



# WE ARE HIRING

inclusive  
innovative  
active





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As of: March 2024

## WELCOME

Welcome to BBIS Berlin Brandenburg International School, a place where students are empowered to reach their unique potential and thrive on a global stage.

As one of Europe’s leading International Baccalaureate (IB) schools, BBIS proudly offers three IB programmes in the Primary, Middle and Diploma years of schooling, as well as a huge range of extra-curricular activities.

Inclusive, innovative and active, we’re here to help each student discover and develop their passions in a warm and welcoming environment.

### WE NURTURE COMPASSIONATE GLOBAL CITIZENS

While English is our language of instruction, BBIS is a truly international school. Our students come from over 70 countries across the globe, and share our values of humanity, tolerance and empathy.

Together, we are building a caring, internationally minded community of students, teachers and alumni – people who truly have the potential to leave a positive mark on our world.

### WE DELIVER INCLUSIVE EDUCATION

Every year, we welcome more than 800 day students and over 70 boarding students, from 3 to 19 years of age. And we support them all in developing invaluable, life-long skills like critical thinking, languages and intercultural competencies across our early education, primary and secondary areas.

We encourage our students to be courageous and explore new opportunities, fostering a pioneering spirit that will help them succeed, no matter what the future holds.

### WE CREATE A SAFE AND HAPPY SPACE FOR STUDENTS

Our overarching goal at BBIS is to help students become happy, well-rounded humans. With smaller class sizes – usually fewer than 22 students – everyone receives individual attention. And, recognising that growing up is not easy, our diverse and caring team provides dedicated support at every step of their journey.

### WE FOSTER A VIBRANT COMMUNITY

Beyond the classroom, we encourage collaboration and cooperation between staff, students, parents and the wider community – and we are very proud of the inclusive, innovative and active people who contribute to our school community.

We currently employ more than 200 staff members from over 25 nations, who each bring a unique perspective and invaluable skills to the school. And our thriving Parent Teacher Association (PTA) volunteer their time throughout the school year to help foster school spirit, enrich student experiences and more.

All past BBIS students are invited to become part of our richly rewarding alumni network, which offers opportunities to reconnect, give back and get ahead.

### Head of Individuals and Society

BBIS is a community of learners who care immensely about each other and the world beyond. We all have tremendous potential to be the change we want to see in the world.

### Head of Modern Foreign Languages

BBIS is special because it fosters creativity, providing a safe space for students to find out who they are, what they are capable of and how they can get to where they want to go. It gives students a voice and freedom in many aspects of their school life, whilst also providing structure and guidance, thus steering them in the right direction. Above all, it is a supportive workplace with great staff and students, which makes coming to work here truly enjoyable.





## MISSION AND VALUES

### OUR MISSION

To inspire everyone in our learning community to be responsible, compassionate global citizens who make a difference through inclusion, innovation and action.

### OUR VALUES

#### Pioneering

Pioneering teachers are motivating, inspiring and engaging. They are eager to understand the perceptions and assumptions of others, experimenting with new approaches to teaching and learning, and adapting to the needs of the learners they work with. They collaborate and work together to lead best practice and never stop learning, always helping students move the boundaries of what is possible.

#### Reflective

Reflective teachers self-assess and set goals in response to data and reflective questions. They inquire and reflect collaboratively, examining assumptions about teaching and learning, and developing an understanding of diverse perspectives. They are comfortable talking about what and how they are learning, embed their professional learning in everyday practice, and engage in original action research and transformational learning.

#### Excellent

Excellent teachers are committed to developing their expertise, craft and practice. They create environments where students feel secure and confident enough to take learning risks, make mistakes and learn from them. With high expectations for individual student learning, they are dedicated to achieving the best outcomes for their students through a personalised approach to learning.

#### Caring

Caring teachers are emotionally intelligent. They build healthy relationships based on trust and respect – taking an interest in their students, learning about them as individuals and holding high but realistic expectations for each one. They stay committed to students, regardless of the challenges, and act as role models. They establish, maintain and promote a positive culture of interpersonal trust, including parents and other community members as partners in education.

### OUR DEFINITION OF LEARNING

Learning is a lifelong and active process of inquiry in which the learner constructs new meaning about themselves and the world around them by connecting prior knowledge with new information and experiences. Learners' knowledge, conceptual understanding, skills and attitudes develop and deepen over time. Learning is demonstrated when learners apply, transfer and adapt their learning to new situations and problems in original ways.

