Inquiring. Inspired. Involved.

Having arrived at the recruitment fair you are now going to be bombarded by school representatives creating information overload about their schools - all of which you will be expected to process and analyse without any real time to think. In this document we will attempt to present answers to the high-frequency questions at the front of the booklet and supplement with more details in the remaining sections.

WHO ARE WE?

Established in 1978, Vienna International school has become a recognized IB centre of excellence supporting a very diverse population. The school is a non-profit institution run by a director and governed by a seven member Board of Governors, four of whom are appointed by the different agencies of the United Nations and three who are parent elected.

- 1400 students aged between 3 - 19. We are at full enrollment and regularly have long waiting lists.
- 103 nationalities represented by the students.
- 71 first languages spoken by students.
- 30 nationalities represented by the faculty and a conscious attempt to maintain the strength of diversity.
- Strong links to the United Nations. Over 60% of students coming from UN families.
- A central location near to the United Nations headquarters and just 15 minutes from the city centre.
- International Baccalaureate curriculum fully implemented and authorized at PYP, MYP and DP levels.
- A centre of IB programme development for the last 20 years.
- Fully accredited by CIS for the last 20 years.
- 21st century technology available for all.
The Vienna International School was set up to provide a truly international education for the children in the Viennese international community especially those associated with the United Nations, which have a significant presence here.

The largest UN agency based in Vienna is the International Atomic Energy Agency (IAEA). The United Nations Industrial Development Organisation (UNIDO), the United Nations Office on Drugs and Crime (UNODC) and the Comprehensive Test Ban Treaty Organisation (CTBTO) are all based in Vienna.

**MISSION of VIS**

Our mission is to empower all of our students to be successful and responsible in a nurturing and diverse learning community, so that they can achieve their full potential in a changing world.

In harmony with the ideals of the IB Learner Profile, and the spirit of the Universal Declaration of Human Rights, we aim for students to be **inquiring**, **inspired**, and **involved** lifelong learners.

**What we believe**
WHAT WE WANT
We are looking for teachers who are keen to work in a successful independent school environment. Candidates who can offer (please tick box):

- Energy and a passion for learning
- The ability to work successfully in teams
- A sense of humour
- Critical reflection
- Flexibility & motivation
- Resilience
- High-quality teaching
- Success for students within an IB framework.

Working in an international school is a demanding, but very rewarding challenge. Candidates need to be clear that the expectations placed upon them by the community may well be different from the setting they are currently employed in.

WHAT WE OFFER
In addition to working in a wonderful location and all of the resources for teaching and learning that you could ever wish for, VIS offers you:

- Great students and supportive parents!
- A strong and collegial faculty.
- An Apple laptop computer for the duration of your contract and a commitment to digital learning.
- Teaching assistants in Early Learning to Grade 2.
- Classes of 22 or less students.
- A realistic teaching load that recognises the need for planning and collaboration.
- A culturally diverse community.
- A high-quality of life outside of school - Vienna is consistently voted one of the best cities to live in.
- Great medical care.
- Trees, parks and very safe open spaces.
- A central European location with great travel opportunities by train, plane, bus or bike.
- Fantastic winter sports opportunities.
- Great holidays throughout the year - 180 days teaching.
- Amazing culture and arts in a historical capital city.
- One of the best salary packages in the whole of Northern Europe.

VIS is committed to supporting personal professional growth:

- The opportunity to work in an IB ‘World School’ with all three programmes well-embedded.
- The opportunity to develop ‘exposure’ internationally. We support staff who wish to become IB workshop leaders, IB examiners, or international conference presenters.
- Opportunities for leadership within the school. There is a clear emphasis on ‘growing’ the potential of our staff.
- Professional development budgets delegated to staff to manage in teams.
- A dynamic and successful environment where risk is encouraged and supported.
- Teaching teams with a commitment to collaborative planning.
CONTRACT TERM
Under normal circumstances Vienna International School will offer you a three-year initial contract. This contract may be terminated by either party by giving six months prior written notice at the end of any calendar month.

