

My name is Michael May. I'm the principal of Antipodean English Language School.

I'd like to thank you for your interest in the post of full time English teacher with Antipodean English Language School.

I have prepared this Job Information Kit to give you a little insight into the school and the position.

If you are interested in discussing this position further, please contact Ms. Li or Ms. Lau at 2771-4113 to arrange an appointment.

I look forward to hearing from you.



Michael May,
Principal,
Antipodean English Language School



About Antipodean English Language School



Antipodean English Language School is a small school offering English as a second language instruction to people in Hong Kong. We are government registered, and all our teachers are registered with the Hong Kong SAR Government Education Bureau as “Permitted Teachers”.

We have been registered with the Education Department since 2000.

The School

We have a modern, comfortable, government inspected school in the Tsimshatsui area of Kowloon, Hong Kong. It's a small school, though not crowded. We have five classrooms suitable for up to six students each. There is a small library for use by the students.

Our staff room is equipped with all the usual IT resources, a kitchenette and a hifi.

The students

Our students are secondary school students (about 40% of the total) and adults. The majority are Hong Kong people, though there is a smattering of people from Mainland China, Japan, Korea and Europe.

Our students tend to stay with us for some time. The average length of study is just over nine months. Some of our students have been with us for more than five years. We believe this is a reflection of the professionalism we bring to English teaching.



The lessons

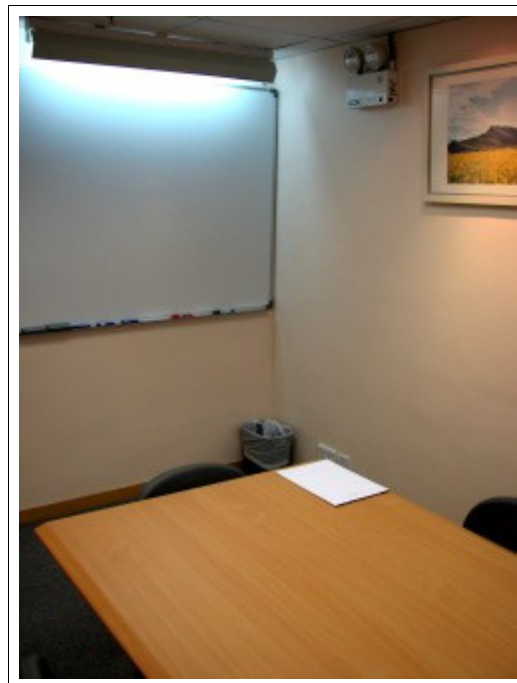
Our lessons are either one or two hours long, and are held once or twice a week. Classes range in size from one to six students.

The conceptual basis for all our classes is requiring learners to exchange information in English. All the activities we do with learners are designed with this concept in mind. What that means for the teacher is that there is little to no “book work” in class.

All classes are taught using our in house programmes. These have been developed and extensively revised until now they are very effective teaching tools for the kind of environment we work in.

Every lesson is carefully planned and structured. Lessons are presented in a manner that is consistent from one teacher to another. What that means is that a teacher can take any one of our classes and be confident in terms of what to do and the students' expectations.

We have a variety of different class types.



Type	Students	Number of Students	Class Length
General English (Adults)	Adults	4	1 or 2 hours
General English (Secondary)	Secondary	6	1 hour
Individual	Adult / Secondary	1	1 or 2 hours
IELTS	Adult	1	1 hour
Job Interview Training	Adult	1	1 hour
LPAT	Adult	1	1 hour

The position

We are looking for full time teachers to sign on (initially) for a **one year contract**. The duties of a teacher with Antipodean are:

- Prepare classes
- Teach classes
- Report on classes and students
- Mark homework

In general, teachers spend five hours per working day in class. Saturdays are busy and teachers are required to teach for six hours. In the event of an emergency (teacher illness / holiday), we may require you to teach up to six hours on other days as well. The rest of the day is taken up with preparation, reporting and marking. The working day is full but not especially busy. We have a simple policy on overtime: we don't do it.

Teachers work **four** week days, and Saturdays. In general, days off are **not consecutive**. We do not work on public holidays or Sundays.

	Monday to Friday	Saturday
Start	1.00PM	10.00AM
Finish	9.30PM	6.30PM

Leave

Teachers are entitled to 14 days of annual leave per year. This is **in addition** to public holidays.

Salaries

The salary on offer is fixed, though is reduced during the probation period (the first three months you are employed with us). The “Time Keeping Bonus” is an allowance intended to encourage good and punctual attendance.

	Salary	Time Keeping Bonus
<i>During the first three months of employment</i>	<i>\$HK15,000 per month</i>	<i>NIL</i>
<i>Two or more years full time teaching experience with valid references</i>	<i>\$HK19,000 per month</i>	<i>\$HK1,000 per month</i>

End of Contract Gratuity

At the completion of the term of employment (12 months), a gratuity of \$HK9,000 will be paid. The exact terms and conditions under which the gratuity will be paid are set out in the Employment Contract.

Academic Requirements

To teach at Antipodean English Language School, you must:

1. Have a degree from a recognised university.
2. Have a recognised English teaching qualification. Examples of recognised qualifications include CELTA and TESOL. We do not accept on-line qualifications, or qualifications that have no practical component.
3. Have at least one, and preferably two, years of prior language teaching experience.

Working Visas

Antipodean English Language School is prepared to sponsor suitable applicants for working visas. We have done so many times in the past and so have quite a lot of experience with this process.

Many of the required documents are intended to assist with this process, or with other teacher registration formalities.

Documents

Copies of the following documents would be needed before any job related interviews:

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| 1. University Degree | The original university degree certificate issued by the awarding university. |
| 2. Teaching Qualification Certificate | The original certificate issued by the awarding organisation. |
| 3. Valid Passport | A valid passport issued by the country you claim citizenship of. The passport must be valid for AT LEAST one year after the commencement of employment. |
| 4. References | Reference letters proving prior teaching experience. There must be a reference letter or letters covering employment in the two years up to the present. |

The following documents would need to be provided to the employer within one month of commencement of employment:

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| 5. University Transcript | The transcript of results achieved in study at university. The transcript must be an official transcript on the letterhead of the issuing university. It must be for the claimed university degree. |
| 6. Teaching Qualification Transcript | The official results slip issued by the awarding organisation. |

Copies of these documents will be made by Antipodean English Language School and held in confidence. They will be used for purposes of applying for working visas, and permits and qualifications to teach in Hong Kong.

The originals of these documents will be retained by the Employee. The Employee will be required to submit these originals for inspection by the Employer, the Hong Kong Immigration Department, the Education Department and other government bodies as may be involved in the process of teacher accreditation.

