



Welcome to Scotland

Fàilte

Handbook for mentors and CETs

苏格兰欢迎你们



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Introduction to CISS

Dear CETs,

We would like to extend a very warm welcome to all of you. We are delighted to have you here in Scotland and very much look forward to working with you in session 2024-2025

In this welcome pack you will find details about life in Scotland. There is also a series of frequently asked questions with answers which we hope will support you.

What is CISS?

The Confucius Institute for Scotland's Schools (CISS) is based at the University of Strathclyde, Glasgow.

Funding:

We are jointly funded by China and Scottish Government, and we are partnered with the Tianjin Municipal Education Commission.



Aims and objectives:

We provide strategic leadership and direction to Confucius Classroom Hubs across Scotland. Currently we have 42 Confucius Classroom hubs across 20 local authorities including 3 Specialist Confucius Classroom Hubs. Our vision is to promote and support the delivery of high-quality Chinese language learning so that all Scotland's children and young people have the opportunity to learn about Chinese language and culture. In this way, they can become better global citizens, develop key skills for learning, life and work and make a significant contribution to a fairer, smarter and more successful Scotland.

What is a mentor?



Each of you will be assigned a mentor.

A mentor is a person who can share experience and expertise with a less experienced colleague. The mentor can guide, support, encourage and inspire the mentee. Both are learners in the process and the relationship is one of mutual respect, trust

A mentor can be:

- a colleague within the Modern Languages Department
- a colleague from another department
- a colleague from the Local Authority
- a colleague who has a whole school role for mentoring or staff welfare

A good mentor

- is an active listener and empathetic
- understands issues which may affect different cultures
- is patient and flexible
- can put aside regular dedicated meeting time for discussion
- is realistic and encouraging
- knows when to ask for support from other relevant colleagues if there is an issue he or she feels unable to resolve

A mentee (CET) should:

- know their mentor
- establish dedicated and regular meeting times
- be willing to accept support, advice, encouragement and be flexible
- be honest in seeking support where this is required
- understand the time constraints of their mentor
- be honest about what is working and what is not working for them

Meetings should:

- be arranged at mutually agreeable times
- have an intended goal or outcome
- allow for follow up from the last meeting
- look at next steps and learning opportunities
- be recorded informally on the collaborative log
- allow for informal contact between scheduled meetings where required

Accommodation

Centre for Language Education and Cooperation (CLEC) in China provides funding for your accommodation. The accommodation varies depending on location. It is your own Authority/Confucius to assist with this.



allowance provided by CLEC the average rent of your responsibility to source your accommodation. The Local Classroom hub may be able

Please be aware that the style and size of your accommodation will vary between cities. All flats will be of a suitable standard. The accommodation budget changes on an annual basis. Please make sure your rent is within your allowance. If it is impossible to source accommodation within your allowance, please report to the Chinese Director of CISS and we will liaise with CLEC to resolve the issue.

Moving house

If you wish to move, it will be your own responsibility to source new accommodation. You should inform CISS and your mentor in advance and check that the accommodation is suitable. Any accommodation you select should meet CLEC's criteria. Please be aware that your initial tenancy will be for agreed period of time (e.g. 6 or 12 months).

Deposit

You will be responsible for your own deposit for the property. You should pay close attention to the cleanliness of the flat when leaving the property. If your property is damaged in any way or left in an unclean state, your full deposit may not be returned to you. It is advisable to take photos of your flat on arrival, so that you know what state it was in.

Your deposit should be lodged with Safe Deposits Scotland.

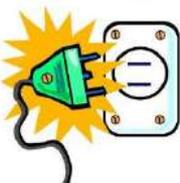
Paying the rent and council tax

On receipt of a valid lease and payment receipts, CLEC will transfer funds to your account. You will be responsible for paying your rent and council tax each month from your own UK bank account. You should make sure to pay your rent on time.

Council tax

You are responsible for paying council tax on your accommodation. Your mentor should be able to assist you to set this up.

