



Job Title: Spark Events Coordinator
Responsible to: Spark Director of Educational Programmes (DEP)
Responsible for: Spark Spanish students and other Spark staff at certain moments

Spark Events Coordinator: Job Purpose

1. Teach daily classes in the Spanish language department as assigned.
2. Do transfers, welcome new students upon arrival and do check-ins and check-outs on a weekly basis.
3. Be responsible for the residence and logistics for arrivals, materials, small maintenance tasks in the residence and purchases when needed.
4. Be the main responsible for the maintenance of the Spark vehicle.
5. Help out with client attention, sales, bookings and other areas where needed.

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General Overview of Position

This position's primary function is to teach Spanish classes, organize and run most of our cultural events for our students and do pick ups and drop offs on Sundays. When needed this position might also be involved in the running of school group visits. However, as we are small intimate team, this position, like all Spark staff, is also involved directly in other areas as well as helping out in the many daily tasks that come up in a dynamic small company. Please note that this position is based on a short-term contract, although Spark would be willing to consider the extension of the contract for the same or a different position, depending on vacancies available.

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 early 30s and the medium age being early 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 crises, 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.



What type of person are we looking for?

This position is most suitable for a person who has recently graduated or will soon be graduating 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 combine teaching Spanish with being the main cultural events organizer as well as the person who would normally be the first Spark person any new student meets on their arrival. This would involve doing transfers in our Spark van, showing them around the building, giving them basic information and answering any queries they might have. The candidate should also have an interest in language learning and ideally speak good English who wants 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 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 job that tests them but also one they can be passionate about.

But what makes the job interesting for me?

This position offers an exciting combination of teaching Spanish with being heavily involved in the various cultural events that we run in Spark. For the right type of people, running these type of events can be great fun and hardly feel like work, as one gets to socialise with and be around students from all over the world. Being the transfer responsible means that the candidate would furthermore be the first person that our Spark students normally meet, thereby giving them a great opportunity to use their social skills and make our students feel welcome and comfortable.

Anybody in language education interested in becoming more involved on a different level will find this a rewarding position as it allows them to learn more about the various logistics involved in the language centre.

Spark is run and owned by dynamic young people, and our enthusiasm and dedication to what we do makes that we have a lot of eye for detail when dealing with our students and the programmes that we run. Also being a small company offers the right person the opportunity to become very involved in the personal aspects of client attention: making people feel comfortable and welcomed, gaining experience in conflict management etc. The successful candidate will find this a job they can enjoy and care about and will find Spark a supportive and caring company (group of people) in which to develop professionally.



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

Of course, like any job, this position and working at Spark definitely has some downsides. One reality is that whilst we are extremely supportive team, we are also a very hard working one, hence Spark is definitely not for people who have 9:00 – 17:00 work mentality. It is a passionate environment where you have the chance to genuinely believe in what you do but this comes at the price that we expect all our team to give what it needs to complete a task. In short, if you are looking for an easy position that fits in perfectly with your life, this job is not for you.

Also, candidates should bear in mind that they would always work on Sundays, which can at times be difficult since they would usually be the only Spark staff member working that day and flexibility is required, especially when students experience a delay in their flights for example. An important aspect of this job is furthermore staying in the Sparkville residence overnight as well, to allow for further personal contact with the students. This will usually when possible be in an individual room, but when demand is high, the candidate might share a room with another member of staff. Candidates should bear in mind that although staying in the residence allows for many positive experiences, it can at times be difficult to find the balance between work and non-working times.

Core Job Tasks

Teaching Responsibilities

1. Teach daily assigned Spanish classes.
 - a. Classes usually run Monday – Friday morning for 4 hours minus a 15 minute break.
 - b. Depending on the students and the time of the year, some other individual or group classes could be assigned as well.
 - c. Prepare and write appropriate lesson plans for the classes that the candidate will be teaching.
 - d. Make sure that students in class never revert to English or any other language other than Spanish. At Spark we believe in a 100% Spanish environment in our Spanish academy. Any student – teacher and student – student interaction should always be in Spanish at all times when in class.
 - e. Follow up on the Spark Educational booklet in class, setting goals for students to carry out around Spark and El Puerto and helping out where needed in order for them to be able to complete these goals.
 - f. Prepare students for the cultural programme events where needed.
2. Monitor and communicate pedagogical issues
 - a. Monitor student progress and student welfare on a daily basis.
 - b. Liaise with the Director of Educational Programmes on matters connected with student progress, absences, welfare and behaviour and record incidents through our online observation registration system.
 - c. Attend the weekly teacher meeting or teacher development sessions and any extra teacher meetings as scheduled.



