

TEACHER - KIDS AND TEENS AFTER SCHOOL COURSES AND ACTIVITIES

Do you like working with kids and/or teens? If you are responsible, imaginative, caring and full of energy, this might be just the job for you! If you would like to be a TEACHER, please read on!

PHILOSOPHY

At Kids and Teens we leave the textbooks, endless verb tables and the sensation of being in a classroom environment behind and bring English alive for the kids. We encourage kids to put into practice the English they already know by speaking, speaking and more speaking, whilst extending their vocabulary and knowledge of the English language.

COURSE GOALS

At Kids and Teens the after school activities we organize are dynamic, diverse, interactive and exciting for the students. Parents bring their children here because they want their child to associate learning English with being fun, and they want their child to learn through fun games and activities. Students learn a large range of vocabulary and get to practice English in dynamic situations. The idea is that the kids learn new vocabulary each class related to a theme or topic; they then put this vocabulary into practice during the class.

THE STUDENTS

We divide the groups according to the following age ranges and no more than 6 to 8 students per group.

- Infants: kids between 3 and 6 years old.
- Kids: children between 7 and 12 years old.
- Teens: students between 13 and 17 years old.

YOUR ROLE DURING

- Develop, organise, implement and supervise daily recreational and social activities for groups of students. You will be in charge of groups of 8 to 12 children.
- Explain activities, play games and instruct workshops: sports, arts and crafts, theatre, music, dance, etc... The participants will rely on you to guide them through their activities and you must have both the charisma to work with a group and the sensitivity to listen to the individual.
- Tend to campers' requirements/needs.

- Make sure the campers' speak and hear as much English as possible.
- Enforce safety rules and regulations and ensure the safety and well-being of the campers.
- This demanding role requires constant energy and enthusiasm. You will be a role model, teacher, mediator, comedian and friend. In the residential camps, you'll be with the children 24 hours a day.
- Overseeing appropriate behaviour at meal times.
- Chaperoning on the bus trip from Madrid to the venue and back.
- The team is usually made up of 1 Lead Counsellor and another 1 or 2 counsellors (1 counsellor per 10 participants).
- Decision-making is always carried out with the LEAD COUNSELLOR first, especially when it has something to do with campers' misbehaviour or health.

THE TEACHERS

This is a demanding role. We will expect our teachers to:

- Be dynamic and enthusiastic
- Be punctual
- Have a professional appearance
- Prepare for each course
- Have the ability to adapt activities to student needs
- Have the ability to create a good atmosphere
- Have the ability to improvise
- Be interested in student progress
- Be communicative with the office, and inform us of the student's progress
- Fill in daily attendance and assessment
- Hand in reports/paperwork on time

MATERIALS

- **PLANS** - You will be emailed an age/level-specific plan for each class in advance. The plan will be emailed to you at the latest the day before the class, allowing you plenty of time to read through the plan and add your own ideas.
- **MATERIALS** - When plans require use of different materials, you will have the appropriate material available for you. We also print out the plan, flashcards and any other materials needed to help you prepare for the class.

TIME TABLE

- 2 hour blocks - Monday to Friday - starting at 5:30pm or 6pm.
- 2 and 4 hours blocks - Saturdays - from 10am to 12pm and 12pm to 2pm.

DATES AND CLASS COMMITMENT

Trial classes start the last week of September. Training needed before the starting date.

1st trimester: October 1st to December 22nd

2nd trimester: January 7th to March 23rd

3rd trimester: April 1st to June 22nd

If you want to teach for Kids and Teens, we need to ensure continuity to the students.

Therefore, if you commit to taking on a class or a group, you have to follow through ideally the full school year, or at least from start to finish of a semester.

DURING CLASS:

- Tend to children's requirements/needs.
- Make sure the students speak and hear as much English as possible.
- Enforce safety rules and regulations and ensure the safety and well-being of the students.
- Your direct bosses are:
 - 1) HR Responsible: issues regarding contract, appraisals
 - 2) Academic Coordinator: issues regarding attendance, billing
 - 3) Academic Advisor: in charge of giving you instructions and ensuring you can carry out the activities you have to lead.
- Decision-making is always consulted with the on-site staff first, especially when it has something to do with students' misbehaviour or health.

WHAT WE OFFER

- Contract: You must have a Social Security number. Autónomo /Official Freelance teachers preferred. Otherwise, we offer part-time contracts to EU members (or non-EU with work permit).
- Training: You must be available for Training. We will go through the rules and responsibilities, activity and workshop preparation, learn how to deal with the children, your relationship with the on-site staff and your superiors, how to deal with difficult situations and make sure you work as a team! You have to be available for the trial classes as part of the training.
- Hourly rate: If you are an autonomo you invoice for 19€ gross /hour from Monday to Friday and 21€ gross/hour on the weekend. You include the taught hours in your invoice and hand it in at the end of the month. You will be paid the NET amount at the end of the month (payslips go out the last week of the month).
- Salary on contract: We pay 14.25€ gross/hour from Monday to Friday and 15.75€ gross/hour on weekend. The total hours taught are included on your monthly pay slip. You will be paid the NET amount at the end of the month (payslips go out the last week of the month).

ESSENTIAL JOB REQUIREMENTS

- Paperwork: You must be an EU member or have a valid work permit (under Student Visa); Social Security number and a Spanish identity number NIE (resident card). If you are an autonomo, you must show proof of autonomo status and last Social Security payment.
- Age: must be at least 22 years old.
- Languages: Must be a native English speaker
- Experience: English teaching, and/or at least 2 years experience working with children.
- Skills / Personal Attributes: You need to be someone with enthusiasm, energy and have an open mind with an outgoing personality. You must have lots of imagination and be prepared to follow instructions. You much show initiative and organize activities such as arts & crafts, sport, theatre, dance and music.
- The ability to “think on your feet” is a must! We need our teachers to be able to bring their own knowledge and experience to the activities.

INTERESTED CANDIDIDATES SHOULD SEND THEIR CV TO JOBS@DIVERBO.COM

Thank you for your interest in working with us!

Updated: September2012