ELECTRICITY



Utilities

Your mentor or a member of school staff should be able to help you set up facilities such as gas, electricity, and wifi. You will be responsible for these payments. If your utilities are included in your monthly payments, a fixed amount will be deducted from the monthly accommodation allowance

provided by CLEC.

Dependents

If you intend to bring dependents to the UK with you, you must inform your mentor and CISS. You will need a supporting letter from CISS to be able to bring your dependents. In order to get this, you must complete the necessary form and return it to CISS. You should not plan to bring dependents until you are settled here, e.g. after 6 months.

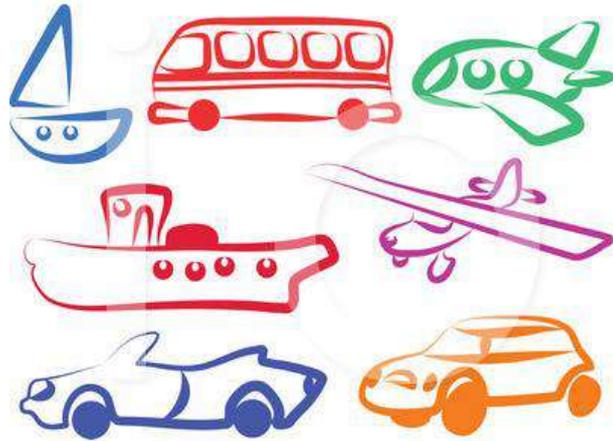


If your dependent is a child, you will have to ensure that you have the necessary childcare arrangements in place before bringing the child to the UK; another family member will have to accompany them for the duration of their stay.

With regard to accommodation, you will need to seek permission from the landlord about having an additional person/people in the property.

Transport

You are responsible for the transport costs between your home and the schools. If there is a need for taxis throughout the school day to get from school to school, your mentor can arrange for this to be paid from the hub funding.



Timetabling

The local authority is responsible for organising your timetable. CETs are contracted to teach no more than **15** contact hours per week. This could mean more than 15 classes if the class length is less than one hour. These class hours do not include preparation time or cultural activities. You should be in school for the entire school day. The rest of the school day should be used as preparation time. Everyone should have no less than **12 hours of classes a week**. Your average hours at the beginning and end of the year may be slightly different.

You may find that you teach between schools, accordingly it is important that you know who your key contact is in each school. You may have to travel between schools by yourself.

When you get your timetable, you should forward this to CISS. You should also give CISS a monthly report on your timetable.

Teachers in Scotland are contracted to work 37.5 hours. They usually take part in extra-curricular activities that are organised outside of the normal school day. Teachers do not get paid for these activities but see them as a rewarding way of developing relationships with the children and young people in their school community. You may well, therefore, be asked to run Mandarin clubs after school or at lunchtime.

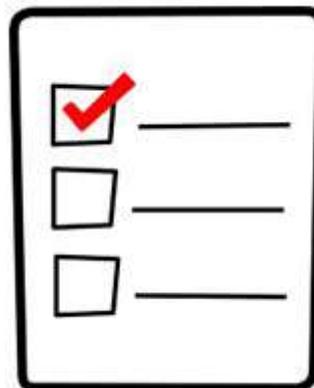
Monthly Report

All CETs should submit an attendance and monthly report to CISS by the last working day of the month.

Attendance

We recognise that teachers sometimes require support when ill or resolving personal issues which impact on their attendance. In order to support both schools and CETs, it is important that all parties should follow the absence procedure.

- CETs are expected to be in school throughout the whole school day and should not normally leave the school between normal school hours.
- CETs report all sickness absence in accordance with school procedure. They must notify their mentor as well as the relevant parties within the school where they are working. Absence of 4 or more consecutive days will require a doctor's certificate. More than 3 separate absences throughout the year will result in the occupational health department being notified and CETs will have a health and wellbeing interview. Mentors should keep a record of all CET absence. Please notify CISS of any absence lasting more than two days or any significant patterns of absence occurring over a period of time.
- CETs must maintain contact with their mentor during any period of absence.
- CETs can request to be absent for one day over Chinese New Year. Permission is entirely at the discretion of the school(s) and local authority.





