

## **English School, Shanghai**

We believe that all children should have the opportunity to practice and learn English in a fun and enjoyable environment. We thus, create a fun and enjoyable environment in our school and value our staff and students. Our school has been established for over 8 years and we have over 1300 students, 4 full time foreign teachers, as well as 4 Chinese teachers. We are currently expanding our school and therefore require full-time and part-time foreign teachers.

### Minimum Candidate Requirements:

- Bachelor Degree
- Have at least 2 years teaching experience and/or hold a TESOL Certificate with at least 120 hours including classroom teaching

### Extra Skills and Interests:

- A teaching degree
- A musical background
- A marketing background
- Public Speaking skills
- An English Language degree
- Amateur Dramatics skills
- Phonics teaching Experience
- TOEFL teaching experience
- A natural creative flair
- Managerial experience

### Job Summary:

1. Each class has up to 16 students for Kindergarten, Grade 1 and Grade 2. We also have small oral English classes with up to 8 students per class for Grades 3, 4, 5 and 6. We currently are trailing a Senior class for Grade 10, 11 and 12 with a maximum of 8 students per class. Additionally we will develop further courses over the next coming year to include English Corner; A Choir; An Amateur Dramatics Class; A Phonics course using Jolly Phonics; TOEFL/IELTS preparation classes; and Senior GAOKAO preparation classes (Chinese College Entrance Exam).
2. Our students are between the ages of 4 to 16, divided into classes by Grade and English level. We are also in the process of building further courses to suit senior age groups and adults.
3. All lessons are pre-planned, with full lesson plans provided. However, flexibility is given so that Foreign Teachers can add their own creativity and ideas to the courses we offer.
4. A Teaching Assistant is present in the classroom to help foreign teachers manage the class, as well as to assist the foreign teacher with explaining grammar and giving instructions etc.
5. The school provides all necessary teaching materials, training, flash cards, toys and teacher books.

Weekly Schedule: (occasionally this may change to suit the needs of the school)

Monday: Day off

Tuesday: Day off

Wednesday: 4:40-6:10pm, 6:25-7:55pm

Thursday: 4:40-6:10pm, 6:25-7:55pm

Friday: 3:45-5:15pm, 6:00-7:30pm

Saturday: 9:45-11:15am, 12:30-14:00, 14:30-16:00, 16:30-18:00

Sunday: 9:45-11:15am, 12:30-14:00, 14:30-16:00, 16:15-17:45

#### Contract Terms:

1. A maximum of 25 hours per week; usually 21 hours.
2. No office hours.
3. A weekly meeting for sharing ideas, resolving problems etc.
4. Ongoing training opportunities to help improve teaching methods, delivery and personal skills; provided within the 25 hours of work per week.
5. Overtime at the rate of RMB200 per hour.
6. Base compensation of 12 to 13k RMB per month (after taxes) for minimum candidate requirements based on experience. Additional allowances are negotiable for additional skills you can bring to our school.
7. Free private accommodation in a new apartment; located close to the school. However, if the teacher prefers to find and pay for their own apartment, a 2,000RMB supplement would be paid in addition to the monthly salary (This is the average rent in our area). Free hotel accommodation (up to two weeks) on arrival in Shanghai until accommodation is found.
8. A two-year contract-completion bonus of 20,000 RMB. Additional bonuses are given for long standing Foreign Teachers or for achievements of excellence.
9. 28 days paid holiday per year. Holidays are during Chinese national holidays, however, some flexibility is provided for special requests. After one year, holiday allowances increase yearly to a maximum of 38 days.
10. Sick Pay up to 6 lessons per year at 50% of the hourly pay rate. Teachers also have the opportunity to make up any sick days, so as not to lose any salary.
11. Accidental Health Insurance.
12. Full support in obtaining a working visa (Foreign Expert Certificate – Which is the ultimate professional document valued highly in China).
13. Free Chinese meal provided at week-ends on the school premises.
14. One week's paid training prior to commencing teaching – 300RMB per day (up to a maximum of 5 days). If additional training is required, this will be within the contractual hours, so no additional payment for training is provided).
15. Flight Re-imburement after first year contract completion of 6,000 RMB
16. Free airport pick-up upon arrival.
17. Full support from a Foreign Teacher to help you settle in to your new job.
18. Additional support as and when required to ensure you have a wonderful experience of working in China.

## HOW TO APPLY:

If you wish to become part of our dynamic creative team, please e-mail your resume, a covering letter, a copy of your passport photo page, your University Diploma and any teaching certificate you might hold to **JerryStark@TesolVoyages.com**.

- Please advise of any contractual agreements you currently have and state a realistic date for your arrival in Shanghai for training.