



THE INTERNATIONAL
SCHOOL OF MONACO

WELCOME GUIDE FOR NEW TEACHERS



INTERNATIONAL EDUCATION WITH DISTINCTION



Total Students
750



Faculty and Staff
170



Student Nationalities
50+



Average Class Size
17



Students Ages
3 to 18

Founded in 1994, the International School of Monaco is an independent, co-educational, not-for-profit day school situated on Port Hercule in Monaco. ISM is the only fully-accredited international and bilingual school in the Principality of Monaco and today caters for over 750 pupils aged from 3 to 18, drawn from over fifty nationalities.

In August 2020 the school signed a historic collaboration with King's College School, Wimbledon, as part of the school's aim to be among the best in Europe.

The school's values emphasise integrity, caring, respect and learning, with clearly defined principles and expectations of its students.

Outreach is an important element of school life, through giving projects, environmental associations and supporting charities from Monaco and France to Africa and Vietnam.

Pastoral care is a major priority for the school. An extensive PHSE (Personal, Social & Health Education) programme is delivered by teachers who receive regular training in child protection and welfare, and a full-time Head of Wellbeing is supported by a wellbeing team including a school counsellor. Regular workshops are offered to parents.

ISM students are well-rounded, academically successful young people who are admitted to top universities worldwide. Our graduates are already pursuing exciting careers in many diverse fields.

OUR MISSION

Our mission at ISM is to provide an outstanding education for students so that they are happy, confident, independent, multilingual and responsible global citizens.

OUR VISION

INTERNATIONAL EDUCATION WITH DISTINCTION

Excellence - Wellbeing - Multilingualism





Early Years (ages 3 - 7)

The Early Years School offers a nurturing bilingual programme where children learn in two languages (English and French). Children acquire basic skills in English, French and Mathematics. Social Studies is presented through learning units designed to encourage curiosity and an understanding of the environment. The Creative Arts (Music, Art and Drama) develop the imagination as well as aesthetic values. Physical Education is also an important part of the programme.

Primary School (ages 8 - 10)

The Primary School curriculum is taught simultaneously in two languages, with students spending alternate days in English and French. Building on the strong foundation of the Early Years programme, the acquisition of basic knowledge, skills and understanding in Language, Mathematics, Social Studies and Science continues to be the main focus. A full programme of Creative Arts and Physical Education provides the necessary balance to the academic programme. The intellectual challenge of this bilingual programme is nurtured in a caring and supportive environment, with language support being given to students requiring it.



Lower Secondary (ages 11 - 13)

The Lower Secondary School provides a challenging programme that develops responsibility and independent learning. The language of instruction of all major subjects is English, but French remains a very important part of the curriculum. The majority of students study the school's third language, Spanish, or have support in their mother tongue, German, Italian or Russian. Art, Drama, Music and Physical Education continue throughout the curriculum. Our PSHE programme encourages our students to think critically, communicate effectively, and be open-minded and reflective.



Upper Secondary (ages 14 - 18)

The Upper Secondary School offers a rigorous academic programme organised around two internationally-recognised examinations. Classes 10 and 11 follow the two-year IGCSE course with examinations administered by the University of Cambridge. This is a balanced programme offering all basic subjects. The IB Diploma Programme (IBDP) and IB Career-related Programme (IBCP), taught in Classes 12 and 13, demand both creativity and intellectual rigour and encourage an international perspective and an understanding of global issues. Our students gain entry into some of the best universities in the UK, Europe and North America.





Moving expenses

The school will pay for the moving costs of the new staff member's personal and professional effects needed for their work in the school, up to a maximum of 1,750 € (up to 2,300 € for a family). Receipts must be given to the Accounts office by October 1st in order for reimbursement to be made.

Transportation to Monaco

The school will pay for the economy airfare or equivalent from the new staff member's present base (and their family, if applicable) to the Nice airport. Receipts must be given to the Accounts office by October 1st in order for reimbursement to be made. When a staff member leaves the school, ISM expects the receiving school to meet the removal and airfare costs.

Settling-in allowance

On arrival at the school, a sum of 2,300 € gross (up to 3,400 € gross for a family) will be made available to the new staff member arriving from overseas to help defray the costs of settling in. In the event that a staff member, on his own initiative, leaves the school during the first year of employment, half of this sum will be reimbursable to the school.

Accommodation on arrival

The school will pay for up to 2 weeks of accommodation in a hotel of the school's choice, to give the new staff member adequate time to find suitable accommodation.

