

Contract of Employment

between

First Party: Cambridge International Training Centres (Sudan)
Arkaweet – Obaid Khatim Street
Khartoum , Sudan
(hereafter called “the school”)

Second Party: _____ (hereafter called “the teacher”)

Date: _____

1- Job Title: Academic Manager EFL Teacher Primary School Teacher

2- Job Description: The teacher will perform duties as outlined in Appendix A (**Job Description**) attached.

3- Contract validity:

This contract will be in force for

Academic Manager and EFL Teacher **Six Months**

Primary School Teacher **One Year**

from the date the teacher arrives in Khartoum, Sudan. It may be renewed on agreement of both parties.(please see 12 Contract Renewal)

4- Work Location:

The work done by the teacher will be in Khartoum city limits, Sudan (including Omdurman and Khartoum North). Any work that may arise at a location more than 30 kilometres outside Khartoum city limits will be done only with the agreement of the teacher.

5- Work Starting Date:

The teacher will be required to work from the second normal working day after his/her arrival.

6- Probationary Period:

The teacher agrees to be subject to a probationary period of three months from his or her first day of work. If the performance or behaviour of the teacher is not considered acceptable, this contract may be terminated by the school. In this event, the teacher agrees to continue to work for a further six weeks, or until a replacement is found, whichever comes earlier.

The school will not be responsible for reimbursement of the teacher’s incoming air fare, nor the cost of a return flight. However, the school must provide accommodation and pay the salary of the teacher for the period in which the teacher works prior to his/her departure.

7- Working hours:

a)The school may require the teacher to work up to a maximum of :

-*Academic Manager* – 30 hours per week.

-*EFL Teacher and School Teacher* - 39 hours per week.

- *School Teacher* - 30 hours per week.

b) Working shifts

Academic Manager and EFL Teacher : Working hours may occur in two shifts as the school is open from 9:00 a.m. until 9:00 p.m. If there is split shift, the teacher will be given a minimum of 4 hours break between the morning and afternoon/evening shifts.

School Teacher : Working hours from 8:00 am to 2:00 pm

8- Teaching hours:

Within the working hours stated above, the teacher will be required to teach

-*Academic Manager* : No more than 18 hours per week. The remaining hours will be spent in teaching preparation, administrative duties, and other duties as may be specified in Appendix A.

-*EFL Teacher*: No more than 22.5 hours per week. The remaining hours will be spent in teaching preparation, administrative duties, and other duties as may be specified in Appendix A.

-*School Teacher*: No more than 27 hours per week. The remaining hours will be spent in teaching preparation, administrative duties, and other duties as may be specified in Appendix A.

9- Salary:

The teacher will be paid starting from the day he or she arrives in Sudan.

a) Basic Salary (Tax Free): The teacher will be paid

-*Academic Manager* : USD \$1600 per month for teaching 18 hours per week - tax free.

-*EFL Teacher* : USD \$1350 per month for teaching 22.5 hours per week - tax free

-*School Teacher*: USD \$1300 per month for teaching 27 hours per week (One Year Contract only) tax free

b) Overtime: (Subject to agreement of the teacher – All contracts) Any teaching hours beyond the teaching hours stated above will be paid at a rate of USD \$10.00 per hour. Any administrative hours spent beyond the total maximum working hours stated above will be paid at a rate of USD \$5 per hour.

c) Method of Payment: The teacher's salary will be paid on the first day of each calendar month. The salary will be in cash in United States dollars.

10- Benefits:

a) Settlement Allowance : Upon arrival the teacher will be paid USD 200 in Sudanese currency (will be paid in the first working day for the teacher –All contracts).

b) Living allowance: Nil. The teacher will be provided accommodation.

c) Accommodation: The school will provide a lockable fully furnished apartment in a secure location near the school. Kitchen, toilet and dining facilities will be fully furnished, including a television and satellite . The kitchen will contain a refrigerator, cooking facilities and hot and cold running water. The toilet facilities will contain a western-style toilet and bathing facilities with hot and cold running water. The school will pay for all utilities (water, gas, electricity, and satellite television.)

Academic Manager: Private one bed room apartment_ – No sharing with other teachers

EFL Teacher and School Teacher : 2 or 3 bed room apartment (Each teacher will have his own private room). Kitchen, toilet and dining facilities will be shared with one or two other foreign staff members

d) Telephone: The school will provide a SIM card and mobile phone for the teacher and pay for all the incoming calls . Outgoing calls must be paid by the teacher. Internet access is available at the school, and is free of charge and can be made available at the teacher's residence if the teacher has his own lab top computer (only through wireless DSL Card available for lab tops).

Academic Manager : will be provided with a lab top.

e) Transportation:

Academic Manager : The school will provide the Academic Manager with a private car for business and personal use. The school will pay for maintenance and insurance and provide 20 litres of gas per week. Terms will apply for use of a company car.

