

TEFL Coordinator 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: TEFL Coordinator (TEFL Manager, TEFL Teacher and Programme Management)

Level: Mid-Management

Reports to: Camp Director

Responsible for: principally TEFL teachers but also at times all age group staff.

Job Overview

The TEFL coordinator is responsible for all things on the "TEFL or teaching side", that is to say they are responsible for managing the quality of the English programme and the English learning on camp. The TEFL Coordinator is a mid-management position along with the other coordinators and is the principal manager for all of the teachers on camp, although they will have a secondary role in managing the rest of the camp staff.

TEFL Coordinators are generally people with experience teaching TEFL and with a passion for teaching. Candidates should be young, or young at heart, and full of imagination and energy in order to meet the extraordinary demands of camp work. Candidates should be ambitious and have a keen interest to step up the ladder of the TEFL and educational world. We prefer candidates who plan to work in the TEFL environment as a permanent career.

Job Responsibilities + Tasks

NORMAL TEFL TEACHING RESPONSIBILITIES:

1. Must wear uniform, Camp Management Polo, continuously.
2. Teach 3-4 hours of English as a Foreign Language class to an allocated group of around 10-12 children. (The age and level of the group will be determined before the Camp and communicated to you to assist in your planning.)
3. Plan and organise above mentioned classes.
4. Monitor the progress of the students and keep a record of progress in order to write an end of camp report.
5. Ensure students up keep their English folders and go home with their English materials in a way which reflects the quality of teaching they received.

TEFL MANAGEMENT

1. Oversee the level testing of all children within assigned age group on arrival on camp.
2. Assign children to classes based on level. Input this data into the camp database and be in charge of managing changes to these class lists.
3. Monitor teacher performance carrying out observations and feedback sessions as required and getting feedback from Camp Director on the observations they do.
4. Hold daily teacher meetings and regular teacher development sessions.
5. Be a supportive base for teachers at all times.
6. Manage the teachers in all parts of their work during teaching time.
7. Assist the teachers during their evening lesson planning time, ensuring that they are using this time appropriately and that idea and lesson plan sharing is going on.

RESOURCES and TEACHER DEVELOPMENT:

1. Make resources during camp to complement the existing age group packs.
2. Organise the relevant age group packs so they are ready for distribution on the staff arrival day.
3. Support teachers at all times, helping to provide needed resources and guidance on request.



4. Manage the resources and ensure that all are handed back in at the end of camp in the same condition as they were given out.

TRAINING WEEKS AND PREPARATION OF CAMP

1. Take part in meetings held before the start of camp.
2. Contribute to the planning of the training weeks.
3. Run the teacher side of the familiarisation week, per age group, and also contribute and run other parts of training programme as needed.
4. Familiarise yourself thoroughly with all parts of the job before the start of staff training. Reading the camp manuals, <https://tecsemployment.com/manuals/>, before your arrival.

PROGRAMME RESPONSIBILITIES (can include the following but depends on age group and camp)

1. Supervise shower time in assigned area.
2. Supervise with other coordinators that all meals go smoothly. Principal responsible at dinner.
3. Supervise bonding sessions or evening entertainment preparation.
4. Supervise the putting to bed procedure in assigned area.
5. (Depending on camp) Every second or third night be the on duty night watch coordinator in one of the assigned areas.
6. Help out in any area of the activity programme as needs require.
7. Control and oversee and give staff suitable feedback on the English control and motivation they are providing over the campers outside of the classroom. TEFL Coordinators must be on top of this at all times.
8. Run and manage the English Day:
 - a. Planning and organising the day with age group teachers.
 - b. Assigning staff as appropriate.
 - c. Running the special "English Day" evening entertainment.
9. Help age group Welfare Responsible with Hygiene Checks on Arrivals day or mid-camp as needed.

TEFL OFFICE and RECEPTION

1. Set up the TEFL office before the arrival of the staff and ensure the proper tidy up at the end of camp.
2. Ensure that all in office is kept tidy and that all resources are easily available for teachers.
3. Manage the taking out and coming back of general TEFL resources: videos, textbooks etc...
4. Ensure that the photocopying areas are kept tidy at all times.
5. Contribute to developing the general stock of general resources for camp.
6. Do any required mass photocopying as set by Camp Site Director.
7. Make contributions to the biweekly bulletins and the final staff magazine.
8. Ensure that all classes have all required materials.
9. Ensure that all materials are ready for classes before the start of sessions.