At the end of the agreed initial contract term, the contract will expire automatically, no prior notice will be required and renewal is not automatic. However, as a matter of information and not in limitation of the automatic ending or other termination rights, the School will tentatively advise the teacher by 15 November of the year preceding the expiration of an initial contract term whether or not and on what terms the School intends to renew the contract. Any renewal agreement will be executed by March 31 of the year in which the contract ends.

THE SCHOOL YEAR
The School year consists of 180 days of teaching and two professional development days. Days of teaching begin at 08:30 and end at 15:15. The School publishes a calendar each year indicating the dates of school holidays, including Austrian public holidays.

Teachers taking up their post for the first time will normally be expected to arrive in Vienna by around 7th August, in order to settle-in and complete registration procedures.

DUTIES
A teacher’s duties may be varied as the interests of the School may require. In addition to teaching duties and professional development days, the teacher is required to attend relevant parent information evenings, camps, and parent conferences. All staff are expected to show loyalty to the School, adaptability, flexibility, and a willingness to carry out various supervisory duties. Teachers are encouraged to contribute to the School’s programme of extra-curricular activities.

All staff are expected to demonstrate sensitivity to and appreciation of the national and cultural diversity of the School community and the host country culture.

Visas & Permits
VIS provides help, assistance and the necessary information in order to register with the Austrian authorities or to obtain a residence permit for Austria. There are costs associated with the registration and obtaining this residence permit (and its yearly renewal), which are not borne by VIS. These may be claimed against the next year’s tax return. VIS teaching staff are not required to obtain work permits.

EU passport holders (including Iceland, Liechtenstein, Norway, and Switzerland) can enter Austria at any time. They do not require a residence permit but need to get registered with the Vienna city authorities. All non-EU citizens require a residence permit for Austria. In order to receive the relevant residence title, several administrative steps have to be taken.

VIS will provide information on this process, as well as help and assistance with the official registration procedures but supporting documents will have to be provided by the teacher. Public documents like birth certificates, marriage certificates and police clearances have to be provided in an authenticated version (“legalisation”) so that they can be used internationally.

Accompanying family members (dependents) also have to apply for residence permits. Only married partners will be considered as family members and can obtain a residence permit. Unmarried partners would need to prove an employment in Austria in order to obtain a residence permit.
LEAVE
Leave entitlement is confined to school holidays, subject to any requirements for teachers’ attendance when students are not in school. This is in accordance with the schedule of allowed holidays published each year.

Exceptions to this rule will be made in cases of moving house (up to 3 working days), marriage of employee (3 working days) or employee’s child (1 working day), birth of employee’s own child (2 working days), attendance at a family funeral (director discretion depending on location) and family illness, with medical certificate indicating the necessity of the employee’s help (up to 5 working days).

The Director may also grant time off with or without pay, depending on the circumstances, upon written request.

Leave will be granted upon written request so that the teacher can attend interviews or one recruitment fair when seeking a post after notice has been given to terminate the contract.

EDUCATION OF DEPENDENTS
We offer free tuition to the children of teachers. All full time teaching staff are entitled to take advantage of this benefit.

Education in the School will only be provided for the teacher’s dependents in the age range currently catered for by the School and is subject to the School’s admissions policy. The teacher will not be charged a registration fee nor the annual tuition fees. Under Austrian law these fees represent a taxable benefit. The tuition fee is added to the gross annual salary and the teacher is taxed on this total.

The teacher will be responsible for payment of external examination fees and for any other charges associated with activities that are additional to the School’s daily timetable. Staff with children whose fees are paid in whole or in part by another employer are not eligible for this benefit.