## FACTS & FIGURES

STAFF MEMBERS  
**200+**  
FROM  
OVER  
30  
DIFFERENT  
NATIONS



*Approximately 900 students*

Thirtysix weeks in the school year

5 school buildings  
1 boarding house  
one campus  
180 days of instruction  
STUDENTS AGED FROM 3 TO 19 YEARS OLD  
\*\*\* English is the language of instruction \*\*\*  
BBIS was founded in 1990

*2 semesters per year*

7,668 SQM LEARNING SPACE  
**1:7** teacher-student ratio

 **3** IB Programmes offered (IB PYP, IB MYP, IB DP)   
School day from 8 am until 3 pm





## BBIS CAMPUS

Ideally located in a forested area on the southwest border of Berlin, our spacious and peaceful 360,000 sqm campus is the ideal setting for growth and discovery.

### WORLD-CLASS TEACHING FACILITIES

Spread across five spacious buildings, our classrooms are modern, comfortable and well-equipped to cater for a broad range of learning needs. The BBIS campus includes:

- Large classrooms in both the Primary and Secondary Schools
- Modern science labs
- Fully networked computer labs
- Art studios
- Music classrooms and practice rooms
- A multi-purpose room
- A performance and exhibition space
- Faculty and student lounges
- A purpose-built design/technology area
- Primary School library
- A learning hub, library, media centre and common room with direct access to the outdoor area for Secondary School students

Beyond the classroom, the campus features numerous playgrounds and recreational areas to give students healthy, active options during their breaks from learning.

### OUTSTANDING SPORTING FACILITIES

From track and field to tennis, badminton to basketball, our students can pursue their favourite sports at BBIS.

#### A full-size artificial-turf Sports Field

Includes a six-lane running track, a sand court for beach volleyball, basketball courts, plus facilities for high and long jump, discus and shot put. With floodlights and bleachers that can hold 820 spectators, we proudly host larger tournaments with other schools, too.

#### The BBIS Sports Hall

With three separate gymnasiums, audience seating and a fitness room, our multipurpose sports hall can be combined into one large space for basketball, volleyball, handball, indoor soccer and tennis. Beyond sport and fitness, the hall is also used as an auditorium, theatre and concert hall.



Scan to take a video tour of the BBIS campus.



Secondary School  
Teacher of PE

BBIS has excellent facilities and that allows us to host many sports tournaments in the gym as well as outside on the field and track. For me, it is special that BBIS students get so many opportunities to take part in extra-curricular activities, not only the ones related to sport.

Early Education  
Teacher

The children make me smile every day with their curious and adventurous spirits as we learn and grow together.



# WHY WORK AT BBIS?

BBIS is an inclusive, coeducational English-language day and boarding school serving the internationally-minded community of Germany's capital region. As an IB World School, it is fully authorised by the IB organisation to teach three IB programmes (IB Primary Years Programme, IB Middle Years Programme and IB Diploma Programme) to students aged from 3 to 19.

BBIS is fully accredited by the Council of International Schools and the Middle States Association Commissions on Elementary and Secondary Schools. It is a full member of the European Council of International Schools and the Association of German International Schools.

## AN INCLUSIVE WORK ENVIRONMENT

It takes a great team of people to give students the best education. At BBIS, we're proud of the inclusive, innovative and active people who contribute to our school community.

We welcome applications from all educators with relevant certifications, including those who identify as BIPOC, educators with (dis)abilities, LGBTQ+ educators, and those traditionally underrepresented in the international school community.

We currently employ more than 200 staff members from over 25 nations, who each bring a unique perspective and invaluable skills to the school. Scan this code to get to know some of the team.



Scan this to get to know some of our team members.

## OPPORTUNITIES TO GROW

To help foster ongoing innovation, BBIS staff are encouraged to attend and deliver workshops and presentations at key international conferences hosted by organisations like the IB, AGIS, ECIS and CIS. We also host in-house workshops and invite experts to train our staff on a regular basis.

Through ongoing professional development, we empower our staff to guide students in collaborative technology use, enabling them to address real-world challenges. Our goal is to advance diversity, fairness, human rights and justice.

## AN IDEAL LOCATION

Although only a 30-minute drive from central Berlin, BBIS feels a world away from the hustle and bustle of a big city. The school is located in the family-friendly town of Kleinmachnow in the Potsdam-Mittelmark district of Brandenburg, with easy access to both Berlin and Potsdam by public transport.

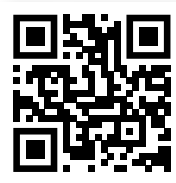
## ABOUT BERLIN

As the capital of Germany, Berlin is a cosmopolitan, multi-cultural city that boasts a unique mix of historic buildings and artefacts, modern museums and cultural precincts, and hip neighbourhoods and shopping areas. Home to 3.7 million residents from 190 countries around the world, it is the country's greenest city, with plenty of parkland and waterways to explore.

