



Introduction to Potential Applicant Pack

Teacher of IGCSE (1st Language) and A-Level Mandarin Chinese combined with Chinese Pupil Welfare Officer - Employment from September 2020

Thank you for showing interest in this unique position which we are currently recruiting for.

This pack contains

1. This information sheet
2. A job description
3. A person specification
4. The St. Lawrence College Child Protection Policy
5. A Data Privacy Policy
6. A writeable, electronic application form for the position, should you wish to formally apply for this position.

Important notes:

1. Application forms should be submitted electronically, as email attachments. Please also attach a covering letter. Completed application forms should be emailed to the Headmaster of St. Lawrence College, Mr Phil Holden, at careers@slc.gr and should arrive no later than our deadline for applications is Friday 21st February 2020 (09.00 Athens time).
2. Interviews will ideally be face-to-face but Skype interviews are acceptable to St. Lawrence College. Skype interviews may require more than one online Skype appointment.
3. 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.
4. **Salary:** The gross monthly salary for this position will be discussed at interview but will be very competitive with relation to standards in British education in Greece.
5. Employment will commence from Monday 31st August 2020.