Housing

The school administration will do all it can to help new staff members find accommodation and settle into their new environment. If requested, the school may assist in the payment of the initial deposit on the new staff member's apartment. This sum must be reimbursed to the school during the first year of employment. If the staff member leaves the school during the first year of employment, what remains to be paid must be paid in full, in the month of departure.

Tax declaration

The school highly recommends new staff members to use the service of a professional tax office to help declare their income tax. The school will refund the cost of this service the first year of their arrival (up to 240€ for a standard declaration).



WHAT WE OFFER

ALL STAFF

Medical and accident insurance coverage

Monegasque social security provides medical and accident insurance for all employees working a minimum of 17 hours per week. The coverage is approximately 80% of most medical and pharmacy charges.

Cafeteria

A self-service cafeteria is at the disposal of all staff members, with lunch provided free of charge as well as one weekly breakfast when the school is in session.

Learning the language

The school offers language tuition in French or English to all new staff as necessary, with one lesson per week for a minimum of one term.

New staff mentor

New teachers at ISM are each assigned a mentor to give them support, encouragement and friendship within the context of the ISM professional learning community.

Salary

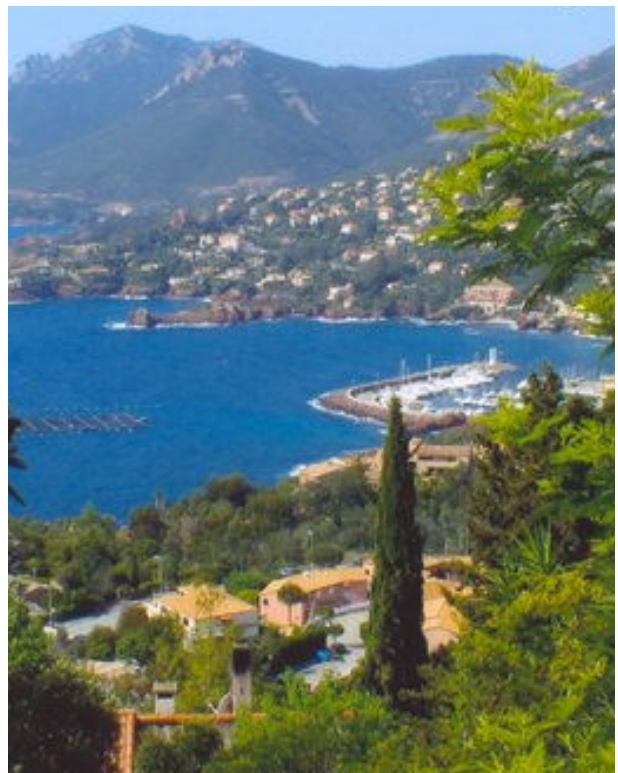
The school has a salary scale that is annually reviewed by the Board of Trustees. Teachers are placed according to their number of years of experience. Salaries are paid at the end of each month for 12 months annually.

Professional development

The school is committed to the continuous improvement of teaching and learning, and ISM therefore supports and encourages the professional development and life-long learning of its staff. Allocation of funds is on a needs basis, but IGCSE and IB training and development are given priority.

Contracts

Full-time staff are offered a permanent contract (CDI). Part-time staff will be offered a one-year contract that is renewable. All new staff have a three-month trial period.





TUITION FOR STAFF CHILDREN

All full-time teaching staff may apply for a place at ISM for their child/ren. They will be eligible for a price list, reviewable annually (see below), for up to 2 children at any one time throughout the school. This is naturally subject to places being available and the children satisfying any entry requirements. The staff member is also responsible for the payment of the school uniform and any additional tutorials and/or activities that are not included in the curriculum. The Application Fee, Registration Fee and Capital Development Fund Fee will be waived in full.

Class	Age	Staff fee 2023/2024 (including field trip*)
KPM - Afternoon Kindergarten	2 1/2	€ 430.00
KAM - Morning Kindergarten	3	€ 630.00
Transition	4	€ 1,230.00
Class 1	5	€ 1,230.00
Class 2	6	€ 1,230.00
Class 3	7	€ 1,460.00
Class 4	8	€ 2,080.00
Class 5	9	€ 2,080.00
Class 6	10	€ 2,270.00
Class 7	11	€ 2,170.00
Class 8	12	€ 2,170.00
Class 9	13	€ 2,170.00
Class 10	14	€ 1,560.00
Class 11	15	€ 1,560.00
Class 12	16	€ 1,560.00
Class 13	17	€ 1,560.00

*1 field trip is included for Class 3 to 9.