EFL Teacher and School Teacher : The school will provide transportation to and from the teacher's place of dwelling and place of employment, including any work-related travel to other locations. The form of transportation will be one of: a car and driver, a car for the teacher to drive . The teacher is responsible for his/her transportation outside working hours

f) Medical insurance:

Free full medical insurance coverage for full one year (all contracts) with some restrictions in optical treatment (i.e eye glasses) and dental treatment (i.e replacement and cleaning).

g) Paid Vacation: The school will provide a paid vacation of

*Academic Manager and EFL Teacher:*15 days salary at the end of the contract period (which is 6 months) .

School Teacher : 30 days salary at the end of the contract period(which is one year)

h) Air Fares: The teacher will provide his/her air transportation to Khartoum in the first instance. (All contracts.)

Academic Manager and EFL Teacher: (6 Months contract) - At the end of the contract period, the school will provide an economy one way ticket (or the cash equivalent) to the capital city of country of the teacher on the date this contract was accepted .

School Teacher- (One year contract) - After the probationary period, the school will reimburse the teacher for his/her ticket to arrive to Sudan. Reimbursement will be made for the cost of a one-way economy air ticket from the capital city of country of the teacher on the date this contract was accepted . (the cash equivalent) . At the end of the contract period, the school will provide an economy one way ticket (or the cash equivalent) to the capital city of country of the teacher on the date this contract was accepted .

i) Visa Expenses: (All Contracts) The school will pay all expenses related to the obtaining and renewal of visas and work permits. The school will also pay for a residence permit for the teacher after the probationary period. Residence permits or visas for any family members will be the responsibility of the teacher.

11- Holidays and Week-ends:

Academic Manager and EFL Teacher

The weekly (week end) holiday will be on Friday each week.

The teacher will have Thursday or Saturday off every 2 weeks (Beside the normal Friday holiday).

School Teacher- The weekly (week end) holiday will be on Friday and Saturday each week.

All local official holidays (Islamic and Sudanese) will be given to the teacher and will not be counted against the paid leave (All Contacts).

12- Contract Renewal:

This contract may be renewed on agreement of both parties with additional clauses as follows:

Academic Manager and EFL Teacher: May renew for another 6 months with salary increment of USD 200 Plus the air ticket.

School Teacher- May renew for another one year with salary increment of USD 200 Plus round trip air ticket.

13- The School Recreational Program

The school believe it is extremely important to identify, evaluate, and encourage excellent work habits as an integral part of work productivity. We are strongly committed to fostering a unique, effective and team oriented culture at the school. This commitment is clearly reflects in our institute values: Balance. Hard work. Fun. Integrity. Respect. Individual accountability. Reward.

The school arranges trips to Sudan safaris parks, organizes picnics, engage teachers in social gathering and involvement in social and sport clubs.

The school strives and committed to make the foreigners experience pleasurable and enjoyable in terms of social life.

14- Contract Termination:

This contract may be terminated at any time with the mutual agreement of both the school and the teacher.

If the school requests the termination, the teacher agrees to carry on in the performance of normal duties for normal pay for a period of 4 weeks, or until a suitable replacement is found, whichever comes earlier. The school will continue to pay for airfare reimbursement and will provide a return air ticket to the teacher point of origin.

If the teacher requests the termination, he/she agrees to carry on in the performance of normal duties for normal pay for a period of 6weeks, or until a suitable replacement is found, whichever comes earlier.. The school is not responsible for the teacher's return airfare. The teacher must pay all expenses related to obtaining of visas and/or work permit.

15- Contract Violation:

If this contract is violated by either the school or the teacher, either has the right to demand a meeting to discuss the nature of the violation. If the school refuses to hold such a meeting, the teacher may consider this contract void. If the teacher refuses to

attend such a meeting, or is unavailable to attend such a meeting, the school has the right to terminate the contract.

After the meeting is held, the school may terminate this contract if the teacher is in violation of any conditions. The teacher may terminate the contract if the school is in violation of any conditions.

If the school is in violation of the contract, and the teacher wishes to leave, the school must pay any and all outstanding wages and benefits, it must continue to provide accommodation, and it must provide return airfare to the teacher's .

If the teacher is in violation of the contract, the school must pay all outstanding wages and benefits, but the school is not required to pay for vacation time, and it is no longer responsible for the teacher's accommodation or the payment of return airfare and the teacher must pay all expenses related to visas and work permit.

16- Terms and conditions:

The teacher may not work in Sudan, with or without wages, for any person or organization of any kind, either in a teaching capacity or in any other form of work, without prior written permission of the school

The teacher authorizes the school to publish the professional qualifications contained in his/her curriculum vitae and/or photograph on the school's notice boards, in local newspapers, on television, in the school's publications, and whenever needed by school for advertisement about the school and its courses.