STAFF QUOTES
“Living in Vienna is the perfect balance of urban and rural lifestyle. It is easy to take advantage of everything that the city has to offer whilst also having immediate access to a vast range of outdoor activities”
Sam Scholefield (sscholefield@vis.ac.at)

“VIS is a great place to work. It has a very peaceful atmosphere and a strong support system. The community is very open and welcoming, which made our move to Vienna a lot easier. Vienna is a wonderful place to live, it is easy to move around and to explore new places.”
Mijke Wegkamp (mwegkamp@vis.ac.at)

“VIS, like Vienna itself, is vibrant with diversity and energy. The City itself is steeped in culture. Its rich historical background is enhanced by its geographical position within central Europe.”
Tanja Dawber (tdawber@vis.ac.a)

“Vienna exudes both an old world charm you’d expect out of cities like Paris, and a contemporary cultural vibe you’d find in places like London or New York. While doing so, Vienna remains a fun and safe city for families from around the world.”
Ben Hacking (bhacking@vis.ac.at)

“Moving to a new culture can sometimes be overwhelming. The VIS staff and parent community was so welcoming and helpful. Joining VIS made it easy for us to settle in quickly.”
Susan Wolfe (swolfe@vis.ac.at)

The hub of Europe! In addition to the multitude of unique cultural and sporting opportunities Austria has to offer, it’s the students which make VIS a world-class choice. This really is a special place to live and work!
Jason Bowie (jbowie@vis.ac.at)
### Money matters... what will I earn?

#### SCALES

Salaries are calculated on the basis of calendar months and not on the number of days worked. The salary is paid monthly in arrears at the end of each month. Teachers with responsibility are paid an additional monthly allowance ranging from €333 - €1290. Please note that for the entry salary, a maximum of 18 years of relevant experience can be taken into consideration.

#### TAXATION

Under Austrian law employees are obligated to pay Austrian taxes. The amount of tax is dependent upon placement into a tax category and on the number of dependents. The School will deduct the required tax from the monthly salary and issue the appropriate amount to the Finanzamt (Local Finance Office). It is the individual teacher’s own responsibility to negotiate any special arrangements concerning any taxation agreements that may exist between Austria and his/her home country.

#### SOCIAL SECURITY

Under the Austrian Social Security Law (Sozialgesetzbuch), the teacher is obligated to contribute to the Austrian Social Security and Pension schemes. The total payment covering the cost of care insurance, old age pension insurance and unemployment insurance amounts to approximately 18.1% of the gross salary (November 2014). The School is responsible for rendering these payments and the employee’s share will be deducted from his/her gross monthly salary.

#### RELOCATION EXPENSES

Only full-time teachers recruited outside Austria, will receive an installation allowance upon arrival in Vienna. The teacher will receive an initial housing subsidy of €1000. An optional interest-free loan of up to two months salary is also available, to be repaid by a maximum of 10 instalments within the first year of employment.

<table>
<thead>
<tr>
<th>Zone</th>
<th>Installation Allowance</th>
<th>Additional allowance for each dependent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hungary, Slovenia, Croatia, Italy, Switzerland, Liechtenstein, Czech Republic, Slovak Republic</td>
<td>€1,500 net</td>
<td>€1,000 net</td>
</tr>
<tr>
<td>Europe</td>
<td>€2,700 net</td>
<td>€1,000 net</td>
</tr>
<tr>
<td>Outside Europe</td>
<td>€4,000 net</td>
<td>€1,500 net</td>
</tr>
</tbody>
</table>

#### How much money will I have left after tax and other deductions?

As a rule of thumb, you can assume that you will have approximately 55% of your gross earnings as disposable income. This taxation covers all the deductions for health care, pension, tax, sick leave benefits, etc.

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### Basic Salary Scale for Teachers

<table>
<thead>
<tr>
<th>No. of complete years of relevant training and</th>
<th>Gross Yearly Salary (Nov. 2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-5</td>
<td>€ 60,578</td>
</tr>
<tr>
<td>6-7</td>
<td>€ 60,578</td>
</tr>
<tr>
<td>8</td>
<td>€ 63,812</td>
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<tr>
<td>9</td>
<td>€ 63,812</td>
</tr>
<tr>
<td>10</td>
<td>€ 67,046</td>
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<td>11</td>
<td>€ 67,046</td>
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<tr>
<td>12</td>
<td>€ 70,280</td>
</tr>
<tr>
<td>13</td>
<td>€ 70,280</td>
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<tr>
<td>14</td>
<td>€ 73,514</td>
</tr>
<tr>
<td>15</td>
<td>€ 73,514</td>
</tr>
<tr>
<td>16</td>
<td>€ 76,748</td>
</tr>
<tr>
<td>17</td>
<td>€ 76,748</td>
</tr>
<tr>
<td>18 highest possible entry step</td>
<td>€ 79,982</td>
</tr>
<tr>
<td>19</td>
<td>€ 79,982</td>
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<td>20</td>
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<td>€ 86,450</td>
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<tr>
<td>24</td>
<td>€ 89,684</td>
</tr>
<tr>
<td>25</td>
<td>€ 89,684</td>
</tr>
</tbody>
</table>

