



Initial Pre-departure Advice

Congratulations! You are about to embark on a great adventure of living and working abroad. Teachanywhere is happy to have helped make it happen, but it is important for you to note the following advice. You have been employed directly by the school and your contract of employment is with them. Teachanywhere has introduced you to the school, who is now responsible for all matters pertaining to employment such as contracts, attestation advice, visas, flights, accommodation, professional and personal orientation, professional development and supervision. Whilst 'Teachanywhere' has helped to match you to the school, each teacher must be accountable for their decision to accept an offer of employment, to ensure that all aspects of the position including salary, accommodation, medical coverage, benefits for family members, working conditions, medical care, professional development and such meet with their personal and professional expectations. Before you accept a position you must conduct the necessary research of the country and the school.

This is your decision to accept the position and we cannot provide guarantees. It is exactly the same as applying for a position from a newspaper or website advertisement; we have simply taken some of the pressure of job applications away from you.

Now, on to the preparation. There will be so much to do and organise. The best recommendation is to write down a list of what you need to do and the time scale predicted to complete each task. This will help you to prioritize. Here are some ideas.

Communicating with your new employer

Your new employer should provide you with all the required information that you need to prepare for the transition to working overseas. Make sure you establish a regular line of communication with the head teacher and the school administration representative. The head teacher or head of department will address your queries about the job itself; the school administration department will be responsible for your move to the country. They will advise you about document attestation and what paperwork you need to send to secure an employment visa. Make sure you know their telephone numbers and e-mail addresses.

Your passport

Make sure your passport has more than 6 months validity before you send a copy to your employer for visa application. If in doubt contact your employer. If you need to renew your passport make sure that you inform the school and give them an idea of the delay.



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Sending your documents

Once you are happy with the contents of your contract and returned it to the school, you need to follow their instruction about your application for a residency visa. They will need certain attested certificates, forms to be filled in and an infinite number of passport photographs. The school will tell you what to do and how to do it and supply the addresses (physical / e-mail / fax number) to which to send the requested material. If you are couriering documents you will need the physical address (i.e. street name etc); if you are sending by normal post, you will need the PO Box address. Remember to keep in regular contact with the school but please bear in mind that their idea of regular communication differs greatly than yours. Please be patient; they will respond to you, but if you are eager to know what is going on, pick up the telephone. During the summer there will definitely be some delay as various contacts take a vacation. Do not worry; they will be in touch. As long as you have an idea of departure and you have supplied all of the necessary paperwork, it just remains for you to prepare yourself for departure.

Preparing for the curriculum

Make sure you have the contact details of your new head of department. You may need to discuss planning and the curriculum, especially if it is new to you. You will need to know the year groups that you are teaching so you can organise your own teaching resources to support your planning. Many schools are now adopting the IB curriculum. Get to know about it at www.ib.org.

Getting online

To advise you to make sure that you have an active e-mail account reads a bit obvious but they do act as useful tools to keep down your baggage weight at the airport! Apart from a must for instant communication with family and friends, e-mail will allow you to send attachments of scanned documents to yourself, like lesson plans, teaching aids and resources. Even if you do not have instant access in your new school or home, all locations will have numerous internet cafes.

Making important copies

Please remember to take your original documents with you; you will need them for your residency visa and sponsorship of dependents and other processes. You will need your original degree and teaching certificates, driver's license, passport, medical certificates, prescriptions, birth certificate and marriage certificate. And take copies of them too. It is important not only to take copies for yourself should you lose any, but to keep copies at home in storage or with a trusted friend or relative. Please remember that any documents that will be needed by a local Ministry, for example, for sponsorship of dependents (birth and marriage certificates), copies of the originals will need to be attested in your home country.