



“TECS: the place where **everyone** makes a difference and **lives are changed**” - See for yourself [here](#).

## TEFL Monitor Job Profile

Check us out at:

[www.tecsemployment.com](http://www.tecsemployment.com)

## About TECS

TECS is an innovative company that aims to deliver full immersion English language learning programmes in Spain. We do this through our four departments:

- Camps for Schools: Mini residential camps for schools that run between 3-7 days at a time.
- Summer Camp: We have summer camps all over Spain in July and August
- English Academies: English classes for kids, teens and adults in El Puerto de Santa Maria and Jerez de la Frontera.
- Language Travel: 2-3 week programmes where we take students abroad during the summer. We have programmes in Ireland, the U.K, USA, and Canada.

## What type of Company is TECS to work at?

TECS is a dynamic organisation that has been at the top of its field in offering full immersion programmes for over 20 years. Everyone in TECS has been a monitor or teacher on our camps previously, meaning that we know first-hand what it is like to work on our camps and how to best train, prepare and inspire our staff to have the same amazing experience that we have had.

We are full of energy and have a true passion for our programmes, which we hope to pass onto you! We are a hard working team who genuinely strive to produce a great experience for our students. We believe that great staff are the key to running great programmes and we have the experience to help our staff to be dedicated, passionate unit that works well together to create the best programmes for our students, whilst also working in a fun environment.

## About the Placement

We are looking for TEFL monitors (or counsellors) to work on our English camps for schools. These camps are mini English immersion residential camps that typically run between 3-5 days in the south of Spain. These camps largely take place in the months of February-March and May-June, however this depends on when schools wish to have them.

Whenever we have a school camp, our team of school camp TEFL monitors and coordinators will live onsite on the camp for those days. As a TEFL monitor we will train and support you to be able to plan and teach you TEFL classes each day. In the afternoons then you will run activities and sports with them, although you will also supervise them during various parts of the day including projects, crafts, evening entertainment, and waking up and putting to bed. This type of work means long hours and lots of energy, but it is also fun and engaging work in beautiful surroundings.

Typically we will have camps run every 2-3 weeks or so, so then we don't have a camp you will form part of our camp central office team and be assigned to one of the following roles:



**Teaching English as a Foreign Language (TEFL):** The person assigned to this role will be focused on our English teaching materials and will go through all of our material to update them for this year. They will be responsible for preparing all of the teaching materials for the 75+ teachers that will come to work with us in the summer. Apart from that they will also cover some classes in our English academy and school camps.

**Recruitment + Staffing:** The person assigned to this role will be focusing on the recruitment and contracting of our summer camp staff. They will learn to do interviews and will travel to Ireland for a recruitment week. They will be responsible for the contracting of our staff and organising their arrival.

**School Camp Development:** This person will be more focused on preparations for the next school camp. This will ensure that we have the materials needed for each programme, prepare activities and projects, and will have ongoing creative projects such as videos and promotional material.

**Summer Camp Development:** This person will focus on planning out the activity programme for our summer camps. They will get ready the material for our summer camp staff, plan out the activities and competitions, and get ready the training of our summer camp staff.

To make up for the long hours that staff do on the camps, staff will only work half days when not on camps up until May/June.

For those interested, we would love to offer positions on our summer camps in July and August. With our ongoing training and development, we hope that you will be prepared to either become a full TEFL teacher on one of our summer camps, or possibly be a Coordinator; a position whereby you would be a manager of a team of up to 20 staff.

## What type of people are we looking for?

In general all candidates should be full of energy and be looking for work to be a passionate part of their life. Working on camps means that candidates should active and enjoy working with children. All candidates should also have an interest in language learning and enjoy working in a people industry. They must be someone who takes pride in their work and has a real ambition to be good at what they do. Also, to fit into our ethics, they should be someone who gets a genuine buzz from triumphing in their tasks. We are looking for people to take the company forward rather than maintain, so definitely all TECS Staff should be people aren't afraid of hard work in an enjoyable environment. We believe we are good at spotting talent in people, and nurturing and developing them to become the best they can be.

This position is perfect for candidates wishing to come to live in Spain and enhance their Spanish level in an affordable way, whilst also learning the skills to be a teacher. All perspective candidates should be young (or young at heart), with a desire to utilise and develop organisational skills in a fast moving, dynamic environment. Candidates should be ambitious and have a keen interest in working with children.

Also applicants with a keen interest in personal and professional development may find this a rewarding position as we keenly promote applicants taking on additional responsibilities and believe ourselves (as past applicants have confirmed) to be a good company for provided skill and knowledge development for suitable, motivated individuals.

## Job Responsibilities + Tasks



## **DURING CAMPS**

1. To ensure TECS campers have the best possible experience.
2. To ensure the safety and welfare of the campers at all times.
3. To represent TECS positively at all times.
4. Motivate and inspire the campers to use and learn the most English on camp possible.
5. Prepare, plan and execute 3-4 hours of English class each morning.
6. Supervise campers during wake up, putting to bed, meal times, showers, etc.
7. Eat breakfast, lunch and dinner with the assigned leader group, ensuring proper table control, manners and that each child eats sufficiently.
8. Be in charge of planning and running Arts and Crafts or Project sessions, ensuring quality of activity and that children exercise respectful behaviour at all times.
9. To run all activities and sports as assigned.
10. All camp staff sleep onsite during the 3-5 days of the mini camps.
11. Must wear red TECS polo at all times.
12. Once the children depart all staff will need to assist with the tidy up of the camp facilities and materials, and help transport them back to our base.

