Introduction to Potential Applicant Pack

Teacher of English

Thank you for showing interest in the position of Teacher of English for which we are currently recruiting.

This pack contains

1. This introductory information sheet
2. A job description
3. A person specification
4. The St. Lawrence College Safeguarding and Child Protection Policy
5. The St. Lawrence College Data Privacy Policy for all applicants
6. A writeable, electronic **application form** for the position, should you wish to formally apply for the position of Teacher of English.

Important notes:

1. Application forms should be completed in English, and when completed, should be submitted electronically, as email attachments. Inclusion of a CV and covering letter will further enhance your application. Completed application forms should be emailed to the Headmaster of St. Lawrence College, Mr Phil Holden, at careers@slc.gr **no later than 09.00am (Athens time) on Thursday 16th May 2019. Note – only applicants that complete the application form will be considered to have applied for this position.**

2. It is anticipated that those applicants selected for interview will be interviewed during the week of Monday 20th May 2019.

3. Interviews will be conducted face-to-face at St. Lawrence College wherever possible. If the interviewee is not in Athens, Skype may be used.

4. References will never be pursued before an interview, but it is expected that should the school want to they will act towards collecting references on applicants immediately following an interview.

5. **Salary:** The gross monthly salary will be discussed at interview. Monthly salaries are paid 12 times per year. Salaries are subject to the usual stoppages of the Greek state. The rates at which stoppages are charged are not set by the school and may change. As current Greek law stands, employees also receive bonuses at Christmas, Easter and summer which approximate a full salary at Christmas and a half-salary at both Easter and summer.

6. **Employment will commence from 1st September 2019.**