We expect to appoint excellent teachers whose total focus is on improving students' learning and who contribute positively to the learning environment by providing in-depth subject knowledge and exceptional energy and enthusiasm in their teaching. They will also have a great sense of caring for all aspects of students' welfare and be willing to participate in activities beyond the classroom in order to further enrich and enhance student life and learning.

Qualifications expected

- a university degree and recognised qualified teaching status
- ideally, at least three years of proven teaching experience
- competent ICT skills and a knowledge of their use to support educational programmes
- excellent oral and written communication skills in the language of teaching
- up-to-date first aid certification

Qualities expected

ISM expects its staff to:

- be internationally-minded, with a positive attitude and an understanding and sensitivity to cultural differences
- have a commitment to excellence in all aspects of student learning
- be motivated to make a significant difference to their students' learning
- be willing to be involved in the constant improvement of a developing school

Working conditions

1. Full-time teachers are contracted for 39 hours weekly according to Monaco law. In addition:

- They are expected to be on the school premises from 8.00 - 16.30 daily, except during their designated lunch break.
- Total teaching days vary from 170 to 175 annually, with a further 7 professional learning days.
- Teaching contact time consists of 21 hours weekly, divided into teaching periods.
- The non-contact time is used for activities such as planning and lesson preparation, assessment of student work, collaborative planning, displaying student work, meeting parents/students, writing reports, record keeping, supervising exams, etc.
- Full-time teachers are also required to supervise students during 2 or 3 break times weekly. Teachers with less than a full-time teaching load may be asked to do more.
- Teachers are also expected to participate in one after-school activity.
- They are also expected to attend up to 3 parent/teacher/student events in the school year.
- Each academic year, all full-time teachers will be involved in a student field trip.
- While external substitutes are sought for any long-term replacement, full-time teachers, especially those with less than a full-time teaching load, may be asked to replace a teacher on short notice.

2. Part-time teachers are contracted for the number of hours stated on their work contract. They will be expected to participate as above, in proportion to their contractual number of hours relative to a full-time teacher.



LIVING IN MONACO & THE SOUTH OF FRANCE

"French Riviera" offers an exceptional quality of life, with:

- an average of 300 days of sun every year, an exceptional geographical position between sea and mountains, beautiful landscapes and natural surroundings
- 120 kilometres of coastline and a magnificent Alpine natural park in which a multitude of sports activities are available, including water-skiing, downhill skiing, windsurfing, jet skiing, off-shore activities, canyoning, rafting, hiking, rock climbing, mountain biking, tennis, paragliding, and much more
- a rich variety of music, opera, and dance performances as well as a number of cultural and friendship clubs.
- easy access to ski stations within 1.5 hours from Nice.
- an open gateway to the rest of the world via the Nice Côte d'Azur International Airport

A large choice of restaurants, bars, and entertainment in the evening can be found in:

- The old town of Nice (Vieux Nice)
- Place Garibaldi and its area (Nice)
- Port Hercule in Monaco
- The old town of Antibes
- The port of Saint Laurent du Var

The Côte d'Azur can boast of a number of delightful, world-famous places:

- Beautiful villages such as Eze, St Paul de Vence, Saint Agnes, Grasse, Peille, Roquebrune-Cap-Martin, Saint Jean Cap Ferrat, Antibes
- The old town of Menton and Nice with their markets and coffee shops
- Island of Lérins by boat from Cannes
- Beautiful beaches in Juan les Pins, Cap d'Antibes
- Day trips to Italy to visit the open markets, well-known sandy beaches, and unique seaside cycling paths

How to commute to ISM

Car parking in Monaco is limited, and the wait list to obtain a paid parking space can be long, so if you wish to obtain a parking place, we recommend you fill in the request form as soon as you arrive. If you have an electric or hybrid car, you may obtain a place more quickly than for a normal car and you will also receive a discount on the subscription. While you are waiting for a monthly parking subscription you can obtain a “carte à décompte” (free of charge) that you can credit with €150 maximum, which gives you better hourly parking prices.

Monaco Town Hall allows electric vehicles to park for free on public roads.

If you drive a scooter, you will easily find a place to park for free.