Salaries are paid 14 times in a full school year (rates above for 2014/15 school year)
OLD AGE INSURANCE (PENSION)
The salaried employees’ pension insurance is administered by the Federal Insurance Institute for Salaried Employees (Pensionsversicherungsanstalt fuer Angestellte = PFA in Vienna). Every employee pays old age insurance which is deducted from their monthly salary. The employer has to pay the same amount. Employees will automatically receive a Social Security ID Card (E-Card) which shows their social security number, which will be applied for by the school. Upon receipt of this document a copy must be submitted to the school personnel office.

Statutory contributions are taken from the gross salary. Generally, after 15 years of contribution to the scheme and after reaching the Austrian retirement age (currently 60 for women and 65 for men) the entitlement can be claimed when still resident in Austria. Within the EU the Austrian state pension, entitlement can easily be transferred to other national systems. This also works for some non-EU countries, specific details are available at VIS.

UNEMPLOYMENT INSURANCE
All employers and employees contribute to this insurance, which is for the benefit of those staying in Austria after their contract is terminated and who find no subsequent employment. Employees must have worked for a minimum of 6 months to qualify and they need to inform the labour market service about the end of their contract as soon as they are notified.

FAMILY ALLOWANCE
The monthly family allowance varies according to the age of the child. General family allowance is €109.70. €117.30 is granted for children over three years of age and the respective amounts for children over 10 and over 19 years old are €136.20 and €158.90. The total number of children is taken into account via supplements (= sibling supplement scale). The amounts received in addition to the basis monthly family allowance are:

- €13.30 for two children
- €49.80 for three children
- €102 for four children
- €50.00 for each additional child
As soon as your contract starts with Vienna International School you will be enrolled in our insurance programme within the social insurance system. You will receive an e-card which shows your social insurance number and date of birth. It is recommended you always carry this card with you.

**E-CARD**

The e-card system is the basis for an electronic administration system of Austrian Social Security Institutions. The e-card serves as the patient’s proof of claim with the physician (or dentist).

Each person (insured and dependent relatives), who is entitled for benefits from the legal health insurance system will receive such a card. The yearly card fee is currently € 10.55 and will be deducted from the November salary.

**PRESCRIPTIONS & DENTAL CARE**

All medicines prescribed by a doctor will be subject to a €5.55 prescription fee that you are responsible for. As in many other countries, only some dental treatment is covered under the health insurance scheme. All other work needs to be paid for privately. Obviously, the cost of this depends on the dentist and the type of treatment needed.

**HOSPITALS & CLINICS**

Austria has state-maintained (public) hospitals and private hospitals. The best-known type of hospital is the general hospital, which is set up to deal with many kinds of disease and injury, and typically has an emergency ward or A&E department to deal with immediate threats to health and the capacity to dispatch emergency medical services. All hospitals, with the exception of some private clinics, are open to all insured patients. Normally doctors transfer patients to a hospital and control of treatment is then managed by a doctor there.

When going to a hospital or clinic, you need to take your e-card with you. If you are ever admitted to hospital, your health insurance will cover the costs of that stay. All hospitals run a special accident and emergency department (Notaufnahme), where you go if you need urgent and immediate medical attention at any time.

**All-in-all, the medical coverage in Austria is excellent.**

*Rudolstiftung Hospital- Vienna*
Living in Austria

Austria is one of the safest and most beautiful countries in the world. The weather in Austria is temperate and typical of central European countries. The climate in Austria varies according to season: in summer the daytime temperature is hot but nights are cool, while winters are cold with temperatures regularly below freezing in January and February. Vienna and other low-lying areas can get very hot during July and August, while the mountainous regions are tempered by altitude and breezes. The Austrian ski season starts in December and runs until the end of April.

