

Guideline

for

foreign teachers to public teaching services in the state of North Rhine-Westphalia, Germany

Contents

1. Application.....	2
1.1. Who can apply?	2
1.2. Which degree is required?.....	2
1.3. How do I apply?	2
1.4. Applicant database for interested parties.....	3
1.5. How can I have my foreign degrees accredited?	4
1.6. In what type of school can I be employed?.....	5
1.7. How much can I earn?.....	5
1.8. University degree in one subject.....	5
1.9. University degree in two subjects	6
1.10. Duration of employment.....	7
1.11. How do I obtain a residence permit?	7
1.12. Are you a teacher from the European Union?	7
2. After your successful application.....	7
2.1. We will support you in your new activity	7
2.2. What do we expect of you?	8
2.3. How is the school system structured?	8
2.4. Your headmistress or headmaster.....	9
2.5. Your educational service and educational contents.....	9
3. First steps on-site	9
3.1. Flat-hunting.....	9
3.2. Registering with the registration office	9
3.3. Bank account and accounting connection	10
3.4. Health and nursing care insurance / retirement and unemployment insurance	10

1. Application

1.1. Who can apply?

In addition to trained teachers, university graduates can also apply for a teaching position in North Rhine-Westphalia who, with their education, can teach students in at least one subject. Employment in the individual school types depends on the respective university degree.

1.2. Which degree is required?

In the following types of secondary school stage I (Sekundarstufe I): secondary modern school (Hauptschule), secondary school for ages 11 and up (Realschule), comprehensive school (Gesamtschule) (secondary education stage I, Sekundarstufe I), continued education college (Weiterbildungskolleg) (secondary education evening classes, Abendrealschule), applicants with the following degrees can be employed:

- Master
- Bachelor (with a minimum of 8 semesters of standard period of study at a university)
- Bachelor.

In the following types of secondary school stage II (Sekundarstufe II): grammar school (Gymnasium), comprehensive school (Gesamtschule) (secondary education stage II, Sekundarstufe II), continued education college (Weiterbildungskolleg) (evening school preparing students for university entrance examination, Abendgymnasium; college, Kolleg) and vocational school (Berufskolleg), applicants with the following degrees can be employed:

- Master
- Bachelor (with a minimum of 8 semesters of standard period of study at a university).

1.3. How do I apply?

The state of North Rhine-Westphalia advertises the available open positions to be filled in public teaching services that are open to native speakers on the web portal www.TAP.nrw.de. Positions are published in TAP once a week, always on Wednesdays.

On the homepage, click the 'Stellen suchen' ('search for positions') button. A table will appear that displays job openings **for side access** (Seiteneinstieg) in the bottom three lines:

- in secondary education schools stage I (Sekundarstufe I)
- in secondary education schools stage II (Sekundarstufe II)

- in vocational schools.

Clicking the 'search' button will start the search engine that makes it easier for you – by means of a variety of search criteria – to find a suitable position.

If employment ads are available based on the query entered, they will subsequently be displayed.

Under 'Ausschreibungstext vollständig anzeigen' ('Display complete employment ad text') you will find – apart from other important information – the address of the school advertising the position. Please address your written application – always including the job advertisement number – directly to the school.

Please be mindful when submitting an application that you meet the requirements listed in the employment ad.

A standard application contains a convincing letter of application, a (complete) curriculum vitae, report cards showing the school, college, university and/or other education, previous employer's references and other certificates – preferably in German (as certified copies, if necessary).

If your application has drawn the school's interest, you will receive an invitation to a personal job interview. This interview will be conducted by a selection committee under the direction of the school's headmaster or headmistress.

Please prepare for the selection interview. To prepare, it is principally recommended to study the school's homepage on the web. You will find important information on the school, its work and its educational orientation there.

The selection interview aims at convincing the school that you (and no one else) are the right applicant for the position to be filled.

If in a given case, e.g. due to an extremely long journey, a personal on-site job interview is not feasible, a corresponding telephone conversation or video conference can take place as an exception in place of the on-site interview.

If the selection process decides you are the best suitable applicant, you will be offered a corresponding employment contract.

