



Job Title: Spark TEFL teacher

Responsible to: Head Teacher and Spark Director of Educational Programmes

Responsible for: other Spark staff at certain moments

Spark is a young, dynamic language academy, where we continuously strive to deliver a high quality service to our clients. We believe that every child has it in them to learn a language, and every student deserves to be treated fairly and respectfully. As a teacher we have the responsibility to find out what motivates each and every child and to teach them not only new language skills, but also instil confidence and teach them new values. Working with children can be a highly rewarding responsibility and at Spark we build teams of people who are able to appreciate this on a daily basis. We look for teachers who aren't afraid of seeing a challenge as an opportunity to grow as an individual and professional and who are happy to push themselves to learn new skills continuously.

TEFL teacher: Job Purpose

1. To teach daily classes in the English department as assigned;
2. Do any planning admin tasks related to the English classes responsible for;
3. Help organizing and participate in the special events (parents' night, exams, Halloween party etc); including if assigned the Saturday games.
4. Participate in professional development training session and meetings;
5. Do any other office tasks as agreed, depending on the contract and conditions.
6. When needed, cover for other staff members in case of illness.

Job Outline/ Job Tasks

General information

Spark's English classes is branded under the bigger TECS name and offers English group classes to young learners (3-18). Students have class twice a week (Mon and Wed OR Tue and Thu) for 1 hour (3-12 year olds) or 1,5 hour (12-18 year olds) at a time. There is generally a maximum of 13 students in these classes. On Fridays students can attend optional classes of 1,5 hours to attend projects, conversational classes and exam preparation classes. Since these classes are optional and attendance is not 100%, classes are usually combined on these days, meaning total student numbers are generally higher per class on these days and teachers should be expecting around 16 – 20 students in these classes, although at times this might be slightly higher or lower. Students between 6 and 12 years old also have the option to go to Saturday activities between 10.30-13.30 where we organize sports, arts and crafts, music and project activities.

All teachers have their own classroom they share with a Spanish teacher who might use it at different times, with whiteboards, WiFi access, CD players and ample wall

spaces to display students' work.

All teachers can use the kitchen facilities (with microwave, cooking facilities and refrigerators) in the residence, taking into consideration these are shared facilities with our students or groups in the Spanish academy and that these students have priority over these facilities, especially the case when we have a school group staying there.

English Department Responsibilities

1. Teach 3 classes per day to young learners (4 – 18 years old) on weekdays.
 - a. All classes take place on-site in the Spark centre Monday – Friday in the afternoon (between 16.00 and 20.00 and Fridays 15.30 – 20:30).
2. Run Saturday activities every other week.
 - a. Saturday activities are done on a rotational basis and take place in the TECS-Central centre, about 10 minutes' walk from Spark.
3. Participate in the inter-centre competition, which usually takes place on a Saturday in May, regardless of whether this is your assigned Saturday or not.
4. Make sure that students in class never revert to Spanish and if you speak Spanish don't use this in class with the students. **At Spark we believe in a 100% English environment in our English academy.** Any student–teacher and student–student interaction should always be in English at all times during class time.
5. Look after students' welfare, make sure to be aware of any issues and try and resolve these as best as possible.
6. Liaise with the Head teacher or Director of Educational Programmes on matters connected with student progress, absences, welfare and behaviour and record incidents through our online observation registration system.
7. Ensure the safety and well-being of our students at all times.
8. Prepare professional and effective lesson plans based on the year's syllabus and the students' needs.
9. Prepare the students for their external exams depending on their age and level, most notable Cambridge and Trinity exams.
10. Arrive at least 15 minutes before the first class to set up classroom and board and have all materials prepared for when students arrive.
11. In between classes supervise students in the waiting area or in your classroom and set up for the next lesson. Make sure students are passed over to parents at the end of the class.
12. Monitor the progress of the students, giving periodic progress checks, keeping a record of progress made, correcting students work in both activity books and notebooks and completing reports at the end of each trimester.
13. If teaching under the three classes per day, make up remaining hours with assigned office tasks. As office tasks involve no planning we do this on 1 and a half office hours for each 1 contact teaching hour not taught.
14. Deal with any students joining during the course in a professional way, paying special attention to their integration at a later stage of the year and their progress and level.
15. Do any admin tasks related to teaching, including:
 - a. Writing individual student reports at the end of each trimester;