- d. Write any reports or make up any certificates as required at the end of students' course.
3. When needed substitute the Director of Education on Monday morning during the welcome talk to welcome any new students, help passing on information and answer any queries students might have before the start of their course.
4. Attend the Friday afternoon departure ceremony, making sure all certificates are signed and that the weekly winner of the educational programme is announced.
 - a. When needed, fill in for the Director of Education and run the ceremony along with passing on important information regarding the weekend, the week to follow and other important announcement for students.

Social and cultural events programme

1. Two or three times a week the candidate is responsible for running a cultural event for the adult students in the Spanish department which can include any or all of the following:
 - a. Contacting some of the establishments and / or working out the logistics for the visit, such as transport, prices and discounts, content of the visit etc.
 - b. Passing on information regarding the event to other teachers / staff members and for student sign up procedures.
 - c. Taking photos during the events and uploading onto our web the following day.
 - d. Being the overall responsible to organize transport to the event and drive the Spark van where needed.
 - e. Making sure we get an invoice from the establishment(s) where the event took place and follow up with the establishment if we don't.
 - f. Encourage the students to speak as much Spanish as possible and engage them in conversations.
 - g. Adding to and updating the write up of the event in order to ensure quality, improvements and also facilitating the handing over of the event in case this is needed.
2. The person would usually, although this can vary, have the following events that they would be responsible for:
 - a. Tuesday: Discover Spain activity: event around El Puerto in either a nearby town or area.
 - b. Friday: Barbeque or gourmet and Spanish games in Spark
 - c. When needed, a third event to be decided on.

Transfer and logistics responsibilities

1. Every Sunday the candidate would be responsible for doing transfers (arrivals and departures) dealing with the arrival and departure of students. On this day, the candidate needs to:
 - a. Get facilities ready for arrival of the students, which includes making sure everything is left in a reasonable state when students leave, overseeing or helping the cleaner getting ready for new students to arrive, doing last tidy ups in communal areas etc.



- b. Do transfers to Jerez airport and El Puerto train station as assigned.
 - c. Welcome new students, doing check-ins and providing students with information upon their arrival, showing them around the building and Spark etc.
 - d. Do check outs with students leaving, and making sure they have left their room in an acceptable condition.
2. Be the main person responsible for purchasing materials as assigned. This can include going to places like IKEA, Casa, etc to purchase materials for Spark and the residence, for the office etc.
 3. Be the overall responsible for the maintenance and upkeep of the Spark van. This will include:
 - a. Getting petrol when needed.
 - b. Doing small maintenance tasks.
 - c. Wash and vacuum the van on a weekly basis.

Sparkville (student residency) responsibilities

A main part of this person's position and responsibilities is also staying in a room (usually shared with 1 or 2 other members of staff) in the Sparkville residence. This includes:

1. Supervising the students learning Spanish in the Spark building and making sure they have a great time and are behaving appropriately. Other responsibilities of this role will include:
 - a. Making sure students integrate, both inside and outside of the classroom.
 - b. Doing basic maintenance tasks and passing on more complicated ones to the correct maintenance personnel.
 - c. Being responsible for making sure that the students are tidying up communal areas after usage.
 - d. Helping new students to integrate into the Spark Spanish programme.
 - e. Helping maintain as much usage of Spanish as possible.
2. On certain days the candidate will be the assigned residence responsible, being there to make sure all goes well, deal with any issues and supervise student conduct. This includes:
 - a. Making sure noise levels are kept to a minimum for those sleeping, especially after midnight in both the residence and on the roof.
 - b. Deal with any issues that might arise.
 - c. Be responsible for locking all doors, turning off lights and air-conditioning units at a set time.
 - d. Be an example to all students and other staff members when it comes to respecting others' possessions, sleeping times and space as well as tidying up after oneself.
3. Deal with any issues at any time as they come up in the residence, be it maintenance, student conduct or student complaints.
4. The staff member will furthermore have several hours a week dedicated specifically to certain building tasks in order to do some maintenance tasks, decorating, improvements etc.



Occasional Job Tasks

Please note the tasks listed below either are: not frequent tasks (i.e. not every day or week), shared communal tasks that don't take much time or only done by this position when covering for someone else as needs require.

