



AKCENT International House Prague has been a language school since 1988 and a private company since 1990. We are proud to be a co-operative owned by most of the permanent staff. In February 2000 the school affiliated to the International House World Organisation and changed its name to AKCENT International House Prague. We are one of the largest private language schools in the Czech Republic employing about 100 teachers. The school offers courses in English, German, Czech, Spanish, French, Italian and Chinese. In 2008 we became a full member of EAQUALS (Evaluation & Accreditation of Quality in Language Services) and in 2009 we became an open centre for Cambridge English examinations. The English department employs over 60 members of staff and has more than 3,500 students.

AKCENT International House Prague is not only a language school; it is also involved in resource and project development such as e-learning. Furthermore, we are one of the main centres for teacher training and teacher development in the country; we run both the Cambridge CELTA and DELTA teacher training courses as well as the TKT course along with IH certificate courses for teaching YL, Business English and a One-to-One. We also have AKCENT College preparing students for a BA degree in teaching English as a foreign language and teaching Czech as a foreign language.

What makes us different from other schools is the emphasis we place on teacher development and the resources that we commit to it (see Staff Development and DELTA below). We are looking for teachers who are willing to commit the time outside of classroom hours to take advantage of this.

International House is one of the most significant language school networks in the world with headquarters in London and over 150 affiliates in some 50 countries. Approximately 100,000 students study English and many other languages annually in the schools of the organisation.

The location

The school is based in Prague 4 and is surrounded on all sides by a garden with trees and benches. It is a five-minute walk from a metro station, which is just 10 minutes from the city centre. There are many off-site courses, usually located in pre-schools, primary schools or in-company all over Prague. A very small proportion of courses take place also in other towns in the country.

The premises

The classrooms are in an enlarged two-storey building, with the staffroom and administration in an adjoining one-storey building. A second building adjacent to the school houses AKCENT College, an internet cafe as well as a well-stocked library.

The facilities

All classrooms are equipped with whiteboards, wall-mounted speakers for MP3 players, data projectors and OHP. Additionally, a staff video camera is available for teachers to use on the premises. A computer classroom is also available on our main premises in Prague 4. MP3 players are used for listening activities both in the main school as well as off-site. Laptops are also available as well as one IWB and 2 e-beam devices.

There are 10 computers with Internet access in the staffroom as well as a printer and a multi-function photocopier that teachers use with their own codes.

The big school library has an extensive stock of up-to-date teacher resource books. There is a school picture file, video materials including coursebook videos, and class sets of supplementary books. Teachers also have access to the Internet there.



Teaching

The school operates all year round but the academic year in the Czech Republic is September to June so most of the teaching is done between these months. The teaching week is Monday to Friday, with some courses running on some Saturdays. In such cases the teacher is credited with extra hours.

Most teaching takes place in the morning (beginning 7:00 or 7:30) and in the evening (finishing no later than 20:30). This means that it is normal that teachers have 3-4 "split shifts" a week where they teach in the morning, have most of the day free and teach again in the evening. Every effort is made to minimise inconvenience to teachers and to spread the less popular timetable aspects equally (i.e. late evenings followed by early mornings). Teachers who are new to working "split shifts" should be aware that this requires them to give more thought to how to manage their time so that they avoid the stressful feeling that they have been at work for 12 hours on days when they have only taught four to six 45-minute teaching periods.

A full-time native speaker teacher is expected to be able to teach all levels and age groups though we try to take into account teachers' preferences and previous experiences. Since the school is committed to teacher development, we feel we have the necessary support facilities to help a teacher teaching a level or age group for the first time.

Teaching duties include: adequate preparation of lessons, following the set syllabus, class administration, co-operation and liaison with fellow course teachers, substitution, testing and other work.

Non-teaching duties include: attendance at administrative meetings and professional development workshops and orientation seminars. A typical timetable involves around 30 % teaching school classes and 70 % teaching off-site. Off-site teaching is predominately in pre-schools and primary state schools though we also teach English in many companies. In-company teaching DOES NOT necessarily mean Business English, in fact as little as 5 % of it is specifically Business English.

We teach all ages starting from 5-year-olds to people in their 70s. As you would expect we teach a vast range of courses from beginner to post-proficiency including preparation courses for the Cambridge English examinations. In school the maximum class size is usually 12 students but off-site you can expect small groups and one-to-one (this constitutes approximately 50 % of our off-site teaching). Taking all this into account, you can see that a teacher's timetable has a lot of variety. During the year there are also short intensive courses and one-off courses, which you may also be asked to teach on. However, wherever possible we try to meet teachers' individual preferences.

The length of the lesson varies from 45 to 60 minute sessions. All lessons are calculated in 45-minute units.

The contract

Our academic year starts on 1st September; however, as a big school we usually recruit teachers during the academic year as well. Contracts are usually until the end of June.

There are two types of contracts:

1. Employment contract

The contract defines a set number of teaching hours to be taught within the dates stated in the contract.

All work that a teacher is asked to do is defined in terms of teaching hours.

The following areas are creditable towards the total contracted teaching load:

- Hours actually taught
- Hours cancelled with less than 24 hours notice
- Substitution
- Split shifts
- Travel time (to places outside Prague)
- School and personal holidays
- Sick days (with a doctor's note)

The teacher's monthly salary is guaranteed irrespective of the number of hours worked each month. If the teacher



works over the number of hours agreed in the contract then these are paid extra on completion of the contract. If a teacher does not fulfil the contract load then the end of contract bonus will be reduced.

