

## I. About the School

ISF International School Frankfurt Rhein-Main (ISF), Germany, a full member of the SABIS® School Network, was established in 1995 as an independent, co-educational day school. The school was temporarily situated in a building in the centre of Frankfurt until its purpose-built campus was ready in October 1998. Besides complete academic facilities, the campus has exceptional outdoor and indoor sports facilities including an all-weather football pitch, complete track and field facilities, two tennis courts, a semi-Olympic indoor swimming pool and gymnasium. The two-story Library and a beautiful 400-seat Theatre complete this fine ISF campus.

There are 800+ students presently enrolled at ISF. The students range from KG (ages 3-5 years), Primary (ages 6-10 years) through Secondary (ages 11 through 18 years). There are over 50 different nationalities represented by the students and staff.

The school year runs from the end of August through to the end of June. The 3 terms are between 12 and 13 weeks in length. The working week is Monday to Friday and the school day is 8.00am to 4.00pm. There are many after-school activities that are led by staff, parents and outside instructors. During the school year- between August and June - there are approximately 6 weeks of vacations; one week in October, two weeks for the Holiday Break, one Winter week in February and two weeks for the Spring Break. There are also the occasional German public holidays. In total there are approximately 180 school teaching days as well as two weeks of staff training and orientation before the start of the Academic year.

## II. About the Local Environment

Although German is the language most commonly used, there is a large English-speaking community in Frankfurt owing to it being such an international city (pop. 680,000) and a financial centre of Europe. There are a number of large department stores that have food halls which cater for a number of international cuisines.

Frankfurt has an abundance of restaurants, pubs, clubs and cinemas (with English speaking films) for the 'out of school' hours. There are many museums and other cultural offerings within Frankfurt which are all worth a visit. The Messe, is a large exhibition centre that hosts concerts and shows, whether it be rock, pop or cars and books - there is no reason to be bored. For those who enjoy the fitter aspects of life, there are many gyms and Germany is very well equipped with cycle paths and recreational areas.

The climate of Frankfurt is relatively dry, with normal temperatures between 0oC/32oF and +10oC/50oF in Winter and on occasion up to +30oC/86oF in Summer.

As Frankfurt is in such a central position on the continent of Europe, it provides a great opportunity to visit other countries. It is possible to visit Prague, Vienna and Paris over a long weekend and to conveniently travel further a field during the longer vacation breaks.

### **III. Salary & Benefits**

#### **Salary**

Salaries are paid in Euros. The school does not accept any responsibility for salary variations caused by world currency fluctuations. Teachers may wish to check their tax obligations on foreign earnings with the tax authority in the country of their permanent residence.

The salary is paid in twelve instalments: each instalment is paid on the fifteenth day of each month.

#### **Passage & Baggage Allowance**

At the beginning of the employment period, an economy class air ticket from the nearest major airport to the teacher's point-of-hire is provided; a similar package is provided at the end of the employment contract. For those staff employed beyond the initial two-year period an economy class return air ticket or its taxable cash equivalent is issued every two years. The school administration arranges the airline.

The baggage allowance is set in accordance with zoned areas related to your point of hire. There is a maximum amount that can be reimbursed only against receipts.

Travel and/or baggage insurance is not provided.

#### **Accommodation**

There are school apartments in Frankfurt available for sub-lease by staff. Not all accommodation is alike; there is a mixture of studio, one and two bedroom apartments. The apartments are allocated on a first come first served basis. All of the apartments are close to shops and transport. They have fully fitted kitchens and bathrooms and are furnished with 'hard furnishings', eg. bed, wardrobe, couches, table, chairs, etc. (a more comprehensive list is available). In addition to the basic rent the renter is responsible for all running costs related to the apartment; electricity, telephone, heating and common area upkeep. Teachers are expected to keep the apartment clean and are responsible for the cost of repairs or replacements of any fabric, furniture, fixtures, fittings, etc. that are not within normal wear and tear, lost or damaged during their occupancy.

#### **Health**

Medical and dental health insurance is mandatory in Germany. The costs are shared equally between the teacher and the school. This cost is deducted from the salary each month, along with other mandatory social insurances (retirement, nursing care and unemployment). There are many English speaking doctors and dentists in the Frankfurt area.

## IV. Documentation Required

The documentation required before employment can be finalized is:

### 1. Degree(s)/Diploma(s)

A **clear** photocopy of each applicable educational qualification.

(Please send the documents stated above with your completed Application Form and Questionnaire).

In order for the school to process an application for a Residence Visa and/or Work Permit, there are certain requirements. The School pays the costs involved in obtaining here in Germany all official documentation. Newly employed teachers will receive detailed information on what is required.

## V. General

### 1. School Sporting/Leisure Facilities

Use of school sporting facilities, e-mail and internet is available to staff at certain times during the working week.

### 2. Confidentiality

Teachers are expected to keep their salary and package of benefits confidential. Teachers may also be asked to sign a Confidentiality & Waiver Agreement related to the SABIS® Curriculum and materials.

### 3. Pictures of the School



For more information please see the web site:  
[isf.sabis.net](http://isf.sabis.net)