



Thank you for the interest you have shown in working at one of our language centres.
Please apply online at www.tecsemployment.com.

Background Information:

TECS is a sister company of The Educational Group “El Centro Inglés/The English Centre”, an international school with over 49 years of experience in English-Spanish bilingual education. TECS is an active member of the Association of Language Centres in Andalucía (ACEIA) as well as the national Federation of Language Centres (FECEL). We are the centre of reference in the province of Cadiz for the Trinity ESOL exams and are a preparation Centre for the University of Cambridge ESOL exams. TECS has been steadily growing over 20 years, offering academic foreign language classes of English, Spanish, French and German as well as total immersion summer camps and language travel programs. We succeed each year in teaching more than 2000 students to communicate in a new language. We have made a commitment to be a “learning school” where learning happens at all levels: among students, staff and management and TECS is characterized by being a forward-thinking and dynamic organization.

Location:

We have three language centres located on the Costa de la Luz in the southwest of Spain. Two of our centres: our Central language centre and offices, and our TECS Spark centre are located in El Puerto de Santa María, a lively town of approximately 90,000 overlooking the Bay of Cádiz and which boasts some of the most beautiful beaches in the country as well as numerous historical points of interest. El Puerto is accessible by railway from Sevilla, Jerez and Cádiz. Our third centre is located in historical Jerez de la Frontera with a population of approximately 215,000. We are based in the educational centre Jesus-María El Cuco on the north end of the city near the Feria grounds, easily accessible by train and bus.

Academy Classes:

Class sizes at TECS range from 6 to 14 students with classes of all levels, from beginners to proficiency. We also can have some smaller group classes of 3-5 students in a class. We accept students from age 3 and up. Classes are an hour or an hour and a half in length, two or three times a week with semi-optional reinforcement, activities and conversation classes on Fridays. On Saturday mornings in our TECS–Central centre in El Puerto de Santa María, we offer “Fun with English” sessions for young learners as well as conversation and learning support sessions for adults. Class timetables vary depending on the TECS centre. Required block teaching hours in our centres are as follows:

- El Puerto Central 5:30pm-10:00pm (Monday to Thursday and until 9pm on Fridays)
- Jerez 3:45pm-9:15pm (Monday to Thursday and until 19:30 on Fridays)

In addition to this afternoon timetable, TECS teachers teach at least one morning class which can be a group or individual student and can be either onsite or offsite. Teachers must provide their own transport to offsite classes.



Tecs Language Centres

Job Title: EFL Teacher

Responsible to: Centre Manager and Director Language Centres

Responsible for: Classes of 6-14 students. Maintaining high quality standards of teaching and the learning progression of the student.



EFL TEACHER JOB PROFILE

Job Purpose:

1. To run the TEFL classes professionally and effectively, ensuring the students learn the most English possible.
2. Holding a high standard of image and professionalism at all times.
3. Making sure that the safety and well being of the students is at a high standard at all times and that our high standards of learning English are up-kept.
4. To represent the centre and TECS positively at all times.

Job Outline/ Job Tasks

- Attend initial teacher induction days: 25th to 28th of September 2018.
- Ensure the safety and well-being of our students at all times.
- Commit to professional development through continued learning and mutual support and feedback.
- Actively participate in teacher development sessions, attending at least one off-site teacher development conference.
- Maintain a high standard in personal grooming and dress appropriately for the work you are doing.
- Manage an annual course plan through our online system with Trimester objectives for all classes and update each class's progress in the system.
- Prepare professional and effective lesson plans for use in the classroom and for approval by Centre Managers.
- Each class works along a course syllabus with a course book, but also we encourage our teachers to create original supplemental resources for use in class.
- Arrive at least 15 minutes before each class and have materials and classroom prepared for when students arrive.
- Use English at all times in and out of the classroom and restrict students' use of L1 while using reward systems to encourage their use of English.
- Teach extension linguistic activities, games and conversation classes on Friday afternoons
- Teach Saturday morning "Fun with English" classes in our El Puerto Central centre. Alternate Saturdays on a rotation basis.
- Teach intensive courses for exam preparation or English for specific purposes
- Substitute for other teachers in case of illness.



