

## Contract of Employment

between

**First Party:** Cambridge International (Sudan)  
Arkaweet – Nakheel Street  
Khartoum , Sudan  
(hereafter called “the school”)

**Second Party:** \_\_\_\_\_ (hereafter called “the teacher”)

**Date:** \_\_\_\_\_

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**1- Job Title:** School Teacher (Non-Native Speaker)

**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

- One year
- Nine Months

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 6 weeks 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 2 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:**

The school may require the teacher to work up to a maximum of 32.5 hours per week.  
Working hours from 8:30 am to 3:00 pm

**8- Teaching hours:**

Within the working hours stated above, the teacher will be required to teach No more than 24 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):**

	One Year Contract	9 Months Contract
Salary SDG/month	7000	6000

**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 SDG 25 / 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 Sudanese Pounds .

**10- Benefits:**

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

**b) Accommodation:** The school will provide a lockable fully furnished apartment in a secure location near the school. 2 or 3 bed room apartment ( Each teacher will have his own private room ). Kitchen, toilet 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.) ( Each teacher will have his own private room ). Kitchen, toilet and dining facilities will be shared with one or two other foreign staff members.

**c) 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 at his cost.

**d) Transportation:**

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.

e) Medical insurance:

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

f) Paid Vacation: The school will provide a paid vacation at the end of the contract period as follows:

	One Year Contract	9 Months Contract
Paid vacation	4 Weeks	3 Weeks

g) Air Fares: The school provide his/her air transportation to Khartoum in the first instance.

At the end of contract period ( all periods) the school will provide a one-way economy air ticket to the capital city of country of the teacher on the date this contract was accepted . ( or the cash equivalent).

i) Visa Expenses: The school will arrange and pay all expenses related to the obtaining of entry visa . The school will also pay for renewals and settlement of visa for the teacher after the probationary period. Any visas for any family members will be the responsibility of the teacher.

**11- Holidays and Week-ends:**

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

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

**12- Contract Renewal:**

This contract may renewed for another period on agreement of both parties with salary increment for the one year contract.

**13- 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 2 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 4 weeks, 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 air ticket.

**14- 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.

**15- 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.

**16- 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

Teacher:

\_\_\_\_\_  
(please print name here:)

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

Teachers teach English, Mathematics and Science to their own class using University of Cambridge Curriculum ( Framework – Scheme of Work – Resources .. etc.)

**Job description**

School teachers develop schemes of work and lesson plans in line with curriculum objectives ( using University of Cambridge Program ). They facilitate learning by establishing a relationship with pupils and by their organisation of learning resources and the classroom learning environment.

School teachers develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude. They assess and record progress and prepare pupils for the Cambridge Checkpoint Test). They link pupils' knowledge to earlier learning and develop ways to encourage it further, and challenge and inspire pupils to help them deepen their knowledge and understanding.

**Typical work activities**

According to the British System , school teachers are usually divided into 4 stages, known as primary or (Key Stage 1: 2 - ages five to 11) and lower secondary (Key Stage 3: - age 11 to 13) and Secondary (Key Stage 4: - age 13 to 16) leading to IGSE .

Typical activities are broadly the same for all primary school teachers and include:

Using University of Cambridge Curriculum - CIE - ( Framework – Scheme of Work – Resources .. etc.) to:

- teaching all areas of the British Curriculum;
- taking responsibility for the progress of a class of school age pupils;
- organising the classroom and learning resources to create a positive learning environment;
- planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class;
- motivating pupils with enthusiastic, imaginative presentation;
- maintaining discipline;
- preparing and marking to facilitate positive pupil development;
- meeting requirements for the assessment and recording of pupils' development;
- providing feedback to parents on a pupil's progress at parents' evenings and other meetings;

- coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area;
- working with others to plan and coordinate work;
- staying up to date with changes and developments in the structure of the curriculum;
- taking part in school events and activities which may take place at weekends or in the evening;
- liaising with colleagues and working flexibly, particularly in smaller schools;
- working with parents and school governors or School Boards to maximise their involvement in the school and the development of resources for the school.