

## ENGLISH TEACHER IN MADRID or SEVILLA

**Do you want to be part of a growing organisation that is continually looking for enthusiastic and dedicated English teachers?**

We currently have over 80 teachers teaching in-company, group and one-to-one classes in small to large companies throughout Madrid, face to face and online. These classes are particularly popular for students who attended the Pueblo Inglés program and want to maintain their level.

### PROGRAM SPECIFICS

**Time slots available:** Upon demand: mornings, mid-days, evenings. Classes can begin at any time during the year, and the client chooses time, location and duration - we adapt to the needs of the client.

**There are two formats:** face to face or on-line, in which case we provide computer and material to teach.

**Course location Madrid:** In-company (Madrid center or outskirts) or at our headquarters in Madrid (metro: Nuevos Ministerios).

**Course location Sevilla:** In-company (Sevilla center or outskirts) or at our headquarters in Sevilla (near Puerta de Jerez).

**Rate:** from 19€ gross/hour

### TEACHER CORE RESPONSABILITIES

- Prepare classes and materials.
- Follow the Company's teaching method.
- Hand in monthly attendance sheets and invoices.
- Hand in student reports - monthly or quarterly depending on the clients' request.
- Correct students' homework.

### ESSENTIAL JOB REQUIREMENTS

- We look for teachers with at least 2 years experience who can accredit their English teaching as a Second Language (CELTA, TEFL or other recognized qualification) and who have a university/college degree.
- To teach adults and business professionals, **you must prove you have an NIE (residence card) and official freelance status (autonomo) and pay your own taxes and Social Security.**

### SKILLS & QUALITIES NEEDED

- Self-starter, highly motivated.

- Able to work alone, yet a team player when required by certain programmes.
- Excellent communication skills and engaging personality.
- A high sense of responsibility.
- The ability to maintain long-term interest and to motivate corporate personnel, from the chairman level down to the lowest echelons.
- The ability to adapt to the different personalities and temperaments of your students and to be equally effective in all classroom environments.
- The ability to be personable, endearing, and firm.

#### WHAT WE OFFER

- Professional and friendly working environment.
- The opportunity to teach different levels, individuals and groups in-company (at the clients') or at our offices.
- Training to communicate our philosophy, method, explain what material is available and the class/billing procedures.
- A selection of material available, both ours and from other publishers, which will help reinforce everything that needs to be transmitted in class (grammar and listening exercises for each level).
- We provide support from our academic advisors and progress reports so that teachers know how well they are carrying out their classes.
- Invoices are paid in a timely manner on a monthly basis.

#### STEPS TO BECOMING A TEACHER

- If you are interested in this position and meet the job requirements please send your CV and cover letter.
- We will get back to you as soon as we've had a chance to review it.
- We will set a personal interview, (phone interview if not in Madrid) with all candidates that we feel best suit the job.
- All suitable candidates will be placed in the training course.
- If you complete and excel through the training course, you will be assigned a course/group.

**INTERESTED CANDIDIDATES SHOULD SEND THEIR CV TO [JOBS@DIVERBO.COM](mailto:JOBS@DIVERBO.COM)**

**Thank you for your interest in working with us!**

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