudan (including Omdurman and Khartoum North). Any work that may arise at a location more than 30 kilometres outside Khartoum city limits will be done only with the agreement of the teacher.

5- Work Starting Date:

The teacher will be required to work from the second normal working day after his/her arrival.

6- Probationary Period:

The teacher agrees to be subject to a probationary period of 6 weeks from his or her first day of work .

If the performance or behaviour of the teacher is not considered acceptable, this contract may be terminated by the school. In this event, the teacher agrees to continue to work for a further 2 weeks, or until a replacement is found, whichever comes earlier.

The school will not be responsible for reimbursement of the teacher’s incoming air fare, nor the cost of a return flight. However, the school must provide accommodation and pay the salary of the teacher for the period in which the teacher works prior to his/her departure.

7- Working hours:

The school may require the teacher to work from Saturday until Thursday. The teacher must accept work up to a maximum of 42 hours per week.

Working hours may occur in two shifts as the school is open from 9:00 a.m. until 9:00 p.m. If there is split shift, the teacher will be given a minimum of 4 hours break between the morning and afternoon/evening shifts.

8- Teaching hours:

Within the working hours stated above, the teacher will be required to teach no more than 27 hours / week. The remaining hours will be spent in teaching preparation, administrative duties, and other duties as may be specified in Appendix A.

9- Salary:

The teacher will be paid starting from the day he or she arrives in Sudan.

a) Basic Salary (Tax Free): 24 hours per week

	One Year Contract	9 Months Contract	6 Months
Salary USD/month	\$ 1200	1100	1000

b) Overtime: (Subject to agreement of the teacher – All contracts) Any teaching hours beyond the teaching hours stated above will be paid at a rate of \$ 10 / hour

c) Method of Payment: The teacher's salary will be paid on the first day of each calendar month. The salary will be in cash in Sudanese Pounds according to the official rate of Sudanese Central Bank .

Current Rate in August 2011 is (One USD=2.74 SDG)

10- Benefits:

a) Living allowance: Nil. The teacher will be provided accommodation.

b) Accommodation: The school will provide a lockable fully furnished apartment in a secure location near the school. 2 or 3 bed room apartment (Each teacher will have his own private room). Kitchen, toilet Kitchen, toilet and dining facilities will be fully furnished, including a television and satellite . The kitchen will contain a refrigerator, cooking facilities and hot and cold running water. The toilet facilities will contain a western-style toilet and bathing facilities with hot and cold running water. The school will pay for all utilities (water, gas, electricity, and satellite television.) (Each teacher will have his own private room). Kitchen, toilet and dining facilities will be shared with one or two other foreign staff members.

c) Telephone: The school will provide a SIM card and mobile phone for the teacher and pay for all the incoming calls . Outgoing calls must be paid by the teacher. Internet access is available at the school, and is free of charge and can be made available at the teacher's residence at his cost.

d) Transportation:

The school will provide transportation to and from the teacher's place of dwelling and place of employment, including any work-related travel to other locations. The form of transportation will be one of: a car and driver, a car for the teacher to drive . The teacher is responsible for his/her transportation outside working hours.

e) Medical insurance:

Free full medical insurance coverage for full one year (all contracts) with some restrictions in optical treatment (i.e eye glasses) and dental treatment (i.e replacement and cleaning).

f) Paid Vacation: The school will provide a paid vacation at the end of the contract period as follows:

	One Year Contract	9 Months Contract	6 Months Contract
Paid vacation	4 Weeks	3 Weeks	2 Weeks

g) Air Fares: The teacher will provide his/her air transportation to Khartoum in the first instance.

After the probation period , the school will reimburse the teacher for his/her ticket in equal instalments during the remaining period of his contract . Reimbursement will be made for the cost of a one-way economy air ticket from the capital city of country of the teacher on the date this contract was accepted . (or the cash equivalent).

All Reimbursement /Payments will be made according to the bellow schedule:

	One Year Contract	9 Months Contract	6 Months Contract
Paid Air fair	100%	75%	50%

At the end of contract period (all periods) the school will provide a one-way economy air ticket to the capital city of country of the teacher on the date this contract was accepted . (or the cash equivalent).

i) Visa Expenses: The school will arrange and pay all expenses related to the obtaining of entry visa . The school will also pay for renewals and settlement of visa for the teacher after the probationary period. Any visas for any family members will be the responsibility of the teacher.

11- Holidays and Week-ends:

The weekly (week end) holiday will be on Friday. The school may consider giving the teacher Saturday off in some occasions.

All local official holidays (Islamic and Sudanese) will be given to the teacher and will not be counted against the paid leave .

12- Contract Renewal:

This contract may renewed for another period on agreement of both parties with salary increment for the one year contract.

13- Contract Termination:

This contract may be terminated at any time with the mutual agreement of both the school and the teacher.

If the school requests the termination, the teacher agrees to carry on in the performance of normal duties for normal pay for a period of 2 weeks, or until a suitable replacement is found, whichever comes earlier. The school will continue to pay for airfare reimbursement and will provide a return air ticket to the teacher point of origin.