Travelling abroad

You can travel freely within the UK with the visa you are given. If you are travelling to countries outside of the UK, you must ensure that you get the correct visa.

Please inform CISS of any travels plans outside of the UK. This is required for visa compliance. There is a form you must complete in order to get your official travel letter from CISS.

Police registration

The UK government abolished the requirement for police registration with effect on 5 August 2022. This means that the relevant foreign nationals of specified nationalities, aged 16 or over, usually granted more than six months' leave in certain migration categories are no longer obliged to register with the police.

This change applies to those who have already registered with the Police and who have a condition to register with the police listed as part of their leave to enter or remain in the UK. They will also no longer be required to communicate any updated personal details to the police.

Those who have been issued with a visa with the requirement to register but who are yet to travel, will have their visa reissued where possible or be notified of the changes in advance of travel.



Health

Every teacher should register with a local GP Surgery (General Practitioner, i.e. doctor) and dentist. A member of staff in the school should be able to advise or assist with this. If you are unwell, please seek medical attention. **You should not wait until you return to China.**

If you are unwell and need to speak to a doctor or nurse, contact your local GP surgery first thing in the morning, and they will organise an appointment for you. Please note, currently many initial consultations with a GP take place over the phone. You may wish to ask for assistance from a colleague.

Most medical procedures and prescriptions are free at point of use in Scotland. NHS dental work has a small charge. **You will not be asked to pay for visiting the doctor or hospital.**

If you are unwell out of hours and it is not life threatening, please contact NHS 24 by calling 111 from your phone. You may also wish to consult the NHS website, which has good advice for most common illnesses.

<https://www.nhsinform.scot/>

There is lots of good advice here, including advice on mental health as well as self-help advice for different symptoms.

If you have a serious accident or emergency and are able to do so, you should make your way to your nearest hospital with an accident and emergency (A&E) department. You will be seen as soon as the doctor is available.

You should only call 999 if it is an emergency and your life is at immediate risk.

The University of Strathclyde also has a duty of care for you. Your safety, mental health and wellbeing is important to us and the following webpages may be of use to you.

<https://www.strath.ac.uk/wellbeing/occupationalhealth/healthandwellbeing/>

<https://www.strath.ac.uk/whystrathclyde/safe360/>

Communication and cultural differences

Good communication is key to having a good experience in Scotland. If you do not understand something, you must ask.

Please be aware that there are some cultural differences between Scotland and China. Insults on both sides can be perceived where they are not intended and are the result of cultural misunderstandings.

If you are experiencing any issues arising from cultural differences and would like some advice and guidance, please contact the CISS office.



Classroom Management

There are a number of measures teachers can take to ensure their lessons run smoothly and that effective teaching and learning is taking place, in a safe and stimulating environment.

Before the lesson ensure you are:

- Fully prepared
- Have the appropriate resources and that any technology is working
- Aware of the learners in the class and their needs
- Have access to a register
- Have a seating plan where possible

In order to engage your learners you can:

- Ensure you have clear learning intentions and success criteria
- Ensure your learners are aware of progress and what they are learning
- Vary your activities and allow for working together and learner participation
- Make your content interesting and imaginative
- Listen to learner feedback and plan accordingly

To manage your learners you can:

- Be aware of your school and departmental procedures



- Set high expectations but remain fair, friendly and helpful
- Know their names and use their names
- Be encouraging and supportive
- Have a seating plan
- Use positive reinforcement and praise
- Refuse to accept disruptive behaviour which impacts upon learning

For support:

- Follow school procedure
- Seek help when you need it
- Listen to and learn tips from colleagues
- Take opportunities to observe colleagues and classes in other departments
- Celebrate success and small victories



Useful Contacts



Emergency (police/fire/serious injury): 999

NHS 24 (out of hours health related enquiry): 111

CISS contacts

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