## **BETWEEN CAMPS**

1. Staff will work in the office Monday-Friday when not working on camps.
2. They will be responsible for preparing the materials for upcoming camps.
3. They will assist the School Camps director with any administrative or logistical tasks as necessary related to preparation of upcoming camps.
4. They may be asked to assist with recruitment, be it in an administrative sense or helping out doing staff interviews.

## **HOURS OF WORK:**

The hours of work will vary a lot, as candidates must recognise that working on the actual camps is anything but 9-5 living, with long hours needing to be put in by all camp staff. Staff will have time off each day which will be done on a rota basis. When possible we do aim to give staff an extra full day off straight after the mini camp.

However, in between the mini camps staff will have this intense camp timetable made up by only working 4-5 hours each day, Monday-Friday, in our main office helping with the preparations for upcoming camps. In May/June these hours may increase to a full working day to help prepare everything for the summer camps.

# **What we're looking for: Requirements + Knowledge/Skills**

## **EXPERIENCE**

1. Preference for experience of working with children.
2. Preferred summer camp experience, but not essential.
3. Preferred teaching or TEFL experience, but not essential.
4. Experience of organising activities for small groups of children and preferred experience of working with foreign language children.

## **QUALIFICATIONS/ REQUIREMENTS**

1. A Level or Higher qualifications or another nation's equivalent.



2. Applicants with special: TEFL, Arts and Crafts, Music or Sporting qualifications will be looked upon favourably.
3. Any Camp staff member must be 18 years of age before the starting date of contract

#### **KNOWLEDGE/SKILLS**

1. First class interpersonal skills with ability to control children in a motivational and fair way, which enables campers to integrate into the English environment smoothly and encourages them to speak English.
2. High energy levels and a young but responsible mature outlook on life and work.
3. A positive attitude and ability to put yourself in other's shoes, in order to work effectively as a key part of a large diverse team.
4. Adaptability and ability to think on the spot in what can be at times a highly unpredictable and spontaneous environment.

## Statement of Written Particulars

### **POSITION:** TEFL Monitor

#### **GENERAL**

- Commencement of Work: Arrive: February 2019 (Exact date can be discussed)
- Finish of Work: June/July (We can be flexible with these days so if you can't do the full dates you should still apply. Candidates can extend their contracts by working on summer camps in July+August)
- Total NET Wage:
  - Base Monthly Wage: **€150 NET** (after tax)
  - Monthly Performance bonus: **Up to €150 NET available**. This is depending on how good the candidate's job performance and strain they have had during the past month.
  - July Summer Camp Wage: **€550-€1250** depending on position hired for.
  - Candidates eligible to come with the Erasmus programme can receive an extra **€230 per month**.

#### **OTHER CONDITIONS**

- During camps all meals are provided for. Between camps there is lunch available in our on-site canteen Monday-Friday.
- Accommodation is provided for on camp. Between camps, accommodation is provided for in our company apartment.
- We offer weekly Spanish classes free of charge.

**Some quick questions and answers (More on [www.tecsemployment.com](http://www.tecsemployment.com))**



### **Who/What is TECS?**

TECS is a language company that runs summer camp programmes for children, language centres for adults and children and language travel programmes abroad. Also through our sister companies the English Centre and Spark we run a bilingual international school and Spanish in Spain programmes. The TEFL monitors will work for both the school camp and summer camp department.

### **Where will I be working?**

TECS has its main offices in the same location as “El Centro Ingles”, our bilingual English school in El Puerto de Santa Maria. This is about 10 minutes walking away from the TECS apartment, and about 10 minutes away by car to Coto La Isleta, the name of our camp site in the town. We also run camps in the nearby mountain range in a beautiful rural hotel called Cortijo Huerta Dorotea, in Prado del Rey. This is one of the famous ‘pueblo blancos’ of Andalucia.

### **Where is the accommodation provided?**

During the camps we have a staff cabin where all staff sleep. Between the camps staff will live in our TECS Apartment, which will be shared with a few other TECS Staff. Generally staff will have their own room in this apartment, although a few times a year we certain events where we invite more staff to stay in the apartment and will mean they may need to share a room for a short time.

## **Words from our past staff**

“Working at TECS to this level definitely gave me an insight into education management and the skills and experience to step into a career path I never dreamed that I would be able to pursue – I am 100% certain that I wouldn’t be where I am now if I hadn’t come to TECS back in my first summer. Who knows where you could be in a few years if you come to work in TECS this summer?”

- Katrina “Flo” Bunn

*“Summer camp is a lifetime experience. You will keep forever the days when you made a fool of yourself for the children, that other time when you were able to comfort a homesick kid, the super shy camper who you got out of his shell and ended up amazing everyone with his singing skills or the astonishing sunset at the beach. That is camp, and those meaningful experiences build up, I get back to them quite often as they always make me feel reassured and inspired.*

*There is no such thing more rewarding than working in a place like TECS and no words enough to describe the experience, so if you are thinking about working in a summer camp don’t hesitate, make your application and get ready for an unforgettable summer in Spain.”*

- David Navarro

“I have learnt so much from my time at TECS, about teaching and about myself. This has been a fantastic camp. I have met many wonderful people and have many fond memories. I look forward to returning next year.”

- David Swanick

“This was my fourth year with TECS and once again it has been an unforgettable experience. I have developed again personally and professionally. After these 4 weeks I know why I returned because the experience and opportunity TECS provides you with is invaluable.”

- Niamh Perrick



"TECS is a company that cares. As a new member of the staff this year I felt welcomed from the start and that help was always close by. They want the kids to be safe, have fun and grow in camp and I have seen and taken part in making this happen. TECS want the best for the kids and they get it"

- *Lochlainn McDonnell*

*"A TECS Summer camp is a place where you meet incredible children, co-workers and other staff in an environment where one can realise great personal growth within themselves as well as within the wonderful children they work with."*

- *Cormac Looby*