



# Camp Spanish Teacher Job Profile

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

## Tecs Summer Camps

**Job Title:** Camp Spanish Teacher (Language Instructor and Group Leader)

**Reports to:** TEFL/ELE Coordinator and at times Camp Director.

**Responsible for:** Classes of 1-12 kids.

## Job Overview

Although the primary focus on our summer camps is Spanish students learning English (90% of campers come to study English), we do 5-10% of our students who come from countries around the world to learn Spanish.

The main role of a summer camp teacher is to thoroughly plan and execute 4 hours of top quality Spanish classes to their class (classes could be between 1-13 kids). However, teachers on TECS Summer Camps don't just teach and plan; they are also involved in other parts of the day with the campers such as supervising meal times, showers, running arts & crafts or project sessions, and they will even cover for monitors putting to bed/waking up the kids (and sleeping in the same room as them) twice a week.

Camp teachers need to be young, or young at heart, individuals who full of imagination, passion and energy in order to meet the extraordinary demands of camp work.

For Spanish teachers we have the following options:

1. **Head Spanish Teacher** – This position starts a week earlier and makes sure that all materials, resources and training is ready for the other Spanish teachers. They lead the other 2-3 Spanish teachers.
2. **Spanish Teacher (Experienced)** – This position is a normal Spanish teaching position for a teacher with experience/qualifications to teach Spanish as a foreign Language.
3. **Spanish Teacher (Not Experienced)** – This position is a normal Spanish teaching position for those who have worked on our summer camps before, but who maybe don't have the experience or qualifications.
4. **Half-Day Spanish Teacher** – This position is a non-residential position in which they just teach in the mornings.

## Job Responsibilities + Tasks

### LANGUAGE INSTRUCTOR RESPONSIBILITIES:

1. Teach up to 4 hours of Spanish as a Foreign Language class to an allocated group of around 1-13 children. (The age and level of the group will be determined before the Camp and communicated to you to assist in your planning.)
2. Plan and organise above mentioned classes, doing as much planning as you can before coming to camp.
3. Monitor the progress of the students and keep a record of progress.

### GENERAL PROGRAMME

1. Reading the camp manuals, <https://tecsemployment.com/manuals/>, and familiarising yourself with all areas of the camp programme before your arrival on camp.
2. Ensure the effective supervision and safety of the campers
3. Eat lunch and dinner with the assigned leader group, maintaining proper table control and manners and ensuring that each child eats sufficiently.
4. Actively supervise campers during sand pit time, chill out time and zone time.



5. Run Arts and Crafts or Project sessions, ensuring quality of activity and that children exercise respectful behaviour at all times.
6. Supervise showers as assigned.
7. Actively supervise and participate in the evening activities as assigned.
8. Teachers have planning time in the evenings from Monday to Thursday (aside from the night in which they will run the evening entertainment with the teachers). During this time they will plan lessons, share and develop resources, create evening entertainments and special Spanish events for the campers, and receive feedback from their coordinator. They will also assist less experienced teachers as needed and contribute to a positive team planning environment with other age group teachers.
9. Carry out the putting to bed routine as assigned.
10. Two nights a week sleep in the sleeping area of the assigned leader group, ensuring behaviour control and welfare support as needed. Also carry out the morning routine the following day.

### **GENERAL CAMP LEADER RESPONSIBILITIES**

1. Monitor the behaviour and progress of the campers in the allocated group in the recreational activities, take action to resolve any problems and, where necessary, liaise with the Camp Coordinators and Welfare Monitor on matters connected to discipline and/or welfare.
2. Supervise and ensure the safety of the assigned leader group on one of the excursions held at the weekend. Carry out the putting to bed routine the night before the excursion and the getting up routine on the day of the excursion.
3. Familiarise yourselves thoroughly with the physical environment and organisation of the camp
4. Participate in regular meetings held with the Coordinators and Directors before and during the camp.
5. Carryout the assigned responsibilities on Arrivals and Departures days and carryout assigned camp site set up duties before and after these days. These are hectic days were staff pull together to complete the various jobs that need to be done. These jobs may include litter picks, posting or taking down signs, helping with camp setup or rearranging of materials, orientating parents and campers, or helping with the final tidy up and maintenance/cleaning jobs.
6. At times carryout assigned office/admin tasks.
7. Ensure the campers respect all camp facilities and equipment and at all times be responsible for ensuring the campers uphold the camp rules and regulations.
8. Uphold all areas of the staff code of conduct as outlined in the conditions of contract sheet and be an example to fellow staff of correct work conduct and attitude at all times.
9. Carry out all tasks asked of you by the members of the TECS management team, professionally and thoroughly.
10. Must wear uniform continuously: red TECS polos on arrivals, departures and excursions and blue or white TECS t-shirts at all other times.