Admin and client attention responsibilities

Any admin and client attention responsibilities will be assigned during certain office hours and when needed to cover for another staff member. These tasks may include:

1. Attend any clients at reception and on the phone, answering queries, dealing with complaints, processing enrolments and generally providing information.
2. Deal with any admin work related to reception work or the daily functioning of both academies, including photocopying documents, updating the database and providing support to others where needed.
3. Handle payments for both departments, add details to our database and communicate issues or changes to the Director of Educational Programmes.
4. Be responsible for updating and improving any parts of the programme or course.
 - a. This could include the teachers' manual, the Spark booklet, the student evaluation system, the student feedback form, the resource area etc.
5. Do any admin tasks related to the Spanish department or as set by the DEP:
 - a. Get welcome packs ready
 - b. Control bookings or room assignments
 - c. Develop certain parts of the resource department or updating manuals.
6. When needed the candidate would also be responsible for doing any translation tasks that might come up, such as:
 - a. Translation of website pages or parts.
 - b. Translation of official documents for third parties.
 - c. Translation of internal or official Spark documents.

General other communal responsibilities

1. On big events days in either Spanish or English academy, help out in the assigned role as required.
2. Do any tasks as assigned by SparkDEP.
3. Write blog posts or do translations

Please note that all of the responsibilities above are based on what we expect this position will be like, but that we ask all of our candidates to be flexible as certain other areas might come up or develop.

Job Review and Performance Management

Regular feedback will be provided from the Director of Educational Programmes about job performance and objectives. Also the DEP will be available at all times to discuss concerns or problems that may occur. We welcome your frequent feedback on how your job is going for you. Weekly or bi-weekly meetings would take place with the SparkDEP and on occasions SparkGM.



PERSONAL SPECIFICATION

EXPERIENCE

- 1.** Experience of teaching Spanish.
- 2.** Experience of working alone and being responsible for completing important tasks with limited support or supervision.
- 3.** Experience of working in a fast moving environment where stress levels and responsibilities can at times be very high and days long.
- 4.** Applicant who has experienced learning a language and living abroad preferred.

QUALIFICATIONS

- 1.** College/University Bachelor's Degree or higher, preferably in Filología Inglesa, Española or another language.
- 2.** CAP qualification or equivalent qualification preferred.
- 3.** A valid in date European Driving Licence.

KNOWLEDGE/SKILLS

- 1.** A positive attitude towards the job and the ability to respond positively to challenges and workload.
- 2.** A professional and above all flexible attitude towards all responsibilities.
- 3.** Good interpersonal skills, with ability to communicate effectively and professionally with others;
- 4.** Knowledge of Microsoft Office package and preferred experience of using Databases.
- 5.** High energy levels and a young but responsible and mature outlook on life and work.
- 6.** Intermediate level of English in all skill areas and good knowledge of the customs and culture of other cultures preferred.
- 7.** Applicants who are used to working on their own on set objective based tasks will be seen favourably.



STATEMENT OF WRITTEN PARTICULARS

GENERAL

- Commencement of Work: 10.07.2017

- Finish of Work: In principle 25.08.2017 although Spark offers year-round contracts to people interested in staying on, depending on vacancies.

- Address:
 - Spark Languages, Calle de los Espadas 6
 - 11500 EL PUERTO DE SANTA MARÍA, Cadiz (Province)
 - Tel: 956 003 300. Fax: 956 055 511
 - Contact Email: info@sparklanguages.com
 - Commercial Web: www.sparklanguages.com and www.brightsparkspanish.com (Spanish Department)
 - Employment Web (profiles and manuals): www.brightsparkemployment.com
 - Application form: <http://www.sparklanguages.com/job-area/spark-application-form/>

- Wage and Conditions:
 - Gross wage of around € 1080 per month.
 - Accommodation in Sparkville residence.
 - Spark will cover the candidate's expenses for any cultural and social events that the candidate is responsible for.

HOURS OF WORK:

Normal working hours will usually be based on a five day workweek but spread out over six days. Hours can vary substantially due to the distribution of classes and the various cultural events as well as Sunday transfers and / or check ins. It will always involve Spanish classes in the morning, 3 afternoons a week for office and building tasks and cultural events and then the Sunday for transfers, building and admin tasks. If there are no check ins or transfers on the Sunday, the candidate would work 5 full days during the week and then have the full weekend off.

As mentioned above, all of us at Spark are very dedicated to what we do, so any candidate should note that we are looking for a candidate that is willing to work extra if doing a task well or meeting an objective required it.

Because we see this position as a key part of our team, in general, when doing a good job, certain flexibility will be shown with regards to work hours, providing all is going well, although the teaching responsibilities and Sunday tasks will always be there.



HOLIDAYS

It should be noted that because Spark is a provider of an educational service for foreign students who pay per week, that we are open and working on most national Spanish holidays. Since Spark's wages are above convenio, there are no separate holidays involved for a position that is not on a yearly basis.

APPLY ONLINE: < www.sparklanguages.com >

“Great people make great teams, but equally true great teams make great people”

