



Job description: Spark ELE teacher

- Job title:** Spark ELE teacher
- Reporting to:** Director of Education. On occasions to General Manager and school group chaperones
- Objective:** Overall responsible for delivering high quality classes, usually to primary and secondary foreign students, but at time this could also include adult students. This includes the following duties:
- Teaching Spanish classes to a high standard and helping other teachers with their planning (if applicable).
 - Dealing with welfare issues such as dietary issues, homesickness and medical issues of students.
 - Communicating any issues and problems to the Director of Studies to ensure adequate follow up and resolving of issues.
 - Helping school group chaperone in case of need.
 - Maintaining a professional attitude towards the responsibilities, the students and teachers and Spark throughout.
 - Dealing with any emergencies when needed at any time during the group's stay.
- Accountability:** The candidate will be accountable for:
- Teacher, student and agent satisfaction with the classes and Spark in general.
- Length of contract:** Depending on the length of the programme, normally between 4 - 7 days.
- Salary:** €10 gross per hour
- Long term prospects:** Spark is continuously expanding their programmes and are therefore always looking to find staff for teaching positions. We also have [chaperone positions](https://sparklanguages.files.wordpress.com/2013/03/spark-chaperone-20171.pdf) available, more information can be found online: <https://sparklanguages.files.wordpress.com/2013/03/spark-chaperone-20171.pdf>



What type of company is Spark?

Spark is a young dynamic company dedicated to the field of education. Our principal business areas are Spanish and English teaching. Everyone at Spark is a current or past teacher, meaning we genuinely believe in our selling slogan “*your learning, our passion*”. Our team are young with our eldest members in their 30s and the medium age being mid-20s. We are full of energy and see challenges as hurdles to be overcome rather than something to hold us up. For our industry, we are quite tech savvy and are committed to making the most of modern technology, especially in areas of client attention and sales. We are also a hard working team who genuinely strive to produce a great experience for our students. Having founded Spark in the midst of an international economic crisis, we are also well aware that it is dedication, team work and most of all passion for what we do which is needed to carry us onwards and upwards.

General Overview of Position

This position allows the candidate to play their part in making a school group’s experience the best one ever from the moment they arrive until after they leave by teaching fun, educational and interactive Spanish lessons.

What type of person are we looking for?

This position is especially suitable for a person who has recently graduated in a Spanish language teaching course or a similar degree. We are looking for a candidate with a genuine passion to succeed and develop professionally who would like to get experience teaching different ages and levels with enthusiasm and passion.

The candidate should also have an interest in language learning and speak good English and want to work in an international environment. They must be someone who takes pride in their work and have a real ambition to be good at what they do. Also to fit into our ethics, they should be someone who can be passionate about their work and who gets a genuine buzz from triumphing in their tasks. We are looking for people to take the company forward rather than maintain where it is so definitely the person must be someone who isn’t afraid of hard work.

In short, the ideal candidate for us is someone young and full of energy, with untapped potential (we’re good at spotting it 😊) and is looking for a role that tests them but also one they can be passionate about.

But surely there must be some downsides, nothing is perfect?

Of course, like any job, this position definitely has some downsides.

- Work hours: these are never the same and classes can be taught at different times or even at weekends or during bank holidays. Being responsible for a group of under-age students can bring many challenges and issues and doesn’t often allow for a problem to be left until the day after.

- Pressure: this can be very high when dealing with teachers, students who are far away from home, and the Director pushing very hard to run a very high quality programme and remaining professional at all times.
- Flexibility: this is extremely important in running a school group programme, whether it is to come up with solutions or when problems arise due to last minute changes in the programme, delays or other situations that cause disruption to the programme or planned lesson plan. The candidate must understand that flexibility will always be required.

Core Job Tasks

The job would include a variety of tasks, the main ones of which are stated below:

1. General
 - a. Maintain a professional attitude at all times, accepting responsibility for the class group and maintaining a positive outlook on the programme and responsibilities.
2. Preparation
 - a. Meeting with DPE and chaperone responsible.
 - b. Plan lessons according to information provided.
3. Classes
 - a. Teach Spanish classes as assigned and follow up on any issues and any admin work related to the classes: certificates, course content, attendance registration and student issues.
 - b. Stick to the timetable as much as possible, start classes on time, end them on time (not ahead of time) and respect break times if applicable.
 - c. Unless otherwise specified, classes should be taught 100% in Spanish and there should be a 100% Spanish learning environment. Neither students nor the teacher should use other languages than Spanish unless the DPE has informed you otherwise.
4. Issues follow up
 - a. Daily check with the group's teachers and students that all is okay.
 - b. In the case of problems and issues: inform DPE as soon as possible to decide on plan of action to be taken.
5. Other
 - a. You might at times be asked to help out, assist or cover for the main chaperone of the group in case of extreme need.

PERSON SPECIFICATION

Qualifications

1. Essential:
 - a. College/University Bachelor's Degree or higher in any subject.
 - b. CAP qualification or equivalent qualification in ELE (minimum 60 hours).
 - c. A European passport or work visa that allows the candidate to work in the European Union.
2. Preferred:
 - a. A College / University Bachelor's in English or Spanish language or in Education.
 - b. Cambridge or Trinity English language certificate, B2 or higher.
 - c. A valid in date European Driving Licence.

Experience

1. Essential:
 - a. Teaching Spanish as a foreign language.
 - b. Working alone and being responsible for completing important tasks with limited support or supervision.
 - c. Working in a fast moving environment where stress levels and responsibilities can at times be very high.
 - d. Experience working with primary and/or secondary age students.
2. Preferred:
 - a. Experience of learning a foreign language and living abroad preferred.

Knowledge and Skills

1. Essential:
 - a. Good interpersonal skills, with ability to communicate effectively and professionally with others and especially with customers.
 - b. A positive attitude towards the job and the ability to respond positively to challenges and workload.
 - c. A professional and above all flexible attitude towards all responsibilities.
2. Preferred:
 - a. Basic knowledge of payments (dealing with invoices, basic accounting and handling money).
 - b. Intermediate level of English (B2) in all skill areas and good knowledge of the customs and culture of other countries preferred.

General Attributes

1. Essential:
 - a. Native speaker of Spanish
 - b. Focussed on targets and achievements.
 - c. A high sense of accountability for targets and areas of responsibility.
 - d. Stress resilient and able to deal with stress in a professional way.
 - e. A friendly and open attitude with good customer service and communication skills.
 - f. A passion and interest in the job.



- g. Critical assessment of own performance aimed to always learn and improve.
- h. An eye for detail.



Dates

Dates depend on when groups are here which can be anytime from October to July. Some groups stay for just 4 days, other groups might stay for 7 days or even longer.

Application

Please complete our application form online to confirm your interest: www.sparklanguages.com/job-area.

Wages

Hourly rate of €10 gross

Criminal background check

As we are an educational company that works with children we take the safety of the students in our care serious and will require 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. In Spain candidates must get a Certificado por Delitos de Naturaleza Sexual. In order to get this candidates must fill out a Modelo 790, pay the €3,70 in a bank, and either:
 1. Bring the document, proof of payment and original photo ID to their local 'gerencias territoriales del ministerio de justicia'.
 2. Send the document by post with the proof of payment and a notarized version of original photo ID

More information can be found [here](#).