A two-month probationary period applies to all new teachers within which employment may be terminated by either party at two week's notice. Unlike many other schools in Prague, our salaries guarantee you a fixed amount each month and do not depend on the amount of hours you teach each week.

A typical package for a 22 contact hour per week teaching load (26 45-minute hours) includes:

- 10,000 to 14,000 gross Czech crowns per month plus a monthly 4 % flexible bonus (depending on qualifications and experience) plus accommodation in a shared apartment or 15,000 to 19,000 Czech crowns per month plus a monthly 4 % flexible for a teacher not in school accommodation
- Health and social insurance
- Luncheon Vouchers (to the value of 27.5 crowns per each day worked)
- Travel pass for the Prague public transport system
- Mobile phone allowance
- Free Czech lessons (90-minute lesson per week)

Further to the monthly package:

- A bonus is also paid on completion of the contract longer than 6 months
- On production of tickets / receipts the school contributes up to 5,000 crowns to EU citizens and 7,000 crowns to non-EU citizens towards travel costs for non-Czech residents arriving in the Czech Republic for the first time if their contract is longer than 6 months
- Holidays:
Employees are entitled to 5 weeks of holidays per calendar year as specified in the employment contract. The number of holiday days is proportionately reduced if the employee

did not work a whole calendar year. However, only whole calendar months of work are considered. 10 days of holiday will be set by AKCENT IH during the Christmas holiday. During the period between 26 August 2016 and 30 June 2017, a teacher can take up to another 6 days of holiday but only under the condition that such holiday is agreed with the DOS and teacher and follows the procedure given. Any remaining days can be taken during July and August or before the end of the employment relationship (if the employment relationship is agreed for the period of the main school year only).

2. Freelance agreement

In the current situation on the EFL job market in the Czech Republic this is a more usual type of contract, which is financially more interesting.

The package:

- Hourly rate 210 -252 CZK per each 45-minute unit (depending on qualifications and experience).

The following areas are paid for:

- Hours actually taught
- Hours cancelled with less than 24 hours notice
- Substitution
- Any teaching-related work such as materials development, test writing, invigilating at exams, etc.

Further to the package:

- Free Czech lessons (90-minute lesson per week)
- On production of tickets / receipts the school contributes up to 5,000 crowns to EU citizens and 7,000 crowns to non-EU citizens towards travel costs for non-Czech residents arriving in the Czech Republic for the first time if their contract is longer than 6 months
- Assistance with accommodation
- Assistance with getting the business licence



Teacher development

The school is committed to staff development. Each teacher new to the school is assigned to a DOS to help with orientation, settling-in and personal development. We also have a regular programme of seminars and workshops on various teaching topics such as using video, one-to-one teaching, teaching children, etc. Teachers are expected to attend these seminars. We also fund teachers' attendance at EFL conferences in the Czech Republic. Teachers are also expected to complete a number of other developmental tasks every year.

We encourage all our teachers to take the opportunity to further their teaching qualifications and offer:

- IHCYLT - International House Certificate in Teaching Young Learners
- IHBET1 - International House Business English Teaching level 1 Certificate / alternated with the IH 1-2-1 Certificate.
- The Cambridge DELTA - is offered to teachers as part of a three-year contract.

DELTA

The Diploma in English Language Teaching to Adults is the world's most widely recognised in-service post graduate teaching qualification for teachers of English as a foreign language. AKCENT International House Prague is the only centre for DELTA in the Czech Republic and the only non-British owned centre in Europe.

As part of our teacher development programme we (strongly) encourage teachers who see their careers in EFL to consider taking the qualification. Teachers with an initial qualification and two years of experience who are willing to commit three years to the school, will be able to take the Cambridge Diploma course with AKCENT IH Prague (subject to availability of places on the course and subject to their acceptance on the course by the course tutor) and will then be refunded half the cost of the course (the cost of the course being 50,000 Czech crowns) at the

end of the three years. It should be stressed that a job offer at AKCENT IH Prague does not necessarily automatically mean a place on the DELTA course.

Teacher assessment / staff appraisal

Teacher assessment is carried out through classroom observations by Senior Teachers and Directors of Studies, student feedback which takes place twice a year and a system of staff appraisal where every employee will have the opportunity to discuss their work, their goals for the short or long-term and how they fit into the school overall. This is carried out in a positive and constructive atmosphere geared towards emphasising and reinforcing what is going well and providing the support for those who want to improve areas of their teaching. The staff are also given the opportunity to appraise the work of management.

Five reasons to work for an International House school:

- You will be working for an organisation that has a worldwide reputation for quality teaching, teacher training and in-service development.
- You have the chance to extend your initial teaching qualification in specialist areas such as young learners.
- You get guaranteed working conditions as laid down in the affiliation agreement.
- You have access to up-to-date ideas through the IH Journal and the IH website www.ihworld.com
- You have a unique chance to get a position with other reputable IH schools

Contact

If you have any questions or wish to apply for a teaching position at the school, please contact Helena Linková. If you are applying for a teaching position, please include a C.V. in the e-mail.



Helena Linková

Academic director

address: Bítovská 3, 140 00 Praha 4

telephone: +420 261 109 218

e-mail: helena.linkova@akcent.cz