- Complete attendance / lesson summary sheets daily in a complete and legible manner.
- Monitor the progress of the students, giving periodic progress checks, keeping a record of progress made and correcting activity books and notebook work.
- Provide constant evaluation of your students to help contribute to trimester reports in the four skills at least once a month.
- Liaise with the Centre Manager on matters connected with progress, absences and behaviour and record incidents through our online incident registration system (called “*observaciones*”)
- Meet parents on parents’ nights and in 1 to 1 teacher-parent meetings, (arranged upon request of the parent or teacher) and then record the outcome of the meeting and action to be taken on our online incident registration system (*observaciones*).
- Encourage student self-assessment through learner surveys and portfolio work and carry out 1 to 1 tutorial meetings with each student twice a year.
- Submit teacher-student tutorial forms (twice a year), monthly reports for companies and trimester reports for all students to the Centre Manager.
- Exam supervision:
 - Exam dates: May/June.
 - Supervise external exams such as the Trinity ISE and GESE exams as an usher or coach (on a rotation basis) in the mornings (9am – 4pm) of exam week.
 - A Saturday or Wednesday morning in May/ June for Trinity ISE written exams (9am - 1pm). Supervise external exams such as the Trinity GESE exams in June.
- In the case of off-site classes, provide own transport, arrive punctually and exhibit a professional demeanour at all times.
- Attend all staff organizational and development meetings – weekly in the first trimester and usually every two weeks for the remainder of the academic year.
- Promote in your centre with the students and participate in our Inter-Centre Competition on a Saturday morning in March/ April in El Puerto de Santa Maria.
- Perform organizational tasks on a rotational basis such as updating the student bulletin board, keeping the staff room tidy to organizing TEFL resources.
- Work towards the completion of individual or teamwork ongoing projects such as course design.
- Participate in annual academy events organization and coordination such as the Halloween party, Christmas Play, TECS Spring Fair, Staff Trimester Social Events etc.
- Teach on our school camp programmes that run during certain months of the year. These classes vary in length of time, level and age group, as are personalized programmes for schools in Spain. All classes would be taught in the morning period so would not affect the afternoon classes (09:00-13:30). Each group has a designed programme and materials to use, although the teachers are expected to prepare, plan their classes and adapt the material to the needs of their class. We would inform teachers of all these groups towards the beginning of the year and then closer to the date would have a more detailed meeting. (not all teachers teach on these programmes)

Job Review and Performance Coordination

Regular feedback will be provided from the Centre Manager and mid management about job performance and objectives. Also they will be available at any time to discuss concerns or problems that may occur, or to offer support in situations when help is deemed necessary. One to one meetings can also be arranged with the Centre Manager and Director of Language Centres.



Training week

1. Take part in all training sessions.
2. Familiarise yourself thoroughly with all parts of the job before the start of staff training.
3. Be open to learning and developing and ask questions when unsure.

TECS provides:

- ★ Staff Polos provided and to be worn for set days in the centre (parents nights, Trinity exam days, special events..)
- ★ Training in September and Continuous Professional development throughout the year
- ★ Staff Events during the year: bonding meal before the academic year starts with the teachers at the end of their training week, Christmas staff event, centre organised staff events, and staff meal at the end of the academic year.
- ★ Knowledgeable year round management. The top management were ALL once staff members and mid-management themselves at one point.
- ★ Supportive management structure and Guiding hand on the rewarding path to professional development and personal development.
- ★ On-going, in-house and external teacher development opportunities with costs covered by TECS:
 - TECS pays enrolment fees and covers all transport costs for all staff who attend **teacher/management training conferences** in Seville in November and TECS supports and sponsors teachers who wish to give talks in these teacher training conferences.
 - We also offer **in-house development** sessions throughout the year led by our management staff or guest speakers.
 - TECS sponsors any **further professional training** (for example DELTA) that returning staff for their third year wish to undertake covering up to 50% of the cost of the course. Staff wishing to pursue this, should speak to your centre manager for more details.
 - TECS management encourages teachers to set their own professional objectives and supports their work towards achieving those objectives through periodic **one-to-one professional development review** meetings.
- ★ Unlimited use of TECS EFL resources: We have a **TEFL library** with both digital and hard-copy reference and resource materials.
- ★ Access to the **latest technology**: TECS provides internet access to our teachers for downloading EFL resources and for **completing course plans online** through our website.
- ★ Training in Cambridge and Trinity ESOL Exam procedure and preparation.
- ★ Teacher support via **observation and feedback** sessions: all teachers are observed throughout the academic year by TECS management and are given feedback following the observation. In addition, we are proud to have a very effective **peer observation** structure in place which allows all teachers to observe one or more of their peers teaching during the year.
- ★ Group **Spanish lessons free of charge** in the centre - one hour lessons twice a week in the mornings in our main centre **in El Puerto de Santa María**.
- ★ **Catered lunch** supplied on-site in our El Puerto Central centre for teachers teaching over the lunch-hour
- ★ **Official Spanish contract** from **October 1st, 2018 to June 14th, 2019** with **full Social Security coverage** and full unemployment, hospitalization and pension contributions paid in by TECS. **Paid vacation** days are all national and municipal holidays (Carnival/Feria) plus Christmas and Easter breaks.



EMPLOYMENT REQUIREMENTS

EXPERIENCE & QUALIFICATIONS:

- At least 2 years' experience in full time classroom EFL teaching
- At least 2 professional and personal references
- College/University Bachelor's Degree or higher
- CELTA certificate (pass B preferred) or equivalent
- E.U. passport or Spanish residence/work permit
- A clear police record and proof of suitability to work with minors
* Note: a medical certificate is not necessary since TECS provides free, confidential and optional medical revisions.

