

I. About the School

ISF International School Frankfurt Rhein-Main (ISF) in Germany is a full member of the SABIS® Network. ISF was established in 1995 as an independent, co-educational day school. Besides complete academic facilities, the ISF 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-sized indoor swimming pool and gymnasium. The two-story Library and a beautiful 400-seat Theatre complete this the ISF campus.

There are ca. 900 students presently enrolled at ISF. The students include those from KG (ages 3-5 years), Primary (ages 6-10 years), and Secondary (ages 11-18 years). There are over 50 different nationalities represented among ISF students and staff.

The school year at ISF runs from the end of August through the end of June. There are three terms, each of which is 12-13 weeks in length. The school day runs from 8:15 AM to 4:10 PM for students, and there are many after-school activities that take place after 4:10 PM.

The working week for teachers and academic staff is Monday to Friday, and the school day is 8.00am to 4.10pm. During the school year - between August and June - there are approximately 6 weeks of vacations: one week in October, two weeks at the end of December, one week in February, and two weeks for the Spring Break. There are also 10 German public holidays interspersed throughout the year. In total there are approximately 180 school teaching days as well as two weeks of staff training and orientation before the start of each academic year.

II. About the Local Environment

Although German is the language most commonly used in and around Frankfurt, there is a large English-speaking community in Frankfurt. There are approximately 680,000 expats living in Frankfurt, any of which are working in the banking and finance sector.

As a large city serving a growing international community, Frankfurt does a great job catering to expats' needs and interests. There are a number of large department stores that have food halls catering for a number of international cuisines. The city has an abundance of restaurants, pubs, clubs, and cinemas (with English speaking films). There are many museums and other cultural offerings within Frankfurt. The "Messe" is the city's large exhibition center, which hosts international trade fairs, 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 0°C/32°F and +10°C/50°F in winter and on occasion up to +30°C/86°F in summer.

As Frankfurt is so centrally-located in Europe, it is a great base to use for exploration of other countries. It is possible to visit Prague, Vienna, or Paris over a long weekend. It is also conveniently located to facilitate travel further afield 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 are advised 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. The school administration arranges the ticket based on information provided by the teachers.

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

ISF maintains several school apartments in Frankfurt, and these apartments are available for teachers and staff to sub-lease. The school apartments vary in size and location. The school 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," e.g., bed, wardrobe, couches, table, chairs, etc. (A more comprehensive list can be provided upon request.) In addition to the basic rent the renter is responsible for all running costs related to the apartment including 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 or are lost or damaged during their occupancy of a school apartment.

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 includes:

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 the Residence Visa and/or Work Permit application upon arrival in Germany, there are certain documents needed, and newly employed teachers will be provided with all details beforehand. The School pays for the visa/work permit issued in Germany.

V. General

1. **School Sporting/Leisure Facilities:** Use of school sporting facilities 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® Educational System™ and related materials.

3. Pictures of the School



For more information about the school, visit our website at isf.sabis.net.