- b. Elaborate and update an annual course plan per level;
 - c. Do tutorials with all students twice a year;
 - d. Complete student attendance, student evaluation and lesson contents sheet after each lesson;
 - e. Update internal communication system with student issues or follow up minimally weekly and more often when needed.
16. Contribute to your personal and the professional learning environment of Spark:
- a. Attend initial teacher training week (last week of September);
 - b. Attend ACEIA teacher conference in Seville in November;
 - c. Attend all staff development meetings held at Spark and at times at TECS.
 - d. Commit to professional development through continued learning and mutual support, classroom observations and feedback.
17. Help out in the organizing and running of certain academy events, including:
- a. Trinity awards ceremony;
 - b. Parents' nights (4 times a year) and 1-to-1 tutorials with parents (whenever needed);
 - c. Special events, such as Halloween party, Christmas event, Easter egg hunt and the end of year party.
 - d. Supervision of external exams held in our centres.
 - e. Please note that the events mentioned above, might sometimes be instead of class hours, but other times in addition to teaching hours or on a Saturday.
18. Complete any projects as set by the DEP: resource development and creation, develop student welcome pack etc. if teaching hours fall below the agreed number of hours.
19. Attend any teacher meetings or teacher development sessions as scheduled at Spark or at TECS.
20. Be responsible for teacher room tidiness and materials or books for your level.
21. In the case of illness of another member of staff, cover their role or lesson. This might at time include combining classes of different levels if there is no other possibility.

TECS-Spark provides

1. An international, passionate and dedicated work environment where people from different countries and backgrounds work together to provide the best language programmes possible. You will find that we are a hard-working team of young people, wishing to make every single student's and staff member's experience a rewarding one.
2. A supportive work environment and structure where we encourage people to develop professionally and personally during their time with us and become independent and proactive members of staff. Please note that we don't shy away from pushing people continuously to become the best version of themselves. Many staff refer to us having a "family atmosphere".
3. Training induction and continuous professional development (both in-house and external) throughout the year.

- a. We furthermore encourage teachers who are interested to prepare in-house development sessions for their peers and work towards giving a talk at the ACEIA conference at a later stage.
4. Social staff events during the year, such as at Christmas and at the end of the academic year, amongst others.
5. Official Spanish contract from 1st October 2019 – 12th June 2020 with full social security coverage and paid vacations.
6. The option of staying in the Spark residence where some of our staff members and foreign students studying Spanish stay. This is something that is subject to Spark agreeing in Spark's interest and would require doing some office hours in exchange for the accommodation. Spark also offers accommodation for first few days on arrival to Spain in order to give candidate the opportunity to find their own accommodation.

Job Review and Performance Management

Regular feedback will be provided from the Director of Educational Programmes about job performance and objectives. Also the Director of Educational Programmes 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.

PERSONAL SPECIFICATION

Qualifications

Essential:

1. An EU passport or Spanish residence / work permit.
2. CELTA or TRINITY TESOL certificate (pass B preferred) or equivalent. We may may an exception for someone with a teaching degree or someone with exceptional past experience with children.
3. *** If also a Spanish Teacher CAP or similar.

Preferred:

1. College/University Bachelor's Degree or higher

EXPERIENCE

Essential:

1. Experience of working with young learners.
2. Experience of working in a fast moving environment where stress levels and responsibilities can at times be very high.

Preferred:

1. Experience of teaching Trinity and / or Cambridge exams preferred.
2. Experience of learning a foreign language up to higher intermediate level preferred.

KNOWLEDGE/SKILLS

Essential:

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. High energy levels and a young but responsible and mature outlook on life and work.

OVERVIEW

This position is perfect for candidates wishing to live in Spain and work in a position where they both develop their personal and their professional skills. All prospective candidates should be young (or young at heart) with a desire to utilise and develop organisational skills in a fast moving, dynamic environment. A flexible attitude towards the working hours and tasks involved will be required. Candidates should be ambitious and have a keen interest in working in a language learning environment. Also applicants with a keen interest in personal and professional development may find this a rewarding position as we keenly promote applicants taking on additional responsibilities and believe ourselves (as past applicants have confirmed) to be a good company for skill and knowledge development for suitable, motivated individuals.

As the sister company of TECS, we furthermore have the option of staying on in a summer position in our summer camp department (www.tecs.es).

STATEMENT OF WRITTEN PARTICULARS

GENERAL

- Commencement of Work: Training days: 24th September - 27th September 2019*

Start Work: 1st October 2019

*Training date is subject to element of change.

- Last day of Work: 12th June 2020*

- Address:

Attention of Inge Hol

Spark Languages

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11500 EL PUERTO DE SANTA MARÍA

Cadiz (Province)

Tel: 956 003 300. Fax: 956 860 553 (write attention "Spark")

Contact Email: inge.hol@sparklanguages.com

Commercial Web: www.sparklanguages.com and www.brightsparkspanish.com

Employment Web (profiles and manuals): www.brightsparkemployment.com

- **Position:** Spark TEFL teacher

- **Wage** € 905

The wage is in gross per month, net figures depend on the applicant's personal i.r.p.f. (income tax rate).

