



TECS College Tutor 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: TECS College Tutor

Reports to: Camp Site Director

Responsible for: Personal and professional development of all TECS College students, but primarily their tutor group of up to 7 students.

Job Overview

TECS College is a completely different programme to any other TECS summer camp, to any other summer camp in Spain, and maybe any other camp in the world! The main focus of our summer camps is to teach children Spanish kids English in a fun, dynamic summer camp environment. In TECS College, however, the objective is to get a small amount (21-28) of students who are 16-18 years old and inspire and guide them in their personal and professional development.

TECS College tutors do not teach English classes but rather personal development workshops such as c.v. writing, public speaking, etc. Tutors are not only responsible for ensuring that all students are speaking Total English but also for: planning and executing workshops, running development projects, running certain evening entertainments and have one-to-one development meetings to name some of the extra responsibilities they will have compared to a normal camp teacher.

We purposely keep this camp small in order to be able to deliver the best development experience to the students while also being able to do so through the most talented and experienced staff. In TECS College there are only 3-4 tutors, the camp director and possibly an ex-alumni working. The tutors tend to be people who have worked with us before, usually as managers or directors, and who are quite creative and development focused. Sometimes they can be people who maybe have done a few summers with us before and no longer have the ability or interest in working the full 5-8 weeks that they maybe did in the past and would like to have shorter 2 week fulfilling and inspirational experience.

Tutors will be expected to attend the May Training Planning Weekend and also to start a few days before the campers arrive in order to plan out their workshops and development projects, and assist with any set up necessary.

Job Responsibilities + Tasks

1. To ensure TECS College students have the best possible experience in all areas of camp life.
2. To ensure the safety and welfare of the students at all times.
3. To plan and run their workshops, development projects, and all other parts of the programme to the highest level possible.

HOURS OF WORK:

The hours of work for a Tutor are set as per the daily timetable, however on certain days there may be events that eat into this free time. All candidates should be prepared to have an open work schedule and be prepared to work long



hours, particularly in the initial stages of camp, to get jobs/tasks finished. TECS College Tutors should also note that they do not have the same time off as normal teachers in other camps, but instead have a schedule, like all other management staff, which is dictated by daily events.

The Tutors will not have one entire day off at the weekend but will instead have this time, more or less, made up for over the two days of the weekend. Tutors will be the camp night watch responsible every third or fourth evening and be required to be on site all night with the emergency phone on those days.

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.
- ★ Management Bonding Meal at before camp starts and reward meal at end of summer.
- ★ 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 monitor 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.

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

EXPERIENCE

1. Experience working on one of our TECS Summer Camps, preferably in a management position.
2. At least three years of TEFL teaching experience.
3. Relevant experience of man-management in past employment.
4. Experience of D.O.S. like work preferred but not essential if candidate has relevant teaching knowledge and experience of leadership.



5. Experience of working in a fast moving environment where stress levels can at times be very high.
6. Experience in coaching, personal training or professional development sectors looked upon favourably.

QUALIFICATIONS

1. Recognised TEFL qualification as minimum and preferred extra qualifications in TEFL or general teaching.

KNOWLEDGE/SKILLS

1. Competent knowledge of Microsoft Office package and preferred experience of using Databases.
2. First class interpersonal skills, with ability to man-manage in a motivational and fair way which encourages staff to maintain high levels of performance.
3. Very high level of oral and written skills including persuasion, negotiation and advocacy.
4. The ability to manage continually conflicting priorities in a high pressured environment.
5. High energy levels and a young but responsible and mature outlook on life and work.
6. Knowledge of Spanish and the customs and culture of Spain preferred but not essential (although please note the language of communication with the campers at all time is English).

*** Spanish is NOT a requirement to work on TECS Summer Camps as staff are not allowed to speak Spanish in front of the kids***

STATEMENT OF WRITTEN PARTICULARS

POSITION: TECS COLLEGE TUTOR

DATES OF WORK

Pre-Summer Training Weekend	<ul style="list-style-type: none"> • 20th and 21st April 2019 (Provisional Dates) (Contracted Tutors are required to attend a training weekend in May. All expenses will be covered by TECS).
Starting Dates	<ul style="list-style-type: none"> • Arrive on Wednesday the 10th of July 2019. • Planning + Organisation: 11th – 13th July • Camp Work Start Date: 14th July (camper's arrival).¹ • TECS College: 14th – 27th July.

(There will be an end of camp dinner and party for TECS College on the night of the 27th July. Staff are permitted to sleep on site on the 27th in TECS College but must leave before 12 noon the next day.)

- **Wage: (for stated contract length as above and all are NET figures).**
 - WAGE: **650€**
- **Other Conditions**
 - Accommodation and meals throughout contract length.
 - 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".

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



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 Dates (TBC): 1st-5th April 2018
- 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 TECS COLLEGE TUTOR

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 (not all of us suit summer camp work!).

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

A TECS College Tutor candidate is required to read the following prior to an interview:

- Coordinator Manual (read in detail chapters 1-3 and "TEFL Coord" part of chapter 5, review all of 4 and rest of 5)
- General Manual (review all and read chapter 4 in detail)
- Camp Structure Manual (review all and read chapter 1 and the TECS College section in detail)

READING IN EVENT OF A CONTRACT OFFER

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

- Coordinator Manual (all in detail)
- General Manual (all in detail)



- Camp Structure Manual (for the camp you have been contracted for) * camp subject to change
- Teacher Manual (all in detail)
- Get Ready for Camp (review all)

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: employment@tecs.es
Web: www.tecsemployment.com

*** Our Spanish in Spain Partners, Spark, offer special discounts on Spanish programmes and TEFL training for TECS applicants. If interested, visit their web, www.sparkspanish.com, and don't forget to mention you have applied for work with TECS for special discounted prices. ***