1.4. Applicant database for interested parties

Apart from your direct application, you also have the option of registering in our applicant database as an interested party.

In TAP (www.tap.nrw.de), you will find a 'Interessentenregistrierung' ('Registration for interested parties') button. Here, you must first perform a 'technical' registration that will allow you to access your own data later on (e.g. to make changes). You can then enter specific information about yourself, your education and your job preferences. Finally, you can decide whether your data should be made accessible to interested school administrations in North Rhine-Westphalia and/or

whether you yourself would like to have information on employment ads emailed to you – provided the ads match your data.

1.5. How can I have my foreign degrees accredited?

The district governments of Arnsberg and Detmold are in charge of accrediting university degrees as the first state exam for teaching qualification.

In Germany, two subjects are required for accreditation as a state exam (exception: art or music in grammar schools and comprehensive schools) as well as subject-didactic academic and testing credits. If you have an education that can be accredited, mail your documents to the district government in Arnsberg (for EU-applicants) or to the district government in Detmold (for applicants from non-EU countries).

District government	Telephone / mailing address	(Partial) Accreditation
Arnsberg Seibertzstr. 1 59821 Arnsberg	Tel.: 02931 82-0 poststelle@bezreg-arnsberg.nrw.de	University degrees for accreditation of: <ul style="list-style-type: none"> • State exams • Teaching exams • Teaching qualifications from EU-countries and from the European Economic Area as well as Switzerland
Detmold Leopoldstr. 15 32754 Detmold	Tel.: 05231 71-0 poststelle@bezreg-detmold.nrw.de	University degrees for accreditation of: <ul style="list-style-type: none"> • State exams • Teaching exams • Teaching qualifications from other foreign countries (except for EU, European Economic Area as well as Switzerland)

In North Rhine-Westphalia, university graduates who did not receive accreditation of their degree for two subjects can also be accepted into the application process.

The schools' requirements for the teacher to be hired are listed in each individual employment ad. Please apply directly to the individual school¹ in this case as well.

Any questions regarding the employment contract or payment of the salary must be addressed either to the district government that has initiated the hiring process, or to the Landesamt für Besoldung und Versorgung (LBV NRW, State Office for Salaries and Pensions), Völklinger Str. 49, 40221 Düsseldorf, Tel.: 0211 6023-01.

You can find a downloadable sample employment contract at www.tap.nrw.de under the 'Verfahrensinformationen / download' (procedure information / download) button.

1.6. In what type of school can I be employed?

What type of school you will be able to work at depends on the type of university degree you can verify. If you have a bachelor degree with a minimum of 8 standard semesters of study, or a master's degree, you can work in all types of school of secondary education stages I and II (at the grammar school, the vocational school, the continued education college, the comprehensive school in secondary education stage II, at the secondary modern school, the secondary school for ages 11 and up, and the comprehensive school in secondary education stage I).

If you have a bachelor degree with fewer than 8 standard semesters of study, you can work in the following types of schools: comprehensive school (secondary education stage I), secondary modern school, secondary school for ages 11 and up, and continued education college (secondary education evening classes).

1.7. How much can I earn?

Your salary will depend on your qualifications, their accreditation options, your professional experience as well as the type of school where you will teach.

1.8. University degree in one subject

As a teacher with a completed scientific university education in **one** subject, you will be classed into payment groups 10 to 12 – depending on the type of school where you are going to work, and depending on the professional experience you bring with you – for full employment:

¹ If you come from an EU member state as a fully trained teacher, you have the opportunity – usually by means of adjustment measures – of obtaining the second state exam. This path leads to a full teaching qualification without teaching practice; depending on the duration of the individual adjustment measure, it can be more favourable for you in a given case than an extra-occupational teaching practice.