### Quick facts about Berlin

- 44% of its area is covered by waterways, forests, rivers and parks, and it is surrounded by stunning lakes
- Berlin has more canals than Venice or Amsterdam, 1700 bridges and 180 km of navigable waterways
- There are 9 castles, 3 world-class Opera Houses, and 150 theatres
- With 180 museums, there are more than enough to explore every rainy day (on average, 106 days of rain)
- Berlin is home to three UNESCO world heritage sites

### Learn more



Scan this to visit Berlin's official website.



Scan this to visit Berlin's tourism website.



Scan this for an overview of family-friendly activities in Berlin.







## ABOUT POTSDAM

Potsdam is a beautiful city just 24 km from Berlin. The capital of the state of Brandenburg is home to 183,000 residents and boasts the highest number of palaces per inhabitant in Germany. Many of its 16 palaces and historic parklands are UNESCO World Heritage Sites.

### Quick facts about Potsdam

- The world's first silent film was made here in 1912, and many blockbusters followed
- Potsdam is surrounded by lakes and the river Havel which turns the city into an island
- The city has 30 research institutes and universities
- Everywhere is within easy cycling distance

### Learn more



Scan this to visit  
*Potsdam's official website.*



Scan this to visit  
*Potsdam's tourism website.*



Scan this for an overview  
of family-friendly activities  
in Potsdam.

## ABOUT KLEINMACHNOW

With 20,000 inhabitants, Kleinmachnow is a small town in the family-friendly municipality of Potsdam-Mittelmark in Brandenburg. It's here that BBIS calls home. South-west of Berlin Steglitz-Zehlendorf and east of Potsdam, Kleinmachnow is located along the Teltow Canal and surrounded by beautiful forests.

### Learn more



Scan this to visit  
*Kleinmachnow's official website.*



Scan this for an overview  
of family-friendly activities  
in Kleinmachnow.

## Secondary School Librarian

BBIS is special in terms of its unique location on the Seeberg near woods and water and a market square, but mostly because of its bright, positive team and students from around the world.



# REMUNERATION AND BENEFITS

## REMUNERATION

BBIS employees receive a regionally benchmarked salary, paid at the end of each month, as well as:

- 2 household days per year, in addition to holidays
- A cost-of-living adjustment at the beginning of each school year, with the increase determined by the previous year's average rate of inflation between Berlin and Brandenburg

- Option to establish an additional private pension scheme for those who have been employed at BBIS for at least 2 years, with an extra 1% of basic monthly salary eligible to be contributed

## EXAMPLE SALARY CALCULATIONS

**Example 1**  
Single teachers (tax class 1) or married teachers (tax class 4) without children and a yearly gross salary of EUR 55,000.00 per person at BBIS (as of 11/2023).

GROSS MONTHLY INCOME	EUR 4,583.00
Income tax – Based on tax class 1 or 4	737.91
Retirement insurance	426.25
Unemployment insurance	59.58
Health insurance	373.54
Social care insurance	105.42
NET INCOME	2,880.30

**NOTE:**  
These examples are rough calculations. Net income can vary depending on factors such as marital status, number of children, religious affiliation (Catholic/Protestant), use of private health insurance plans, age, and the state in which one resides.

It is important to note that the examples are for illustrative purposes only, and are not contractually binding.

If there is a significant disparity in gross salaries, it is advisable for the married BBIS staff members to opt for tax class 3 for one spouse and tax class 5 for the other. You should apply for this adjustment after arriving in Germany.

**Example 2**  
Married BBIS staff members with 2 children (tax class 4) and a yearly gross salary of EUR 55,000.00 per person at BBIS (as of 11/2023).

GROSS MONTHLY INCOME	EUR 4,583.00	EUR 4,583.00
<b>Additional non-cash benefit (tuition for two children, Grade 1 and 12)</b>	<b>1,682.00</b>	<b>1,278.00</b>
Income tax – Based on tax class 4	1,311.58	1,116.08
Retirement insurance	582.65	545.10
Unemployment insurance	81.45	76.20
Health insurance	406.48	406.48
Social care insurance	84.79	84.79
Deduction of non-cash benefit (tuition for two children, Grade 1 and 12)	1,682.00	1,278.00
NET INCOME	2,116.02	2,307.35
+ 2x EUR 250.00 Child Benefit (Kindergeld)		

## RELOCATION ASSISTANCE

Our relocation agency can help you secure accommodation when you start working at BBIS, starting in a furnished apartment for the first six months and facilitating your registration in the state of Berlin or Brandenburg.