Head Teacher: +75E gross per month

+ possible bonus of 25€ (good), 50€ (very good), 75€ per trimester (3 times and not guaranteed as is performance based) all gross amounts.

English + Spanish Teacher: Spark has one position where a bilingual candidate is contracted with the indicated English timetable and pay but in addition to this they are required to teach any school group Spanish class in the morning that Spark needs them to do. This includes on occasions on weekends and national holidays (advanced warning nearly always given). For each hour of class they will be paid **10€** gross above their normal monthly amount. Numbers of hours could vary from 0 in low season (Dec, Jan) to 5-10 in mid season (Feb, May) or up to 10-25 a month in high season (October, November, March, April, June and July (if worked)). Usually school group classes are a batch of 2-5 classes of between 1 and 2 hours length and nearly always between timetable period 09-11.00. This position also may be able to continue teaching just Spanish classes during July and August although this would be discussed nearer the time. They may also need to do one to one adult courses as well, paid at the same rate.

- Candidates interested in staying in the Spark residence in either a single or shared room (depending availabilities), can do so at the start of the position, until they find their own accommodation. For the right candidate there is the opportunity to stay for longer but this must be agreed with Spark after arrival. The candidate would not be charged rent but in return would do 5 hours of office / project tasks on a weekly basis which could on occasions include work at the weekend. One of the biggest tasks would be assisting with school group and food supervision when schools are in the residence.

HOURS OF WORK*:

Normally, the candidates' timetable will be the following contact hours plus corresponding non-timetabled planning, admin, training, meeting and set up time:

- Mondays – Thursdays teaching 15:45 – 20:00
- Fridays teaching 15:15 – 20:30
- Saturdays teaching 10:00 – 13:30 (every other week)
- Training, meetings, pedagogy, admin 10:30 – 14:30 (Wednesdays)
- planning and admin days and times free to be decided by candidate
- Please note the above doesn't take into account any special events, such as parents' night, inter-centre completion etc. which are also required work time although these are only 1-3 a trimester.
- **Head Teacher** would normally start at 14.00 although flexi time exists to meet needs and fit candidate as long as they are achieving objectives.
- **Spanish+English teacher:** would have Spanish classes in the morning including sometimes on weekend or holidays. These are paid in addition to English teaching hours but the candidate who does this position expects to do all classes except when there is an important reason why they can't.

***timetables are subject to some change so check with us before booking flights.**

If for some reason the candidate does not teach during any of the teaching time due to there not being any classes available, the candidate will be doing a set project as assigned by the Director of Education. As set projects don't have planning time, we work off 1.5 hours of of projects time for 1 hour of class.

In addition to the times mentioned above, candidates are free to decide when to plan their classes, write reports and do any other admin tasks related to their classes, which are seen as part of their job. On Thursday mornings however, all TEFL teachers are required to come in for the weekly meeting, any training sessions as well as to have their monthly feedback sessions with the Director of Education and / or any other pending projects.

At times candidates might also be required to cover for somebody else in case of illness or attend a special event on a Saturday or invigilate an exam outside of the hours mentioned above.

Holidays entitlement:

- Christmas: 2.5 weeks, probably 21st Dec 2019 - 7th Jan 2020.
- Easter: Saturday 5th April - Sunday 12th of April 2020.
- Other public and national holidays (exception is English + Spanish teacher may need to teach on certain holidays with our school group parties AND are paid separate for these hours).
- Please note Spark does NOT take puentes (unofficial “holiday” on a Monday or Friday when official holiday falls on Tuesday or Thursday). On so called puentes, the candidate would work their regular timetable teaching or on office tasks.

Possible Extra Responsibility:

Head Teacher: The head teacher position that works under Director of Educational Programmes using the period before class to assist and part manage areas of English Academy. These responsibilities may include the following, be it doing them independently or in assistance to the Director of Educational Programmes:

- Running assigned parts of training. Arrive 1 week before rest of staff.
- Running parts of Wednesday teacher meetings.
- Running some teacher development sessions.
- Assisting teachers having difficulties with certain classes and/or students.
- Running tutorials with parents and/or students.
- Running special events/days, like Halloween or Xmas Party.
- (If competent Spanish speaker) Making parental calls.
- Dealing with LC info requests (if required)
- Doing level tests as required.
- Overseeing exam preparation.
- Ensuring teachers get their paperwork (reports etc..) done on time.
- Doing office related admin connected to the English academy.
- Assist the Director of Educational Programmes with any needed task.
- Normally the Head Teacher is expected to come in around 14.00 each day to work on these tasks, however this is open to how many things there are to do and flexibility both ways exist and also the candidate can choose to come in longer on some days and shorter on others.
- The Head Teacher also has the added bonus of not teaching on Saturdays.