Type of school	Payment group	Monthly gross salary in EUR	Prior professional experience in stages 1 to 4
<ul style="list-style-type: none"> • Secondary modern school (Hauptschule) • Secondary school (Realschule) • SI-sector comprehensive school (Gesamtschule) 	10	2,465 € 2,744 € 2,955 € 3,166 €	Stage 1: none Stage 2: ≥ 1 year Stage 3: ≥ 3 years Stage 4: ≥ 6 years
<ul style="list-style-type: none"> • Grammar school (Gymnasium) • Vocational school (Berufsschule) • SII-sector comprehensive school (Gesamtschule) 	12	2,656 € 2,955 € 3,377 € 3,748 €	Stage 1: none Stage 2: ≥ 1 year Stage 3: ≥ 3 years Stage 4: ≥ 6 years

1.9. University degree in two subjects

If you have completed a scientific university education in **two** subjects, you can have your university degree accredited as a first state exam, under certain prerequisites. With an accredited first state exam for a teaching job, you are classed under payment groups 11 to 13, depending on the type of school where you are going to work and depending on your professional experience.

Type of school	Payment group	Monthly gross salary in EUR	Prior professional experience in stages 1 to 4
<ul style="list-style-type: none"> • Secondary modern school (Hauptschule) • Secondary school (Realschule) • SI-sector comprehensive school (Gesamtschule) 	11	2,563 € 2,847 € 3,058 € 3,377 €	Stage 1: none Stage 2: ≥ 1 year Stage 3: ≥ 3 year Stage 4: ≥ 6 years
<ul style="list-style-type: none"> • Grammar school (Gymnasium) • Vocational school (Berufsschule) • SII-sector comprehensive school (Gesamtschule) 	13	2,970 € 3,305 € 3,485 € 3,835 €	Stage 1: none Stage 2: ≥ 1 year Stage 3: ≥ 3 year Stage 4: ≥ 6 years

Due to social security contributions and taxes, approx. 60–70 % of your gross salary is transferred to your salary account each month.

We are careful to point out that you may have to pay taxes in Germany **and** in your home country if necessary.

Please find out for yourself in your home country whether a double tax agreement was signed with Germany.

1.10. Duration of employment

Native speakers are always hired with an annual contract to begin with. Subsequently, the prospect of indefinite employment can be held out to you, both as an applicant with validation as first state exam for a teaching position (objective: extra-occupational teaching practice) as well as an applicant without validation.

1.11. How do I obtain a residence permit?

As a foreign teacher at a German school, you will need to obtain a residence permit. To do so, you must apply for a visa in the German embassy or in the German consulate of your home country. You will be required to fill in an application and to submit evidence of your employment and your income at your future school (written job promise or preliminary employment contract) as well as on your future health insurance (also for your dependants, if any).

As long as your employment continues, the foreigners' registration office can – at your request – extend the residence permit for a fixed term or can, a.o., after several years of teaching in Germany, issue an unlimited residence permit.

1.12. Are you a teacher from the European Union?

Teachers from member states of the European Union enjoy freedom of movement and do not require a visa or a residence permit. They are issued a certificate of the right of residence after arrival in Germany. Third-country family members also enjoy freedom of movement. They receive an officially drawn-up residence card or a permanent resident card for family members of EU citizens.

2. After your successful application

2.1. We will support you in your new activity

To make it easier for you to get started, you will be prepared for the school requirements and framework conditions one week before you start your teaching activities in a week-long **orientation seminar**.

During the first year, you will participate in an extra-occupational support measure provided in the form of consultation support and associated consultation through

appropriate seminars. You will receive five hours of discharge for your teaching obligations to participate in this **educational introduction** and participate in qualification in a study seminar on one day each week.

Should the prerequisites for participating in the extra-occupational teaching practice be demonstrated in a given case at the start of the teaching activity, the procedure for extra-occupational teaching practice can be initiated directly.

2.2. What do we expect of you?

Unless you already have knowledge of the German language, we expect that you will obtain sufficient knowledge during the first year to allow you to communicate with parents, colleagues and students in German as well as in your first language.

In addition to your teaching activities, you are also expected to participate in conferences and work briefings, collaborate in committees, perform break supervision, perform parents' evenings, offer consultation hours and take care of administrative work (e.g. keeping the attendance register or the course record).

Furthermore, you should inform yourself of important circumstances, regulations and practices at school, e.g. the regulation concerning substitution, interior decoration and room situation, available media (e.g. Notebook, Beamer, OHP, memory stick), possibilities for teachers and pupils to use IT, teacher and pupil library, support options, work groups, school cooperative work, school partnerships and activities outside of school.