The best option to commute to ISM is to use public transportation: :

Trains:

Trains from Nice-Monaco and Menton-Monaco run several times per hour. They stop at: Nice Ville, Nice Riquier, Villefranche-sur-Mer, Beaulieu-sur-Mer, Eze-bord-de-Mer, Cap d'Ail, Monaco, Roquebrune-Cap-Martin, Carnoles, and Menton.

Buses:

Buses from Nice-Monaco and Menton-Monaco run every 10-15 minutes (bus 100, 21, 24, 607). For Nice-Monaco, there is also a bus at 7:00 (bus 112).

2 options for monthly pass

- A single option pass, around 33€ for a monthly pass
- An all-inclusive option: the all-inclusive package! TER trains, buses, metro, tramway: your unlimited access to all public transport networks, in a city or department.

A monthly pass from 29€ for 1 zone up to 80€ for 7 zones



Employer's contribution to commuting costs:

ISM will cover 40€ to 60€ per month, depending on the city of residence (CCSS regulated).

LIVING IN MONACO & THE SOUTH OF FRANCE



Doctor's
appointment
32€



Specialist
appointment
60€



Taxi from the
airport to Monaco
90€



A liter of
petrol
1,90€



A kilo of tomatoes
3,90€



Baguette
1,30€



Cinema ticket
14€



USEFUL INFORMATION

MEDICAL COVER

The CCSS (Caisse de Compensation des Services Sociaux) is the organisation in Monaco that provides health coverage. To benefit from medical coverage, you will first need to obtain your work permit and complete at least 120 hours of work during the month preceding the date of treatment.

Insured employees can also cover:

- Their wife/husband who lives in the Alpes-Maritimes or Monaco, if he/she is unemployed.
- Their children under 21 years old (or under 26 if pursuing further studies at the University of Monaco) who live in the Alpes-Maritimes or Monaco.

Reimbursement:

Depending on the family's income and the number of children, the CCSS will issue you a colour-coded card that you will need to show every time you go to see a doctor. In order to obtain this card, you need to provide your bank details (bank accounts based in France or in Monaco only) and a proof of residence (rental contract or electricity bill) to the CCSS. With your card, the doctor will be able to determine how much they are allowed to charge for health care:

A "green card" requires the doctor to charge according to a conventional rate.

A "pink card" authorizes the doctor to increase the rate up to 20%.

A "bulle card" authorizes the doctor to apply any rate. The patient should ask the doctor the cost before beginning treatment.

The reimbursement rate is 80%. Most medications and treatments are reimbursed, but not all.

MEDICAL COVER: "Mutuelle"

The school also provides a private health insurance called a "mutuelle" that supplements the reimbursement from the CCSS in most cases. The contribution for this insurance is as follows: 100% paid by the employer (the monthly cost for ISM goes from 60€ for a single person, and up to 200€ for a family).

PREVOYANCE INSURANCE for long-term sick leave

The school has subscribed to an additional health insurance called "Prévoyance" that covers exceptional absences such as long-term sick leave, and temporary or permanent incapacity. The contribution for this insurance is 100% paid by the employer (i.e. 45€-50€/month for a gross salary of 4500€).

In case of decease, a minimum of 150% of your yearly salary will be paid to your designated beneficiaries.



USEFUL INFORMATION

PENSION

Normal retirement is at 65 years of age. Around 11% is deducted each month from the salary for Monaco pension (C.A.R.) and complementary pension (AGRR, CEG, CET). To benefit from Monaco pension, you must have worked at least 10 years in Monaco. If less, on your 65th birthday you can claim back, the contributions you paid by contacting the C.A.R.

Regarding the complementary pension, you will receive a payment, regardless the period of contribution.

HOUSING

In France, it is compulsory to insure your apartment/house. With this insurance, you automatically get a liability insurance.

The cost of rent between Monaco and Nice varies significantly:

A studio in Monaco will cost between €3000 and €4000 per month.

A 1-bedroom apartment in Nice (1 bedroom, 1 living room) of 50 m² will cost between €700 and €1000 per month.