English+Spanish Teacher: Spark looks to always have one teacher who teaches Spanish in the morning and English in the afternoon. The morning classes will normally be with school group parties but could be one to one classes with adults on occasion. Each class is paid per hour in addition to the normal monthly rate for english classes. The candidate is expected to agree to do these classes when required but as said they will be paid separately for them. These classes are not completely predictable and often vary from month to month: there can be times when there are no classes during several weeks, at other times more classes might be happening, this depends on the number of groups and classes they have. They will on occasions fall on weekend morning or national holidays. This teacher will also have to attend additional meetings with the head of Spanish in spark.

Both positions

- Manning the reception and answering the phone as required.
- Running cultural events as required.
- Doing whatever admin work required in their area or other general Spark areas.
- Assisting Spark Director of Education or SparkGM with required tasks.
- (if staying in Spark) being a sparkville responsible:
 - doing simple repairs if required.
 - passing on breakages.
 - purchasing things as required.
 - helping guests with anything needed when in the residence.
- Assisting with school group help when required.

Application procedure

All candidates wishing to be considered for the position are invited to complete the online application form:

http://sparklanguages.formstack.com/forms/spark_application

From the selection of people that apply, those who show the suited background to what we might be looking for will be contacted to do an interview. Interviews generally take place via skype.

Pre-interview reading

Any candidate invited to do an interview will be asked to do some pre-interview reading, in order to allow the candidate to be as fully informed about the position and the company as possible, allowing them to display this knowledge gained about the position during the interview. This information will be confirmed with you when we invite you for an interview.

Criminal background checks + references

As we are an educational company that works with children, we have to comply to Spanish law and take the safety of the students in our care seriously. We will therefore require certain information to ensure that staff working for us are capable of being responsible for children.

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

- * Two references or referees that we can contact



* A police or criminal background check gotten within the last two years.

Some quick questions and answers:

Who/What is Spark?

Spark is a sister company set up as a branch of the TECS educational group. It has been running Spanish classes since July 2011 and English classes for young learners since October 2011. Douglas Haines, who is Head of Summer Camps for TECS, is also the General Manager of Spark and Inge Hol is the Director of Educational Programmes for Spark and Resource and Camp TEFL Director for TECS, so close relations exist between Spark and TECS. Spark has due to its Spanish and English departments staff members from various countries on its team and the majority work (or have worked) as teachers with additional responsibilities.

Where will I be working and where is Spark?

We are based in El Puerto de Santa Maria, a lively town in the bay of Cádiz, with approximately 100.000 inhabitants in winter and a rough 200.000 in summer, when many Spanish tourists holiday in El Puerto. El Puerto has some of the nicest sand beaches in the area and many fantastic historical and cultural sites in both El Puerto and surroundings and is well connected to places like Seville, Jerez, Cadiz and Gibraltar. The candidate will be working in the Spark building: [Sparkville](#), located on the outskirts of El Puerto's centre. This building is not only an office space but is also where our classes take place and where our student residence for students in our Spanish department is. Sparkville is about 10 minutes by foot from both the beach and the city centre and there are various shops, bars and a supermarket in the area.

What skills can I acquire in this job?

The TECS Educational Group is at the forefront of language learning in Spain meaning we have years of experience with training young people in teaching and admin and people positions and also in management responsibilities. We are a dedicated bunch of individuals who have a passion for language learning and personal development. Within this particular job you will have the opportunity to not only improve your teaching and interpersonal skills, but also acquire organisational and time management, as well as other skills. The TECS Educational Group actively practices internal promotion and lateral job movement from year to year.



JOB OFFER

Candidate:

Position Offered:

Acceptance:

I have read and understood this job profile and accept the responsibilities and conditions outlined. I confirm i can meet all required work dates as indicated in this job profile. Sign and date in the box below (digital signature fine).

Documentation to send:

We would need you to send us on a reference. If you have one in pdf you can email it back to us, if not please provide the name of the person from whom we should request one. This contract offer is dependent on that recommendation.

You will also need to send onto us the following documentation so we can start the process of making up your formal contract offer, you should aim to get this onto us as soon as possible, although some information we understand may take time. The formal contract is something you would sign after arrival to Spark but is a process that needs started ahead of time.

- In date criminal reference check.
- Scanned photo page of your passport.
- Parents and mother's name.
- If you have worked in Spain before, your social security and NIE numbers and if possible scanned versions of both.
- Your arrival details to Spark. We see the booking of flight out to Spain as final confirmation all is 100% confirmed. Please check the profile for arrival dates.