



# ENGLISH TEACHER TRAINING COLLEGE

## Welfare Assistant (20 Hours) Vorchdorf

### Organisation Profile

The English Teacher Training College and its associated Bilingual Classroom Initiative (ABCi) is a not-for-profit Austrian College based in Vorchdorf and Vienna with a dual mission: Firstly, as a college, to provide a practical education in teacher training for student teachers from the English-speaking world based solely on the candidate's academic merit. Secondly, as a charity outreach, to promote language learning, cultural exchange and foster understanding between English-speaking countries and Austria by bringing hundreds of teachers from England, Scotland, Wales, Ireland, America, Canada, New Zealand and Australia into Austrian classrooms to reach every child with a free English project by the year 2020. As the College is growing there are several vacancies right now: <http://www.english-teacher-college.at/jobs/>

### Duties

As a Welfare Assistant you'll have the opportunity to be part of a world-class educational organization

- Together with the Welfare Team, you will have responsibility for the general welfare of all teachers
- Ensure that staff accommodation are kept in an orderly condition
- Conduct weekly welfare checks on the Campuses
- Responsibility for all food and travel conditions
- Working with field staff ensuring that Teachers have access to all relevant facilities
- Regular meetings with student teachers
- General administration duties
- Event management

### Requirements

The ideal candidate will have proven experience in staff welfare and have the right to work and live in Austria. Excellent communication in written and spoken form.

- Candidates with (office) experience in an international organization preferred
- Driving License and the ability to drive in Austria is a must.

- Excellent written and spoken English
- Willingness to travel
- Efficient and precise working style, reliability and the ability to stay focused
- German Language skills would be advantageous

### **Salary and benefits**

Minimum 10 094, 00 Euros gross annual salary before employer tax including Christmas and summer bonus. Health and accident insurance plus pension benefits and severance pay. 25 days Holiday days per year (not including 13 additional Austrian public holidays). Exceptional work will be rewarded with raises/promotion.

- You will be provided with access to an ABCi car and phone as necessary
- Further professional training and development as appropriate
- Full room and food expenses with internet access when based away from home
- Work-related travel costs

### **To apply**

Email CV and cover letter to [claud.fourie@austriabci.at](mailto:claud.fourie@austriabci.at).  
**Start immediately**

If you have any questions, please do not hesitate to contact the Personnel Director, Claud Fourie (0043 7614 51400 13).

Find all current job vacancies at the English Teacher Training College here: <http://www.english-teacher-college.at/jobs/>

### **Contact**

#### **Claud Fourie**

Personnel Director

The English Teacher Training College of Austria and Bilingual Classroom Initiative (ABCi)

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