In Berlin Mitte, a one-room apartment (approximately 30 square metres) typically costs around 1,300.00 EUR per month (including utilities). When compared to Berlin, rents for both furnished and unfurnished apartments near the school in Brandenburg may be slightly lower, and these properties generally offer a bit more space.

Our travel office will handle your flight bookings, hotel accommodation and taxi pick-up from the airport. BBIS will cover accommodation expenses for up to 10 days after your arrival in Germany, and for travel and baggage expenses for you and your immediate family members, including your spouse/partner and children. The flat rates provided for relocation are EUR 886.00 gross for net for a single person. If you have a partner and/or children the contribution increases by EUR 590.00 gross for net per child/family member. This means, for example, that a married couple without children can receive a total flat rate of EUR 1,476.00 (EUR 886.00 plus EUR 590.00).

If you need a visa and work permit, our HR department can support you throughout the application process.

## TUITION

Through the BBIS School Fee Reduction Programme, all employees have the chance to enrol their children at the school without incurring school fees. It's important to note that this incentive is subject to taxation as a non-cash benefit in Germany.

To join this programme, you need to apply to determine the non-cash benefit. Then, the reduction in school fees is determined by your gross family income and eligible assets, including the income of your spouse/life partner. After deducting the reduction from the full tuition, the new school fee is then taxed as a non-cash benefit through the monthly payroll.

Families with an income exceeding 100,000 EUR do not qualify for a reduced school fee and are thus subject to the maximum tax calculation for non-cash benefits in Germany. In this case, the entire tuition would be a taxable benefit and the approximate tax that would be withheld from the monthly salary could be between 600 and 800 EUR, depending on the grade level at BBIS.



Scan this for detailed information about our School Fee Reduction Programme.

## FURTHER BENEFITS

- Comprehensive induction programme before the start of the school year
- Opportunities to assume additional responsibilities in education management through Positions of Responsibility (career progression)
- Wellbeing activities including weekly staff yoga classes and access to BBIS sports facilities
- Yearly vision test through our company physician
- Regular BBIS team events/celebrations
- Opportunity to join in a range of service and community projects



# LIVING AND WORKING IN GERMANY

Germany is renowned for its breathtaking mountains and landscapes, historic castles, expansive parks and green spaces.

Its cities are built upon a rich heritage and vibrant cultural scene. Boasting a long history of art, literature, music and philosophy, there are countless museums, theatres and music festivals to enjoy throughout the year. There is always something to do and see – from enchanting Christmas markets to multicultural events and celebrations.

Across the country, there is a strong commitment to environmental awareness. Cities are safe and clean, with efficient recycling systems, extensive networks of bike lanes and a well-developed public transport system.

Living in Germany, you will enjoy easy access to countries across Europe and beyond. Germany shares borders with nine countries – all easily accessible by train, plane or bus.

## STRONG SOCIAL SECURITY SYSTEM

Germany's social security system contributes to a sense of security and wellbeing. Employees and employers evenly split regular contributions to the social security system, with deductions conveniently taken directly from monthly pay.

The comprehensive statutory insurance scheme covers health insurance, pension insurance, long-term care insurance, unemployment insurance and occupational accident insurance.

Germany also provides additional benefits and allowances such as child benefit, parent allowance, sickness benefit and child sickness benefit. Child benefit is a monthly payment that all parents receive, regardless of financial situation or income. The support, which continues until your children have finished their first professional training, is approximately EUR 250.00 each child (this amount is subject to change every year).

In Germany, pension insurance is the most important pillar of our old-age security system. The pension is paid from the contributions you and BBIS make, and you must have made contributions to the pension insurance scheme for at least five years to receive it. If you leave Germany after five years of paying this insurance, you could get in touch with the German "Rentenversicherungsträger" to see if you are entitled to a refund of the contributions paid.

# CAREER OPPORTUNITIES

Please visit our website to explore the full list of available positions. If you discover a role that aligns with your interests and experience, kindly submit your application online.

We start advertising teaching positions for the upcoming school year in November, with the recruitment process typically spanning from November to April. The application process for each position is outlined in detail within the respective job description on our website.



Scan this to explore our career opportunities.

## Secondary School Teacher of Design

BBIS has some of the most incredible teaching staff. I feel lucky to have worked and get to work with some of the most inspiring people. There is a wonderful community found within the families and staff that are part of BBIS. Our beautiful location by the forest and lake is a bonus too!







**BBIS Berlin Brandenburg International School**

Genehmigte Ersatz- und Ganztagschule Klasse 1–10, Anerkannte Ergänzungsschule Klasse 11–12

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*Where to find us:*