If the teacher requests the termination, he/she agrees to carry on in the performance of normal duties for normal pay for a period of 4 weeks, or until a suitable replacement is found, whichever comes earlier.. The school is not responsible for the teacher's return airfare. The teacher must pay all expenses related to obtaining of visas and/or air ticket.

14- Contract Violation:

If this contract is violated by either the school or the teacher, either has the right to demand a meeting to discuss the nature of the violation. If the school refuses to hold such a meeting, the teacher may consider this contract void. If the teacher refuses to attend such a meeting, or is unavailable to attend such a meeting, the school has the right to terminate the contract.

After the meeting is held, the school may terminate this contract if the teacher is in violation of any conditions. The teacher may terminate the contract if the school is in violation of any conditions.

If the school is in violation of the contract, and the teacher wishes to leave, the school must pay any and all outstanding wages and benefits, it must continue to provide accommodation, and it must provide return airfare to the teacher's .

If the teacher is in violation of the contract, the school must pay all outstanding wages and benefits, but the school is not required to pay for vacation time, and it is no longer responsible for the teacher's accommodation or the payment of return airfare and the teacher must pay all expenses related to visas and work permit.

15- Terms and conditions:

The teacher may not work in Sudan, with or without wages, for any person or organization of any kind, either in a teaching capacity or in any other form of work, without prior written permission of the school

The teacher authorizes the school to publish the professional qualifications contained in his/her curriculum vitae and/or photograph on the school's notice boards, in local newspapers, on television, in the school's publications, and whenever needed by school for advertisement about the school and its courses.

The school may submit for approval the entirety of the teacher's curriculum vitae to the offices of any business or organization that requests such information prior to agreeing to a contract with the school.

The school will not, under any circumstances, use the teacher's curriculum vitae and/or photograph for any other purpose unless written permission is given by the teacher.

16- Teacher's Obligations:

The teacher is responsible for the veracity of the contents of his or her curriculum vitae and any supporting documentation. If a teacher misrepresents him or herself in any such documentation, the school may terminate this contract.

The teacher is responsible for obeying Sudanese law. If a teacher violates the law, he/she will be dealt with by local authorities. Depending on the nature of such violation, the school may terminate this contract forthwith.

Any terms or conditions not mentioned in this contract will be dealt with according to the Sudanese Labour Law.

Two copies of this contract were signed and received by each party on the _____ day of _____ 20____ in the city of Khartoum, Sudan.

For the School:

Salah Ahmed

Appendix A:

Teacher:

(please print name here:)

Job Description: TEFL TEACHER (Full-Time)

Job description

Teaching English as a foreign language (TEFL) involves teaching English to students whose first or main language is not English. The term TESOL (teaching English to speakers of other languages) is also used, but only when the students are in the UK.

TEFL teachers work in commercial language schools, schools and institutions of further and higher education. Classes are usually taught in English, even with beginners.

Typical work activities

Teaching English as a foreign language (TEFL), like any other teaching job, is about conveying information to students in an interesting way and communicating a love and passion for the English language. Teachers use a wide range of course books, other materials and a variety of audio-visual aids. There is a strong emphasis on dialogue and role-playing, but more formal exercises, language games and literature are also used.

Students learn English for a variety of reasons: to improve their conversational English; to prepare for examinations; to gain entry to an English-speaking college or university; or to use English in their work, so the content of lessons varies. The level of the students' ability may also vary, depending on the setting where the classes take place. The aim of each lesson is to encourage the students to communicate with each other using the structures and vocabulary they have learnt, and to improve the four basic language skills: listening, speaking, reading and writing.

Typical work activities include:

- teaching English;
- classroom management;
- planning, preparing and delivering lessons to a range of classes and age groups;
- preparing and setting tests, examination papers, and exercises;
- marking and providing appropriate feedback on oral and written work;
- devising, writing and producing new materials, including audio and visual resources;
- organising and getting involved in social and cultural activities such as sports competitions, schools parties, dinners, excursions and pricing events appropriately;
- booking coaches and travel for excursions;
- participating in marketing events for the school;
- freelance teaching on a one-to-one basis;
- running specialist courses for adults or business people, which may require knowledge of scientific, technical or commercial terms;

- basic administration such as keeping student registers and attendance records for starters and leavers.
- Special Terms:
 1. Teaching classes and private lessons or training programs to special groups as organized by the school .
 2. Teach (or supervise English Club).
 3. Conduct placement interviews, prepare lessons and perform other tasks as requested by Academic Manager or Head of Teaching Staff.
 4. Maintain a Teachers File containing daily attendance registers and records of material covered in class.
 5. Administer at least one formal mid-course assessment and keep a record of results in the Teachers File.
 6. Coordinate with Academic Manager to select a suitable Final Examination.
 7. Compile a Final Result Sheet, allocating marks for mid-course assessment(s), Final Examination, and other possible criteria (e.g. attendance, participation, listening, speaking) to a total of 100% with a pass mark of 50%.
 8. Submit Final Result Sheet to Academic Manager for approval together with a file containing attendance records, lesson records and final exam papers
 9. Short courses in writing (if needed)