The school may submit for approval the entirety of the teacher's curriculum vitae to the offices of any business or organization that requests such information prior to agreeing to a contract with the school.

The school will not, under any circumstances, use the teacher's curriculum vitae and/or photograph for any other purpose unless written permission is given by the teacher.

17- Teacher's Obligations:

The teacher is responsible for the veracity of the contents of his or her curriculum vitae and any supporting documentation. If a teacher misrepresents him or herself in any such documentation, the school may terminate this contract.

The teacher is responsible for obeying Sudanese law. If a teacher violates the law, he/she will be dealt with by local authorities. Depending on the nature of such violation, the school may terminate this contract forthwith.

Any terms or conditions not mentioned in this contract will be dealt with according to the Sudanese Labour Law.

Two copies of this contract were signed and received by each party on the _____ day of _____ 2_____ in the city of Khartoum, Sudan.

For the School:

Salah Ahmed
For/ Cambridge International

Teacher:

(please print name here:)

Appendix A:**Appendix A Job Description: ACADEMIC MANAGER**

1. Schedule classes at times and levels determined by demand, taking into account availability of teachers and classrooms.
2. Assign teachers to classes based on experience, qualifications, and the recommendations of Head of Teaching Staff.
3. Interview teachers applying for positions as locally-hired Part-Time Teaching Staff and make recommendations to Branch Manager.
4. Review CVs of overseas teachers applying for positions as Full-Time Teaching Staff and make recommendations to the General Manager.
5. Respond to student requests and complaints regarding teachers, curriculum and facilities.
6. Train new Full-Time Teaching Staff to conduct placement interviews for new students.
7. Attend, or delegate other staff to attend, promotional events.
8. Meet with company representatives to assist in selection of appropriate courses for employees or to design tailor-made courses.
9. Review facilities, equipment, software and consumables and forward requests to Administration Manager for processing through Khartoum Branch.
10. Review and sign certificates and letters of completion issued to students.
11. Review and proof-read invoices, course proposals and student reports issued to companies.
12. Assist Branch Manager and Administration Manager with arrival arrangements for new Full-Time Teaching Staff and assist Head of Teaching Staff to conduct orientation sessions for new teaching staff.
13. Liaise regularly with General Manager regarding any professional or personal problems that may affect the smooth running of the school.
14. Administer and continually supplement reference bank of standardized tests.
15. Approve final issuance of results for completed courses by Student Affairs, ensuring that attendance records, lesson records, marks and final exam papers are appropriately archived.
16. Hold regular staff meetings in cooperation with Head of Teaching Staff
17. Teach and/or supervise (including hosting English Club) up to 18 hrs. per week

Appendix A:**Job Description: EFL TEACHER (Full-Time)**

General - Teaching courses and programs for which the teacher is qualified and teaching the English language at all levels including adults and young learners (up to 22.5 hours per week).

1. Teaching classes and private lessons or training programs to special groups as organized by the school .
2. Teach (or supervise English Club).
3. Conduct placement interviews, prepare lessons and perform other tasks as requested by Academic Manager or Head of Teaching Staff.
4. Maintain a Teachers File containing daily attendance registers and records of material covered in class.
5. Administer at least one formal mid-course assessment and keep a record of results in the Teachers File.
6. Coordinate with Academic Manager to select a suitable Final Examination.
7. Compile a Final Result Sheet, allocating marks for mid-course assessment(s), Final Examination, and other possible criteria (e.g. attendance, participation, listening, speaking) to a total of 100% with a pass mark of 50%.
8. Submit Final Result Sheet to Academic Manager for approval together with a file containing attendance records, lesson records and final exam papers
9. Short courses in writing (if needed)

Appendix A:**Job Description: SCHOOL TEACHER (Full-Time)**

Teachers teach English, Mathematics, Science, Physical Education/Health and/or Computers to their own class using curriculums from Department. for Education and Skills / UK.

Teaching the English language to young learners (according to the school's courses & programs and special terms outlined below)

Special terms:

Teaching Children at Cambridge Kids & Schools Center from age 3 to age 8.

1. Conduct placement interviews, prepare lessons and perform other tasks as requested by Academic Manager.
2. Maintain a Teachers File containing daily attendance registers and records of material covered in class.
3. Administer course assessment and keep a record of results in the Teachers File.
4. Coordinate with Academic Manager to select a suitable test/examination.
5. Compile a Final Result Sheet, allocating marks for assessment(s), Final Examination, and other possible criteria (e.g. attendance, participation, listening, speaking) to a total of 100% with a pass mark of 50%.
6. Submit Final Result Sheet to Academic Manager for approval together with a file containing attendance records, lesson records and final exam papers
7. Short courses in writing (if needed)

The job can include:

Participation in the school's children activities and the English Club activities.

Teaching private lessons or training programs to children as organized by the school.

Short courses in writing (if needed)