



English Intern Teachers Program

Description

The English Intern Teachers Program is an excellent opportunity for native English speakers aspiring to teach English as a foreign language around the world, but who have not achieved the teaching qualifications and experience.

Our clients in China range from playschools to universities, and they require teachers and teaching aides who have a passion to work with students in their preferred age range. High-school or university graduates taking a year off before further studies and jobs will find this a culturally-enriching experience.

You do not need to have teaching experience, as training will be provided. You will also qualify for a free online TESOL course sponsored by your host in China. All you need is a genuine interest in the Chinese culture, a warm and outgoing personality to be able to relate to your students and their guardians, and an adventurous spirit to push your cultural limits!

Check your eligibility to be an Intern Teacher (Intern), and the terms and benefits of this program below. If you like what you see, apply NOW!

Eligibility:

- Native English speaker
- Between the ages of 18 and 35
- Graduated from high school or university (or will have graduated by the time of appointment; educational certificates needed)
- Healthy and fit to work with people (Medical certification needed)
- No criminal record (Certificate from your local police authorities needed)

Terms & Conditions of Work:

A. Work place, hours and duties

1. The Intern will be assigned to a school in a specified city as agreed prior to appointment. Any change will need to be negotiated, and may delay the reassignment and payment of salary.
2. The period of service will be one year, according to the school calendar.
3. Five (5) days per week (excluding statutory holidays or festivals) in accordance with school's schedule. Holidays may not include Saturday and Sunday, and the school's

requirements will prevail in case of necessary changes to the work schedule.

4. The standard work load is 40 hours per week, with 22 class contact hours according to the school's timetable. Overtime work – when required – will attract extra pay. If any adjustment is made to the working hours, the Intern and the school will negotiate a fair remuneration.
5. The Intern will be assigned to groups of students, either as the chief teacher or a teacher's aide, in a classroom situation. Duties include teaching, demonstration, activities and other types of engagement with the class.
6. The Intern is also expected to participate and assist in special activities held in the school or a designated location, such as celebration day, field activity, competitions and other events, as instructed by the school.
7. Time for preparation of teaching materials may be managed freely by the Intern, so long as the quality of the materials and their delivery are satisfactory and acceptable to the school.

B. Remuneration & Benefits

1. Free accommodation: Fully-furnished single apartment or twin-share apartment with independent bedroom and Internet access, comparable to the average local living standard, or 1000-2000RMB per month housing allowance according to local housing cost. Upon first arrival in China, temporary or hotel accommodation may be provided (free of charge) pending transfer to the school.
2. Remuneration will be paid as follows:
 - first quarter - 7000 RMB per month
 - second quarter - 7500 RMB per month
 - third quarter - 8000 RMB per month
 - fourth quarter - 8500 RMB per month.
3. The quarterly increments in salary will depend on the working hours and performance of the Intern as evaluated by the school, on criteria such as responsibility and reliability, punctuality, preparedness for class, quality of material and delivery. In case the work hours in some months fall below the standard as stipulated above in A4, payment will be pro-rated.
4. Payment of salary will be on the 15th day of each month, unless that day falls on a weekend or public holiday, in which case it will be paid on the next working day.
5. Satisfactory performance and completion of one year's contract will be rewarded as follows:

- a one-time 8500 RMB bonus
- a one-time travel allowance of 4000 RMB
- free online TESOL certificate course (May be started after six-months' service)

C. Individual Income Tax

The salary and other remuneration earned by the Intern will be the sum after tax.

D. Holidays and Leave

The Intern is entitled to enjoy the following paid holidays: New Year's Holiday, Spring Festival, Qingming Holiday, International Labor Day, Dragon Boat Festival, National Holiday, Mid-autumn Festival as well as other holidays as stipulated by Chinese laws and regulations.

E. Visa

1. The Intern should travel to China on a tourist visa (M or X2), as work visa is only available to qualified teachers. The Intern must pay for this tourist visa, and ensure that it covers at least 3 months and allows at least 2 entries. The necessary Internship visa will be arranged upon arrival, and the fees will be paid by the host.
2. In some instances, the Intern may be required to travel to Hong Kong or a nearby country for alteration of the visa. If so required, the host in China will book and pay for transport costs and one day's hotel stay away. The Intern will be responsible for meals and personal expenses during such travel.

F. Insurance

One year accident insurance will be provided for the Intern after the commencement of duties at the assigned school. The Intern is strongly advised to purchase extra travel and medical insurance to cover the entire period of travel to, stay in, and return from, China.

G. Professional Conduct

1. The Intern is expected to observe and respect Chinese laws, rules and regulations with regards to politics, religion, culture, drugs and other matters, and to refrain from engaging in any activity other than those consistent with his position as an English Intern Teacher.
2. The Intern must not date or be involved in any romantic or sexual relationship with any student or colleague during the contract period.
3. The Intern is not permitted to engage in other part-time or voluntary work for any organisation besides the school in which he/she is assigned, unless expressly instructed by the school.
4. Absence from work without approval from the school, or early termination of the service contract without due notice given, is subject to penalties such as salary deduction, or worse, as the visa conditions require proper reporting of the Intern's whereabouts while under the contract.

5. Any criminal conduct will be referred to the police.

H. Reassurance

1. Learning Exchange and its affiliates who handle your recruitment, selection and placement will be available for consultation 24/7 by phone, email, Skype or WeChat. Any problems encountered, or any dispute to be resolved, may be referred to the nearest affiliate office, and we will do all we can to assist.
2. We will treat your personal details with utmost confidence, and we ask you to also respect the confidentiality of information about your students, guardians or schools that you may handle in the course of your assignment.
3. We would love to hear from you during your stay in China, and we are ever ready to help you achieve the most rewarding cultural experience possible, through your English teaching.

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