



Introduction to Applicant Pack

Teacher of Geography and History to Key Stages 3 and 4

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

This pack contains

1. This introductory information document
2. A job description
3. A person specification
4. The St. Lawrence College Child Protection policy
5. The St. Lawrence College Data Protection Policy
6. A writeable, electronic application form for the position, should you wish to formally apply for the position of Teacher of Geography and History

Important notes:

1. Application forms should be submitted electronically, as email attachments. While it is not essential to add a cv and covering letter to your application, we encourage you to do so. 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 Friday 8th May 2020.
2. It is anticipated that candidates selected for interview will be interviewed in mid-May 2020 with an appointment to the position being made no later than the end of May 2020.
3. 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.
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 salary for this position will be competitive in the context of international education in Greece. 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. Employees also receive bonuses at Christmas, Easter and summer which approximate a full salary at Christmas and a further half-salary at both Easter and summer.
6. Employment will commence from Monday 31st August 2020.