



# English Professional Teachers Program

## Description

Native English-speaking teachers with at least two years' full-time teaching experience will be most welcome to take up this invitation to be a "visiting foreign expert" in teaching English as a foreign language in China.

Children, teens and adults are equally eager to learn and master the English language, and in return, you may be able to learn the Chinese language through immersion in Mainland China. The kindergartens, schools and tertiary institutions that you may find yourself working for may also offer great opportunities for exchange of ideas about teaching and learning that can enhance your professional career as a teacher. You will witness first-hand the dynamic transformation of China.

We are ready to welcome you if you have a warm and friendly personality, a sense of adventure, and a genuine curiosity about Chinese culture. If you are able to take a sabbatical year to experience the cultural and educational environments in China, do not hesitate to take this opportunity to register as our English Professional Teacher. If you fall in love with China, you may even negotiate for an extension of your contract!

Check your eligibility and the terms and benefits of becoming an English Professional Teacher (Teacher) in our program. Apply today!

### Eligibility:

- Native English speaker
- Between the ages of 18 and 35
- Eligible for Chinese work visa (Z visa) – See below.

### Conditions for Z visa:

- A Bachelor degree or above in any field. Submission of copies of all degrees and certificates must be first notarized as true copies and then translated by Chinese Diplomatic Missions at applicants' home countries.
- TEFL/TESOL certificates or equivalent
- At least two years' teaching, tutoring or education-related work experience (Documentary proof needed)
- Non-criminal record certificate from the teacher's local police office;
- Good health condition supported by medical certificate;

Processing time for the Z visa is about one month. Teachers may start applying for this visa in their home countries when they receive the schools' invitation letter to facilitate their applications.

## **Terms & Conditions of Work:**

### **A. Work place, hours and duties**

1. The Teacher 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 Teacher and the school will negotiate a fair remuneration.
5. The Teacher will be in charge of groups of students in a classroom situation. Duties include preparation of teaching materials, class management, teaching, demonstration, activities and other types of engagement with the class.
6. The Teacher 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 Teacher, 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 private 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 as follows:
  - first semester – 8000-8500RMB per month
  - second semester – 8500-10,000RMB per monthIf a Teacher extends his/her contract, remuneration for the third and subsequent semesters will be subject to further negotiation with the school.
3. The exact salary will depend on the working hours and performance of the Teacher 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 15<sup>th</sup> 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

**C. Individual Income Tax**

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

**D. Holidays and Leave**

The Teacher 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. Insurance**

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

**F. Professional Conduct**

1. The Teacher 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/her position as an English Professional Teacher.
2. The Teacher must not date or be involved in any romantic or sexual relationship with any student or colleague during the contract period.
3. 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 Teacher's whereabouts while under the contract.
4. Any criminal conduct will be referred to the police.

**G. 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.

~~~ END ~~~