GETTING AROUND IN AUSTRIA
Austria has a wonderful public transport system, which many of us rely on. Within Vienna the public transport system is second to none. The trains, trams and busses are clean and safe and they run extremely frequently. The charge to use the whole network is less than €50 monthly or €1 per day for an annual card.

A valid driver’s license is required to drive a car in Austria. According to Austrian law, the home country license is valid for six months only. A transfer of the non-EU license can be obtained if the license was issued in the USA, Canada, Australia, Israel, South Africa, South Korea (if the license was awarded after 1997), Andorra, Guernsey, Isle of Man, Japan, Croatia, Monaco, San Marino and Switzerland.

Citizens of an EU member country can use the driver’s license from their home country.

ACCOMMODATION
A small apartment (1 bedroom) about 75m² living/dining room, small kitchen, bathroom and balcony in a modern block costs from €900 - 1,100/month unfurnished. If you need more space you can rent multiple bedroom apartments or even complete houses for reasonable prices.

Unfurnished means no light fittings, no curtains or blinds, and can mean no kitchen. Many teachers choose to live in the city in apartments, prices vary depending on location. Other teachers (usually those with families) choose to rent houses nearer to school.

We also have key personnel and relocation staff who work with new staff to identify accommodation for new teachers.
TRAVEL OPPORTUNITIES

Austria is a fantastic place for teachers to travel within and from. To quote the Lonely Planet Guide:

"Vienna’s jewel-box palaces and Mozart melodies, sparkling Alps and problems like Maria naturally still have their place in Austria’s heart. But venture further for experiences that defy expectations: from slinging on a backpack, to stride through the Tennengebirge’s lunar landscape, to slurping cider with grizzled farmers in Mostviertel orchards, from catapulting down the jaw-dropping Harakiri in Mayrhofen, to bathing in Salzkammergut’s tingly lakes. Visit historic spa towns like Bad Ischl or discover cities such as Linz, where a newfound street credibility is adding a twist to Austria’s tale. So cast aside the well-thumbed picture-book, as the real story is even more enchanting…

Austria flaunts its heritage in exuberant fashion. Vienna’s bombastic Habsburg palaces and Salzburg’s baroque splendour are worthy, but dig deeper and you’ll unearth Stone Age settlements, Roman archaeological sites at Carnuntum and medieval festivals. In the country where Mozart composed and Strauss taught the world to twirl, you won’t need to search hard for culture – it waltzes right up to you."

HIGHLIGHTS

You could spend at least a year exploring Vienna, enjoying the countless events and museums and not run out of things to do. However, when the weather is dull, many of us choose to travel. Here are some of our favourite weekend haunts!

PRAGUE & BUDAPEST
Are great cities to visit for a weekend. Both are about 4 hours away by train. These two cities complete the trio that made up the power centre of the Austro - Hungarian Empire.

SALZBURG
Three hours away by train and loved by teachers not just for its beauty and music but also for the Sound of Music Tour!

SKIING
The closest ski resort is just 40 minutes away from Vienna and the mountains offer sunshine and fun no matter what the weather below.

NEUSIEDLERSEE
The biggest lake in Austria is a bird watcher’s paradise. If sailing or wind surfing is your thing, you’ll also find yourself spending a great deal of time here.

ITALY
An overnight train ride and you are deep in the heart of Italy. Viennese schnitzel for dinner and Italian espresso for breakfast in Florence!
THANKS

If you were not successful in this round of recruiting please do not see this negatively.

The challenge for us all is to try to identify a good "fit" between the skills and experience that you have as a candidate, and the specific needs that we have as a school.

If you are trying to make a decision about joining us and would like to speak to staff who currently teach at the school to find out what the place is really like please let us know and we will give you some email addresses and telephone numbers.

We would appreciate feedback on the process you have experienced. If you have suggestions that would enable us to improve, please contact us.