### **HOURS OF WORK:**

Camp work is very demanding and all candidates should recognise that this job is anything but 9-5 living, with long hours needing to be put in by all camp staff, especially from ELE teachers during the first two weeks of camp. Depending on the assigned age group, time off during the day will be between 3 and 4 hours. Each teacher will be required to do night time supervision and the following day's morning routine twice a week and therefore required to stay on site all night on those days. In addition to this you are always required to stay on site on Sunday nights to rest up before the busy week ahead. That is a total of three nights that you are always on site. Teachers will have two evenings' entertainments sessions off, until putting to bed time, for lesson planning, plus all other nights when they are not assigned to the putting to bed routine. Teachers have one full day off at the weekend. Also at times, extra bonus time off will be assigned to those staff working hard and maintaining positive attitudes.



## Benefits of Working on a TECS Summer Camp

### **BENEFITS OF WORKING ON A TECS SUMMER CAMP**

- ★ Ambience of summer camp environment- team work and spirit!
- ★ Fulfilment of working with kids and of managing people in that environment.
- ★ Professional and personal development
- ★ Friends from around the world.
- ★ Sun and fun!

### **TECS PROVIDES:**

- ★ Staff uniform- enough so you won't have to rewash them yourself!
- ★ Staff events- weekend trips, sport and game competitions during camp.
- ★ Staff final meal – these are big things and for many staff the highlight of the summer so **DON'T LEAVE CAMP UNTIL THE DAY AFTER WORK FINISHES.**
- ★ Knowledgeable year round central office management. The top management were ALL once staff members and mid-management themselves at one point.
- ★ Supportive management structure.
- ★ Guiding hand on the rewarding path to professional development and personal development.

### **Job Review and Performance Management**

For all teaching positions, regular feedback will be provided from the Activity Coordinator and TEFL Coordinator about job performance and objectives. Also the Activity Coordinator and/or the TEFL Coordinator 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 Camp Director at any time.

### **POSSIBLE FUTURE EMPLOYMENT:**

TECS runs a year round academy and year-round team, therefore for teachers who display the correct attitude and work performance level there will be the opportunity of year round employment with us.



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

### **EXPERIENCE**

1. Experience of working with children in previous employment.
2. Preferred summer camp experience, but not essential.
3. At least one year's Spanish teaching experience (although very strong candidates new to ELE will be considered if they display the appropriate camp personality).
4. Experience of working in a fast moving environment where stress levels can at times be very high.
5. Online-qualified teachers will not be accepted if they do not have teaching practice.

### **QUALIFICATIONS/REQUIREMENTS**

1. A certified qualification to teach Spanish, or normal school teaching qualification (if candidate has experience working with foreign language children).
2. EU Nationals with C2 level of Spanish.
3. A basic/intermediate level of English is also required.

### **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 Spanish environment smoothly and encourages them to speak Spanish.
2. Very high level of oral and written skills including persuasion, negotiation and advocacy.
3. The ability to manage continually conflicting priorities in a high pressured environment.
4. High energy levels and a young but responsible mature outlook on life and work.
5. 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.
6. Adaptability and ability to think on the spot in what can be at times a highly unpredictable and spontaneous environment.



## STATEMENT OF WRITTEN PARTICULARS

### DATES OF WORK

<b>Starting Dates</b>	<ul style="list-style-type: none"> <li>• <b>Arrive on Wednesday the 24<sup>th</sup> of July 2019 (Head Teacher starts a week earlier)</b></li> <li>• Staff Training + Preparation: 25 - 27<sup>th</sup> July</li> <li>• Camp Work Start Date: 28<sup>th</sup> July (camper's arrival).<sup>1</sup></li> </ul>
<b>Work Dates</b>	<ul style="list-style-type: none"> <li>• Fortnight 3: 28<sup>th</sup> July – 10<sup>th</sup> August 2019</li> <li>• Fortnight 3+4: 28<sup>th</sup> July – 24<sup>th</sup> August 2019</li> </ul>

(There will be an end of camp dinner and party on the 24<sup>th</sup> August for those staff working in August. Staff are permitted to sleep on site the night of their end of camp dinner and party but must leave before 12 noon)

### WAGE

(for stated contract length as above and all are NET figures):

