



# Baxter Business Services

## ----- School Profile -----

Our language academy is 4 years old and growing all the time. Not only do we provide Business English classes but we also use teachers special experience or qualifications in technical English classes such as English for Finance, English for Law, English for Human Resources etc. Perfect for the experienced teacher looking for more interesting classes!

We also teach in 5 other languages (Italian, Spanish, German, French and Portuguese) , so native and bilingual teachers in those languages are very welcome.

We have an impressive client list including Grupo Santander, Grupo Telefonica, Union Fenosa and other well known companies.

If you are interested in working with us, please send your CV to [bbsmadrid@telefonica.net](mailto:bbsmadrid@telefonica.net)

**How do we hire teachers?** Send in your CV and we include it on our database. When we have classes to offer, we go to our database and start calling and sending emails.

**When did BBS open?** 2004.

**How many teachers do you hire per year?**

10 to 15 part time and 3-4 full time.

**Qualification requirements for employment:**

Preferably experience teaching a language and TEFL or CELTA, but we assess every CV individually. A teacher with a few years experience but no TEFL or CELTA is still considered to be very employable.

An outgoing friendly personality is very important in a teacher.

**Is experience required for employment?**

In a word, preferably. We never say never, but an experienced teacher will almost always get offered work.

**Hire at a distance?**

Sorry, but no. We need to see you before we can send you out to a client. The only exception to this is for telephone classes. If you sound okay on the telephone, then there's no need to see you.

**Hire Americans and do their papers?**

Sorry, but no. The fines for hiring employees with no working papers are very large and the attitude of the Spanish government to this issue seems to be that if Irish and British native English speakers can legally work in Spain, then why give working papers to non EU nationals.

**Contact person:**

Eoin Baxter, Academic Director.

[bbsmadrid@telefonica.net](mailto:bbsmadrid@telefonica.net)

(0034) 917598152 or (0034) 607874529.

**Address:**

Don Ramon de la Cruz 26 4B.

[Google Maps](#)

Metro Velazquez or Nuñez de Balboa

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### **Preference for British or Americans?**

No. If you are a native speaker, then we don't care where you're from. Currently there are Irish, English, Scottish, American, Canadian and Australian teachers working for us, as well as a few truly bilingual Spaniards. Our Italian, French, German, Spanish and Portuguese teachers are all natives.

### **Facilities, classrooms and materials support:**

100 % of our classes are in-company. We don't have classrooms, but we nevertheless provide strong support to our teachers. If a teacher feels that a book is necessary for the course, then a book is provided. Most clients allow the teachers to use their photocopiers, but if they don't, then teachers receive a monthly allowance for photocopies.

### **Have director of studies support?**

Yes. Assistance and guidance is always provided to teachers where necessary or requested.

### **Best part about working for BBS:**

Firstly, teachers with experience or qualifications can get more interesting, higher paid work teaching technical English classes. As well as the usual Business English classes, we give classes in English for Finance, English for Human Resources, English for Law, and we even recently got a class in English for Renewable Energy!! The second big advantage of working for BBS is the flexibility of hours offered. Only want to work in the mornings? OK, no problem. Want to work with other academies at the same time? Fine. Looking for 20 or more hours per week? We'll do our best to oblige.

The biggest advantage for teachers in BBS is that we always try to offer block hours to teachers. We try to demonstrate to clients that a happy teacher giving good service and not even thinking of moving on is a teacher with a competitive salary with BLOCK HOURS.

In November 2007, the hours on offer to teachers were as follows:

Blocks of 3 to 5 hours 71.8% of total classes on offer

Blocks of 2 hours 17.6% of total classes on offer

Blocks of 1 hour and a half 9.9% of total classes on offer

Blocks of 1 hour 0.7% of total classes on offer

Finally, we offer translation work to teachers to supplement their earnings and fill in those mid-morning and mid-afternoon hours that are difficult to fill.

### **Salary on offer:**

Teachers on a social security contract get paid between 14.50 and 17.00 per hour, net. (Net means what you receive after all tax and social security deductions). The difference depends on whether the classes are technical English or general business English classes or if the class is in blocked hours or not. We try to negotiate a travel allowance for classes outside Madrid.

Self-employed teachers invoice between 21 and 26 Euro gross per hour. The difference depends on whether the classes are technical English or general business English classes or if the class is in blocked hours or not. We try to negotiate a travel allowance for classes outside Madrid. (One teacher invoices 29 an hour for a few hours of technical English classes in the suburbs!!)

(For self-employed teachers, we deduct 7 or 15% tax deduction from the invoice total as required by law).

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----- **Employment Offer** -----

**Job / Employment title:** English teacher (also French, German, Italian, Spanish and Portuguese teachers needed).

**Academy:** BBS (Baxter Business Services).

**Location:** All classes are in-company, usually in Madrid but also in the suburbs.

**Need the teacher by:** Always looking for teachers (we are growing fast!)

**Minimum experience required:** Evaluate each CV individually but experience plus TEFL preferred.

**Description of the academy:** Fast growing language school with impressive client list and more than 30 teachers. Teachers usually work with us for more than two academic years because of the excellent conditions.

While Business English classes are important, we also specialise in Technical English such as English for Finance, English for Human Resources, English for Law etc. If you are a teacher with experience or a qualification in any specialised field, please send in your CV.

**Conditions of employment:** We understand that happy teachers give excellent service to our clients. So we pay very competitive rates and always try to organise block hours. 72% of our classes are in blocks of 3 hours or more. Less than 1% of our classes are 1-hour blocks. We pay between 21 and 26 Euro per hour gross to self-employed (14.50 to 17.00 Net on social security contract) depending on type and location of class.

**Salary:** Depending on the class, between 21 and 26 gross per hour for self-employed teacher, between 14.50 and 17.00 Net for a social security contract.

**Contact information:**

- **Person:** Eoin Baxter.
- **Email:** [bbsmadrid@telefonica.net](mailto:bbsmadrid@telefonica.net).
- **Telephone:** 917598152 or 607874529.



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