

## ENGLISH TEACHER IN VILLA INGLESA

**VILLA INGLESA, the intensive residential program that takes place in our rural hotel in Segovia (Casón de la Pinilla).**

### PROGRAM OBJECTIVES

Only one out of every ten Spaniards can honestly say they speak English if the question is asked in a job interview. The objective during our grammar programmes is for each student to learn enough to handle any situation comfortably, even a job interview.

The starting point when a student sign up to this course is a personalised evaluation of the client's level of English. After studying his/her needs and availability, we design a customised course that will help to:

- Gain more agility in the grammar structure.
- Gain fluency and confidence when speaking in English.

Once we know a student's level and his or her needs, we set objectives for their 5-day or weekend programme and create a study plan to ensure that they are met. Each group (made up of 2 to 4 students with a similar level) will be assigned the same number of teachers of different nationalities and backgrounds in order to expose the students to an array of accents and approaches.

Our intensive English programmes cover a wide range of needs (if the client specifies); commercial, financial, technical or any other type of English a student may require. Otherwise, we follow a GRAMMAR and ORAL fluency-based program according the students level.

There are two residential formats:

Weekly - 5 days, from Sunday to Friday:

A combination of 35 hours of classroom English with another 35 hours of social English.

Weekend - 2 days, from Friday to Sunday:

A combination of 12 hours of classroom English with another 16 hours of social English.

As a new teacher, you will be working as an observer/collaborator the very first time getting half the pay.

You can read all about it here:

### TEACHERS CORE RESPONSIBILITIES

1. Prepare classes and materials.
2. Follow the Company's teaching method.
3. Hand in student reports - at the end of each program.

4. Correct students' homework.
5. Hand in monthly invoices.

## ESSENTIAL JOB REQUIREMENTS

- All candidates must be in Spain legally (work permit, student visa, EU citizenship - social security and residency number)
- You will be asked to meet legal freelance regulations: "AUTONOMO". (We will provide help and information for all the paperwork).
- You must be willing to travel (transport, food and accommodation is paid for during the program)

## SKILLS/QUALITIES

- Self-starter, highly motivated.
- Able to work alone, yet a team player when required (especially in social times).
- 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

- Training to communicate our philosophy, method, explain what material is available and the class/billing procedures (5 days in total, including practical classes with real students as part of the training).
- A selection of material available, both ours and from other publishers, which will help reinforce everything that needs to be taught in class (grammar and listening exercises for each level).
- Information to help you regulate your working situation in Spain - where to go to get a Social Security Number, apply for a Residency Certificate and how to become a freelance worker (autónomo).

- Pay rates - Due to high market demand, we look for dedicated teachers with experience and we look to reward them accordingly.

595€ gross (per weekly course)

270€ gross (per weekend course)

Full board and accommodation provided. Transportation to and from the office.

- Invoice. To invoice us, you must have a valid NIE (permiso de residencia), 'autonomo' status and your Social Security documents in order. If you teach for us, you are obliged to have ALL OF THE ABOVE. On a monthly basis you have to turn in a signed invoice, the original copy of your group/ student attendance sheets and a copy of payment of your autonomo bill. We cannot pay you until we have received ALL OF THE ABOVE. IMPORTANT: Your bills need to be signed and turned in personally.

## PROGRAM SPECIFICS

### 1. DATES for VILLA INGLESIA.

There are programs throughout the year, which we fill according to demand. For every student that signs up, we need a corresponding teacher. Please tell us your availability and we will work around it. The Academic Department will email or phone you to offer a program. Please respond in a timely manner as we will need to find another teacher if you are unable to do a programme. The peak season goes from April to October, so expect more work between those months.

### 2. Program detail/Clients

A week before the start of a program you have been assigned, you will receive information on the student, company, the study plan and materials needed. On the Friday before the program you will need to come to the office to collect the necessary material and head off to the Segovia if you are going to take the company transport (a hired taxi service from Segovia).

### 3. Teacher Evaluations

Are you wondering how you are doing? So are we! Your students will evaluate you after every course.

### 4. Student Evaluations

Like the Teacher Evaluation, these are mandatory as well and should be filled out individually.

### 5. Office Support.

For help and advice on class content, lesson-planning, material etc., your contact will be the Academic Department. They get in touch with each of you to update you on everything regarding: levels, level tests and new material that will be available, etc...

## STEPS TO BECOMING A TEACHER

- If you have the profile we are looking for, we will set a personal interview, (phone interview if not in Madrid).

- If you do well in the interview, you will be invited to the training course.
- Complete and excel through the training course.
- Once selected, you will be assigned courses.
- For any general queries/concerns regarding paperwork and your responsibilities as a Villa Inglesa Teacher, you contact HHRR.

**If you would like to be a part of the team please send your CV and Cover Letter to [jobs@diverbo.com](mailto:jobs@diverbo.com)**

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

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