Position	No. of fortnights worked	Base Wage (Net)	Possible Performance Bonus <sup>2</sup>	TOTAL POSSIBLE WAGE
<b>Head Spanish Teacher</b>	Fortnight 3	€ 825	€ 100 (E), € 75 (Ex+VG), € 45 (G)	€ 825 – € 925
	Fortnight 3+4	€ 1375	€ 140 (E), € 100 (Ex+VG), € 60 (G)	€ 1375 – € 1515
<b>Spanish Teacher (Experienced)</b>	Fortnight 3	€ 550	€ 75 (E), € 45 (Ex+VG), € 20 (G)	€ 550 – € 625
	Fortnight 3+4	€ 1100	€ 100 (E), € 60 (Ex+VG), € 30 (G)	€ 1100 – € 1200
<b>Spanish Teacher (Not Experienced)</b>	Fortnight 3	€ 425	€ 75 (E), € 45 (Ex+VG), € 20 (G)	€ 425 – € 500
	Fortnight 3+4	€ 850	€ 100 (E), € 60 (Ex+VG), € 30 (G)	€ 850 – € 950
<b>Non-Residential Spanish Teacher</b>	Fortnight 3	€ 425	N/A	€ 425
	Fortnight 3+4	€ 850	N/A	€ 850

#### Other Conditions:

- Head Spanish Teacher would begin a week earlier
- Accommodation and food are included in the conditions.
- TECS believes in professional development and for that reason extensive training is given to all our staff who will be as well trained as is possible for the taking on of all their responsibilities.
- All as stated above in “benefits of the job”.

<sup>1</sup> As this is start of camp, this is the start date which will appear on Spanish contracts.

<sup>2</sup> This is a possible performance related bonus. TECS provides standard reference gradings (Exceptional (E), Excellent (Ex), Very good (VG), Good (G), To Standard Required, Below Standard Required, Unsatisfactory) and believes in reward staff, with the bonuses stated above, should their performance be deemed to be above the minimum standard required (i.e. Good and above). These bonuses will be based on the reference grading as decided on by the camp director. An employee is NOT entitled to any bonus should they be deemed to have done a performance that is deemed to be “To Standard Required”, “Below Standard Required” or “Unsatisfactory”.



## Application Process

### **RECRUITMENT PERIOD**

For summer positions TECS accepts applicants all year round but below is a guideline for what is the normal application date period for this position.

- Returnees:
  - Recommended reapply date: December.
  - Main interview period: January-March.
- New Applicants:
  - Recommended date to apply: February/March.
  - Main interview period: March-April.
  - Ireland Interview Date (TBC): 8<sup>th</sup> -14<sup>th</sup> April 2019
- Date by which all posts for this position are normally filled: April/May.

### **INTERVIEW PROCESS**

In order to apply to work with us as a monitor you are required to apply online by completing an online application form. From the selection of people that we have, those who show the suited background to what we might be looking for will be contacted to do an interview. The majority of interviews will take place by skype or landline call, although candidates from the main cities in Ireland may be contacted to do their interview face-to-face in either Cork, Limerick, Galway or Dublin during the Ireland Interview dates mentioned above.

If you are offered an interview you will be required to do certain reading before your interview in order for you to be the best prepared and to show that you are committed to being the best staff member you can be with the kids. If it is clear that you have not done this reading before the interview you will be asked to reschedule until you have done so.

You will generally hear back from us about whether you are successful in getting a contract offer with us within 2 weeks of doing an interview.

### **PRE-INTERVIEW READING FOR A SPANISH TEACHER**

Any candidate that is asked to do an interview for any TECS position will be asked to read a pre-interview document. 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, it allows them to check if the position is really right for them (not all of us suit summer camp work!).

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

### **READING IN EVENT OF A CONTRACT OFFER**

Any person contracted as a Spanish Teacher is required to read all the following manuals before coming to camp:

- Teacher Manual (all in detail)
- General Manual (all in detail)
- Camp Structure Manual (the section of the camp contracted for)
- Evening Entertainment Manual (review the teachers notes in the individual write ups, ideas on how to prepare the campers for that nights entertainment)
- Arts and Crafts Manual (read general notes in detail and review individual A&Cs)
- Teacher Syllabus for information on the level which you will be teaching.



## **CRIMINAL BACKGROUND CHECKS + REFERENCES**

As we are an educational company that works with children we do take the safety of the campers in our care serious and will require to certain information in order to ensure that the staff working for us are capable of being responsible for children.

Any person contracted with us will be required to provide us with:

- Two references or referees that we can contact.
- A police or criminal background check gotten within the last two years. For more information please read the “Candidate Background Check Policy” document available on <https://tecsemployment.com/getting-ready-for-camp/criminal-background-check/>.

## **ARRIVING TO CAMP**

As training for staff will take place in our base camp in El Puerto de Santa Maria all staff must make their own way to either the camp itself (See address below), the train station in El Puerto de Santa Maria or the airport in Jerez de la Frontera where we can organize for them to be collected if organized with us in advance.

### **Location of Central Office:**

(Arrival for training weeks at this venue)

TECS Summer Camp (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: [tecscampdev@tecs.es](mailto:tecscampdev@tecs.es)  
Web: [www.tecsemployment.com](http://www.tecsemployment.com)

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