MAGAZINE AND STAFF BULLETIN: (these responsibilities will be split between the TEFL Coordinators on arrival)

1. With the assigned senior teacher for each camp:
 - a. Organize and edit the Camp Magazine, overseeing the senior magazine team during project time.
 - b. Coordinate with other teachers to ensure that articles are produced for the magazine.
 - c. Ensure that the camp magazine is printed and completed and ready to hand out to parents on each arrivals day. (This will involve working very long hours on this day).
 - d. Update the Camp Site Director on progress on a daily basis and show the Camp Director a copy of the final magazine before printing.
 - e. Ensure each child leaves with a copy of the magazine (depending on camp)
 - f. Keep a record of the colour war points in class and give these to the Camp Site Director each second Friday after the finish of class.
 - g. Collect information from the Coordinators, IT specialist and Camp Director to put into the magazine.
2. Produce a "staff morale boosting bulletin" every 2 weeks to be handed out to staff at the general meeting before arrivals days.
3. Produce the final staff camp magazine.

OTHER GENERAL COORDINATOR DUTIES

1. At weekends lead the assigned age group on one of the weekend excursions: being responsible for managing all group staff and ensuring the safety of the children at all times.
2. On Arrivals, assist with admin "check ins", or other assigned post, communicating with parents about welfare, health and other issues of children.
3. On Departures, assist with admin "check outs", or other assigned post, communicating with parents about any relevant welfare or TEFL issue.
4. Manage staff in the carrying out of set up/tidy up tasks:
 - a. For Start of Camp during training week.



- b. Before Departures and Arrivals.
- c. At end of camp as part of tidy up.
5. At ALL times be responsible for ensuring that ALL staff carry out their duties to the required standard.
6. Meet daily with Camp Site Director to give updates of TEFL matters and discuss any pertinent issues.
7. Assist other members of the management team with any task as set by Camp Site Director, Assistant Director or agreed on by the age group management team.
8. At all times be responsible for up holding camp rules and regulations for staff conduct.

Returnee Coordinators (do all the above responsibilities but in addition)

- Are expected to be positive role models to all new coordinators.
- Are expected to support and provide assistance to new coordinators whenever needed.
- In case of illness, may be needed to cover for more senior staff.

Head Coordinators (do all above plus returnee responsibilities)

- Will take part in management training week, one will also come out a week earlier and be paid an extra bonus for preparing everything for management training week.
- Will lead combined evening entertainments like Casino Night and Awards Ceremony and will be the overall in charge coordinator during any event or activity when the age groups are combined.
- Will run the daily coordinator meeting.
- Is expected to provide constant support and assistance to both new and returnee coordinators as they deem is needed as is assigned by the Camp Director.
- In case of need may be assigned by Central Office to cover for Camp Director.

HOURS OF WORK:

The hours of work for a TEFL Coordinator are not set and are instead dictated by daily events. 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. TEFL Coordinators should also note that they do not have the same time off as normal teachers, but instead have a schedule, like all other management staff, which is dictated by daily events.

The TEFL Coordinators will have one day off each week at the weekend (in training weeks time off will be spread over several days, with for example half a day of on one day and half on another for example - this time off is SET by the training programme and this factor must be understood by all potential applicants). Daily time off, will be dictated by the individual day as stated, but when possible will usually be taken during sports sessions, usually around 3-4 hours, and/or in the evenings. TEFL coordinators will be the night watch responsible every second or third evening and be required to be on site all night on those days. All staff are also always required to stay on site at night on pre-departure Fridays and on all Sundays.

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

Regular feedback will be provided from the Camp Site Director about job performance and objectives. Also the Camp Site Director will be available at any time to discuss concerns or problems that may occur.

POSSIBLE FUTURE EMPLOYMENT:

TECS runs a year round academy, 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. At least three years of TEFL teaching experience and preferably some experience of working on summer camps or summer schools.
2. Relevant experience of man-management in past employment.
3. Experience of D.O.S. like work preferred but not essential if candidate has relevant teaching knowledge and experience of leadership.
4. Experience of working in a fast moving environment where stress levels can at times be very high.
5. Previous teaching experience with Spanish children preferred but not essential.

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).



STATEMENT OF WRITTEN PARTICULARS

POSITION: TEFL COORDINATOR

DATES OF WORK

- **Pre Camp Training Weekends:** Training Planning Weekend: 21st and 22nd April (Dates are approximate).

