

ENGLISH TEACHER FOR MASTERS PROGRAM

We are seeking experienced teachers for our Masters in English Program.

PROGRAM OVERVIEW

An intensive masters program has been developed with professionals in mind. With different levels (from A2.2 to B2.2) and schedules (**full-time:** classes 25 hrs/week and **part-time:** classes 10hrs/week), this nine-month program delivers results. The group of teachers, each with their own specialty (Grammar, Vocabulary, Skills, Pronunciation...), offer an extensive syllabus to raise the student's language communication. Since February 2009, the English masters program has been available **online** to anyone in Spain (and the world really!). The Masters program is our most intensive language program. The course runs throughout the year (from October - July or February - December) and consists of weekly classes and immersion programs (Pueblo Inglés and Villa Inglesa). There are a maximum number of 6 students per class; and one of the most rewarding aspects of the course for teachers is that they are generally extremely motivated.

PROGRAM SPECIFICS

Calendar and time-table. There are 2 starting dates: October and February. Clases run throughout the year, except August. 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 the full school year.

Full-time Masters in English (10 months) - classes Monday To Friday from 9am to 2:30 pm.

Executive Masters: Weekdays (10 months) - classes Monday to Wednesday from 7 to 10pm

Executive Masters: Weekends (10 months)- classes on Friday from 4 to 9pm, Saturdays from 9 to 2:30pm

Online Masters (5 months)- Weekdays - Monday to Wednesday: morning (8 to 10am), afternoon (2 to 4pm) or evenings (7:30 to 9:30pm)

TEACHERS CORE RESPONSIBILITIES

1. Prepare classes and materials.
2. Follow the Company's teaching method.
3. Correct students' homework.
4. Preparation of end of term exams
5. Student reports - at the end of each program.
6. Hand in monthly invoices.

SKILLS/QUALITIES NEEDED

- 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.

ESSENTIAL REQUIREMENTS

- All candidates must have at least 3 years teaching experience, show proof of certified ESL teaching diploma: CELTA or similar.
- We are looking for teachers with some kind of business background.
- Each teacher teaches their own speciality: Grammar, Business skills, Business Writing, Business Vocabulary, Public Speaking. What is your strong point?
- All candidates must be in Spain legally (work permit, 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 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 and whatever paperwork is needed for the group of students you are teaching.

WHAT WE OFFER

- Being a teacher in the Masters is considered a privilege in our company. The high profile of the students (business people from small, medium and large companies between their 30's and 50's), the content of the course and the dedication of the students are aspects that our teachers value highly.
- Professional and friendly working environment.
- Training to communicate our philosophy, method, explain what material is available and the class/billing procedures (Approximately 5 days (non-paid), 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).
- Your students will evaluate twice a year (Christmas and Summer)
- Pay rates - We look for dedicated teachers with experience and we look to reward them accordingly. 22 - 24€ gross/ hour

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 CANDIDATES SHOULD SEND THEIR CV TO JOBS@DIVERBO.COM

Thank you for your interest in working with us!

Updated: October 2013