Lastly, you should also have knowledge on the school system in North Rhine-Westphalia.

2.3. How is the school system structured?

In North Rhine-Westphalia, there is the four-year primary school (primary education, academic years 1 to 4) which is followed either by the secondary modern school, the secondary school for ages 11 and up, and the comprehensive school, or by the grammar school (secondary education stage I, academic years 5 to 10).

In these types of schools, the lower (academic year 9) and middle (academic year 10) educational achievements can be obtained.

In academic years 11 to 12/13 during secondary education stage II, comprehensive schools and grammar schools lead to the A-level (higher education entrance qualification) beyond the educational achievements listed above and to obtain the proficiency to study. Vocational school also usually leads to a general educational degree, e.g. the senior technical college degree or the higher education entrance qualification. In addition, it offers special technical, social, business and/or economic qualifications, and degrees in the context of professional education.

2.4. Your headmistress or headmaster

The headmistress or headmaster of your school is your first contact person and – once you have started to work – your supervisor. All necessary formalities will be sorted out with her or him prior to the beginning of work. Furthermore, you will receive initial information from her or him regarding the educational efforts in the school, on the class schedule, the textbooks, deadlines, etc. Lastly, she or he should also designate a mentor for you who will accompany you during your initial training in the school and who is available as a continual contact person and advisor.

2.5. Your educational service and educational contents

Mandatory lesson contents are put together in the lesson plan. The school's specialist subject conference develops possibilities for implementation within the school based on the provisions of the lesson plan.

Ask to peruse the textbooks and other lesson materials used in class. Contact the department chairpersons and the specialist subject teachers.

Pupil-centred and activity-oriented teaching methods, or the flexible application of suitable media, are of special importance and aim at self-responsible learning.

3. First steps on-site

3.1. Flat-hunting

You will require a flat while you are working in North Rhine-Westphalia. The school administration and the staff at your school will help you find a suitable flat.

In addition, flats are offered for rent in regional and local newspapers or by corresponding agencies. Apart from that, you can also look for a flat via online platforms on the web.

3.2. Registering with the registration office

As soon as you have a permanent residence, you will need to register with the city's or the district's registration office.

The registry office will provide you with a form listing your residential address which – in combination with your passport – is your official proof of residence.

You will also obtain your tax card through the registration office, and you will need to fill in certain information and forward it to the Landesamt für Besoldung und Versorgung (State Office for Salaries and Pensions) of the state of North Rhine-Westphalia (address: LBV NRW, Völklinger Str. 49, 40221 Düsseldorf, Tel.: 0211 6023-01).

3.3. Bank account and accounting connection

Your salary for your work in the public school services will be transferred non-cash by the State Office for Salaries and Pensions of the state of North Rhine-Westphalia (LBV NRW). For this reason, you must open a cheque account or a salary account with an institution of your choice. You should compare the providers with each other with respect to their terms (e.g. charges for account management, the possibility of obtaining cash at the counter and/or ATM machines). The account owner, bank code number and account number must be communicated to the LBV so salary payments can be made.

3.4. Health and nursing care insurance / retirement and unemployment insurance

As a teacher in the public school service of the state of North Rhine-Westphalia, you are subject to the German social insurance law for the duration of your employment. You are thus subject to social insurance contributions in the pension, health, accident and unemployment insurance.

With respect to health insurance, tarified employees should acquire statutory health insurance (gesetzliche Krankenversicherung, GKV).

You will choose one insurance company from a number of providers. Prior to finalising the agreement, we advise that you compare the cost-benefit ratio (on the Internet). The amount of your health and nursing care insurance depends on your income. The health insurance contribution is directly withheld from your monthly gross salary.

If you are a civil servant in your home country, we recommend private health insurance. Ask the appropriate companies or your home insurer for information.

Please note the principles of social insurance protection within the EU as well as the social security agreements signed between the Federal Republic of Germany and a number of states that aim at ruling out simultaneous insurance ('double insurance') in different states' social insurance systems.