Starting Dates	<ul style="list-style-type: none"> • Arrive on Sunday the 16th of June 2019. • Management Training Week: 17th-23th June. • Staff Training Week: 24th June – 29th June • Camp Work Start Date: 30th June (camper's arrival).¹
Work Dates (until the <u>end</u> of the day)	<ul style="list-style-type: none"> • Fortnight 1: 30th June– 13th July 2019 • Fortnight 1+2: 30th June – 27th July 2019 • Fortnight 1-3: 30th June – 10th August 2019 • Fortnight 1-4: 30th June– 24th August 2019

(There will be an end of camp dinner and party for Anglo Camp on the 13th July, for Little Village, Magic Village, and Family Camp Gredos on the night of the 27th July. In Family/Go/Day camps there will be a dinner on the night of the 27th July for those working in July and another one on the 24th August for those staff also 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.)

Strong candidates should apply even if the exact dates of training weeks do not perfectly suit.

NOTE: Apart from our summer camps we also run various school camps in the month of June so there are options for extra weeks of work for those who are available. If interested, please indicate on application and in interview.

WAGE

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

Position	No. of fortnights worked	Wage	Possible Performance Bonus ²	TOTAL POSSIBLE WAGE
TEFL Coordinator	Fortnight 1	€ 625	€ 100 (E), € 75 (EX + VG), € 45 (G)	€ 625 – € 725
	Fortnight 1+2	€ 1250	€140 (E), €100 (EX + VG), €60 (G)	€ 1250 - € 1390
	Fortnight 1-3	€ 1875	€180 (E), €125 (EX +VG), €75 (G)	€ 1875 - € 2055
	Fortnight 1-4	€ 2500	€220 (E), €150 (EX + VG), €90 (G)	€ 2500 - € 2720
	Fortnights 1+2 (and extra week)	€ 1565	€140 (E), €100 (EX + VG), €60 (G)	€ 1565 - € 1705
Bonus Type				Amount
Other Possible Bonuses	Training Responsibilities ³			€200
	Head TEFL Coordinator ⁴			€100
	TEFL Coordinator Trainer ⁵			€312,50

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

² 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".

³ All management staff receive 200€ for their responsibilities during the training weeks (Getting trained and running the staff training week). Management staff who don't attend the full management week but do attend management training weekend and run staff training week and do attend an extra training day, will receive 100€ in place of 200€. The Family Camp Gredos management staff will not receive this bonus due to the fact they will not be running the staff training week with the rest of the managers and due to the fact that they will be receiving an extra week of pay (as stated above) in lieu of this.

⁴ There are only Head Coordinators in Family Camp and always it is a returnee coordinator selected by the Director of Language Camps. The bonus is ONLY for doing responsibilities very well as judged by Camp Director and it is not guaranteed.

⁵ This will involve coming a week earlier than other coordinators, arrival: 12th June, and involve getting everything ready for the management training week. Often this position is filled by all year round TECS staff. This bonus is only given to non-year round TECS staff as year round ones receive payment for this week already.

**Other Conditions:**

- Accommodation throughout contract length.
- All meals will be provided from the beginning of staff training weekend, and some but not all before then.
- 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”.
- As we believe in team bonding there will be social events organised in the evenings during Management training week, including the Sunday arrival evening, which you are expected to attend in order to create the best management team possible.

Application Process

RECRUITMENT PERIOD

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

- Returnees:
 - Recommended reapply date: November.
 - Deadline: End of December/Beginning of January
 - Main interview period: January.
- New Applicants:
 - Recommended date to apply: December/January.
 - Main interview period: February-April.
- Date by which all posts for this position are normally filled: March/April.

INTERVIEW PROCESS

In order to apply to work with us as an TEFL coordinator 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 manager that you can be. 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 AN ACTIVITY COORDINATOR

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 TEFL Coordinator 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)
- Teacher Manual (read in detail chapter 1+2 and appendix 1 and review all)



READING IN EVENT OF A CONTRACT OFFER

Any person contracted as a TEFL Coordinator 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)
- Evening Entertainment Manual (general notes in detail and review individual teacher notes in the event write ups)
- Arts and Crafts (general notes in detail and review individual A+C activities write ups)
- Sports + Games Manual (general notes in detail and review individual Sports activities write ups)
- Project Manual (only need for Seniors coordinator in FC and LV: general notes in detail and review individual Project write ups)
- Excursion Manual (general notes in detail and review individual Excursion write ups)
- Camp Song Manual (general notes in detail and review individual songs)
- Teacher Syllabus for information on the level which you will be teaching.
- Get Ready for Camp (Review)

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 managers 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 Fuentebravía, 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. ***