KNOWLEDGE/SKILLS:

1. High motivation in teaching and sharing your knowledge with others (staff and students)
2. First class interpersonal skills, with ability to control children in a motivational and fair way, which enables them to integrate into the English environment smoothly and encourages them to speak English
3. Very high level of oral and written skills including persuasion, negotiation and advocacy.
4. The ability to manage continually conflicting priorities.
5. High energy levels and a young but responsible and mature outlook on life and work.
6. A positive attitude and ability to put yourself in other's shoes in order to work effectively as a key part of a diverse team.
7. Competent knowledge of Microsoft Office.

STATEMENT OF WRITTEN PARTICULARS

- **Commencement of Work:**
 - Staff Training Week: 25/09/18 – 28/09/18
 - Start work 01/10/2018
 - Finish work 14/06/2019
 - Language Centre Classes Start Date: 01/10/2018
- **Location of Central Office:** TECS Language Centre (El Centro Inglés)
Ctra. De Fuentebravia, Km 1 Apdo.
Correos 85
11500 EL PUERTO DE SANTA MARÍA
Cadiz (Province)
Tel: 956 853 000
Fax: 956 860 553
Email: tecscampasthead@tecs.es
Web: www.tecs.es
- **Position:** EFL Teacher



CONDITIONS:

Salaries for full-time EFL teachers at TECS for the 2018-2019 academic year range from 934€/month to 1309€/month gross, based on a range of 19 to 28 contact hours per week and an average of 5 to 15 hours per week, depending on the time of year, of non-teaching class administration responsibilities for all teachers. Teachers teaching under 12 hours a week are paid at 12€/hour gross.

- A teacher's monthly net wage (take-home pay) depends on the number of contact teaching hours they work and the amount withheld for taxes which is dependent upon their particular tax exemptions.
- A typical teaching contract for a first year teacher to TECS would be approximately **19-22 class contact hours**, teaching **kids, teens and adults** with 4 to 15 hours of planning, administration and meeting time per week.
- Monthly teacher wages include: vacation pay and pay for contact and non-contact hours, including lesson planning, class administration tasks, staff meetings, teacher development sessions, and coordination for cultural events.
- Teachers using their own vehicles to travel to off-site classes are paid a supplement in compensation for fuel and mileage, granted the teacher is meeting their number of weekly contracted teaching hours.
- Teachers will be paid for the Teacher Induction sessions at a daily rate of 20€ gross pay. (This will be added to October pay)
- Upon returning for their second year of teaching at TECS, teachers with superior job performance receive a returnee bonus in their October payslip and upon returning for their third year at TECS, teachers with exemplary job performance are given permanent contracts.
- TECS has a bonus scheme for rewarding teachers who take on extra responsibilities or projects during the year.
- TECS offers assistance in finding accommodation and can provide temporary shared accommodation on arrival.
- Our administrative department and legal counsel are at the disposal of our employees for any assistance or clarification they may need regarding their contracts, payslips or tax filing procedures.

Entry Level Contract for less experienced teachers (categories F, E and D):

First year teachers will generally be teaching kids, teens or adults at the centre from 5:30pm to 10:00pm or 4:00pm to 9:00pm Monday through Friday, plus alternate Saturday mornings from 10.00 to 14.00. First year teachers at TECS can also be required to teach a class outside of the centre. *If a teacher accepts a class, which would raise his/her weekly hours above his/her contract category, he/she will be raised to the next contract category the following month.

Full Time Contract for more experienced teachers (categories D, C and B):

Teaching hours will be Monday through Friday both in the centre (generally from 5:30pm to 10:00pm or 4:00pm to 9:00pm) and at least 2 hours out of the centre in the morning/early-afternoon plus alternate Saturday mornings from 10.00 to 14.00. Full time teachers can expect to teach kids, teens and adults classes of a range of levels and quite possibly a high level exam preparation course like FCE or CAE, Business English or English for specific purposes. Also could be a position of coordination in one of our centres.

TECS-Spark positions

Our TECS-Spark centre, as an autonomous TECS centre, currently only has TEFL teaching positions in combination with added responsibilities available (marketing, web design, client attention etc.). For that reason, the conditions for a position in our TECS-Spark centre are different to the ones stated above and will generally be clarified during the interview stage.



INTERVIEW READING FOR EFL TEACHERS ROLE

Any candidate that is asked to do an interview for any TECS position will be asked to do some pre-interview reading. The reason for this is to allow the candidate to be as fully informed about the position as possible allowing them to display this knowledge gained about the position during the interview and also, perhaps more importantly for the candidate, allow them to check the position is really right for them

All manuals can be accessed at <https://tecsemployment.com/manuals/>. If you were invited to do an interview, you would receive the password in the interview email.

A TEFL teacher candidate is required to read the following prior to an interview:

- Teachers Manual (review all)
- Orientation Manual (all)