In France, in order to sign a rental contract you will need to provide:

- your last 3 salary slips or your employment contract
- bank details
- ID card or passport
- tax notice from the previous year if resident in France
- your last 3 rent receipts if resident in France
- a 1-month or 2-month security deposit cheque (cashed and then refunded at the end of the lease if property is left in the same condition as when it was first rented)
- real estate agency fees = 1 month of rent (paid once)
- payment of the first month of rent when signing the contract
- insurance certificate

In Monaco, in order to sign a rental contract you will need to provide:

- a salary slip or a certificate of employment from the employer
- a 3 months' security deposit by cheque (cashed and then refunded at the end of the lease if property is left in the same condition as when it was first rented)
- real estate agency fees = 10% of the annual rental cost (paid once)
- registration fees = 1% of the annual rental cost (paid once)
- payment of the first 3 months of rent
- passport
- bank account in Monaco or in France
- a « carte de séjour » from the Sureté Publique

In most cases, the lease is for a minimum of one year. If two people live in the same apartment, it is important to have both names written on the lease.



USEFUL INFORMATION

BANK

To open a bank account in France or Monaco, you will need to provide the following documents:

- ID card or passport
- a proof of residence in the area: i.e. rental contract, electricity bill, water bill (less than 3 months old)
- an employment contract
- a work permit (required by banks in Monaco)

WORK PERMIT and other formalities

Formalities to obtain a work permit depend on the nationality and on the choice of residence: Monaco or France.

- For non-EU citizens residing in France, a "titre de séjour autorisant son titulaire à travailler" or a "visa autorisant son titulaire à travailler" delivered by the authorities of the Alpes Maritimes is required.
- For EU citizens residing in France, passport and a proof of residence of a local address in the area is required.
- For a residence in Monaco, a "carte de séjour" is required by the authorities in Monaco.

A medical visit will be organized by the authorities.

In all cases, the following documents must be provided:

- Copy of your passport
- CV translated into French
- Police check from your country of provenance (ICPC for British citizens www.acro.police.uk/icpc)
- Copy of your diplomas (teaching qualifications)
- Copy of recent first aid training (less than two years old)

TAXES

Social taxes

These taxes are directly taken from your gross salary. They are equivalent to approximately 14% to 15% depending on the level of income.

These contributions include pension contributions (about 11% depending on your salary) and unemployment insurance - Assedic (2.4%)

Example:

A gross salary of 4600€ = approximately 3910€ net

A gross salary of 4000€ = approximately 3440€ net



USEFUL INFORMATION

TAXES cont.

Income tax

Foreigners living in Monaco (except French and Americans) are exempt from income tax.

Every person residing in France has to pay French income tax. The amount is based on the family's income and number of dependents.

Tax declaration: by the end of May 2024, an employee living in France or Monaco has to declare the annual amount he/she earned in 2023 in Monaco or France.

The forms are available on the French government tax website (www.impots.gouv.fr) at the beginning of May (Formulaire n°2042) and must be returned by the end of May.

To make a precise simulation, you can visit the government website:
<https://www.impots.gouv.fr/formulaire/2042/declaration-des-revenus>

If you are single, it is recommended to save around 1,5 month salary over the first 2 years at ISM to forecast the payment of your tax in September.

N.B. It is compulsory to declare your foreign bank account(s) to the French government.





USEFUL ADDRESSES

HOUSING

In France:
www.pap.fr
www.topannonces.fr
www.seloger.com
www.orpi.com
www.logic-immo.com
www.easy-immobilier.com

ELECTRICITY

In France:
EDF +33 96 93 66 83
ENGIE
DIRECT ENERGIE
In Monaco:
SMEG +377 92 05 05 00

MOVING STORAGE

www.shurgard.com
www.alwaysinternational.fr
Stockabox:
9 Route de la Turbie
06320 CAP D'AiL
+33 4 93 78 40 88

MONACO CAR PARK

Office open Mon - Fri
9:30 to 17:00
24 rue du Gabian
98000 Monaco
+377 98 98 88 24

TELEPHONE

In France:
SFR
ORANGE
BOUYGUES
In Monaco:
MONACO TELECOM

EMERGENCY N°

17: Police
18: Firemen
15: Medical emergency
112: European emergency
number

HEALTH / PENSION

C.C.S.S. (medical)
11 rue Louis Notari
98000 Monaco
+377 93 15 44 18

C.A.R. (pension)
11 rue Louis Notari
98000 Monaco
+377 93 15 49 61

A.G.R.R.
(complementary pension)
4 bis rue de la Colle
98000 Monaco
+377 92 05 01 19

USEFUL WEBSITES

www.expatica.com/fr
www.smartexpat.com/france
www.leboncoin.fr

TRAIN SCHEDULE

www.ter-sncf.com/Regions/paca/fr

RENTAL CAR IN NICE

www.auto-bleue.org
www.avis.com
www.europcar.com