

TECS Summer Camps

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Job Title: TEFL Coordinator (TEFL Manager, TEFL Teacher and Programme Management)

Responsible to: Camp Site Director.

Responsible for: principally TEFL teachers but also at times all age group staff.



TEFL Coordinator: Job Purpose

1. To run a TEFL class to the highest level possible, being an example and point of reference for other teachers.
2. To manage the assigned age group TEFL teachers ensuring the highest quality of TEFL teaching possible.
3. To develop the camp TEFL Resources and provide support to teachers at all times.
4. To manage effectively and efficiently assigned programme areas.

Job Outline/ Job Tasks

NORMAL TEFL TEACHING RESPONSIBILITIES:

1. Must wear uniform, Camp Management Polo, continuously.
2. Teach 3-4 hours of English as a Foreign Language class to an allocated group of around 10-12 children. (The age and level of the group will be determined before the Camp and communicated to you to assist in your planning.)
3. Plan and organise above mentioned classes.
4. Monitor the progress of the students and keep a record of progress in order to write an end of camp report.
5. Ensure students up keep their English folders and go home with their English materials in a way which reflects the quality of teaching they received.

TEFL MANAGEMENT

1. Oversee the level testing of all children within assigned age group on arrival on camp.
2. Assign children to classes based on level. Input this data into the camp database and be in charge of managing changes to these class lists.
3. Monitor teacher performance carrying out observations and feedback sessions as required and getting feedback from Camp Director on the observations they do.
4. Hold daily teacher meetings and regular teacher development sessions.
5. Be a supportive base for teachers at all times.
6. Manage the teachers in all parts of their work during teaching time.
7. Assist the teachers during their evening lesson planning time, ensuring that they are using this time appropriately and that idea and lesson plan sharing is going on.

RESOURCES and TEACHER DEVELOPMENT:

1. Make resources during camp to complement the existing age group packs.
2. Organise the relevant age group packs so they are ready for distribution on the staff arrival day.
3. Support teachers at all times, helping to provide needed resources and guidance on request.
4. Manage the resources and ensure that all are handed back in at the end of camp in the same condition as they were given out.

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TRAINING WEEKS AND PREPARATION OF CAMP

1. Take part in meetings held before the start of camp.
2. Contribute to the planning of the training weeks.
3. Run the teacher side of the familiarisation week, per age group, and also contribute and run other parts of training programme as needed.
4. Familiarise yourself thoroughly with all parts of the job before the start of staff training. Reading the camp manuals, <http://www.tecs.es/employment/>, before your arrival.

PROGRAMME RESPONSIBILITIES (can include the following but depends on age group and camp)

1. Supervise shower time in assigned area.
2. Supervise with Activity and Welfare Coordinator that all meals go smoothly. Principal responsible at dinner.
3. Supervise bonding sessions or evening entertainment preparation.
4. Supervise the putting to bed procedure in assigned area.
5. Every second or third night be the on duty night watch coordinator in one of the assigned areas.
6. Help out in any area of the activity programme as needs require.
7. Control and oversee and give staff suitable feedback on the English control and motivation they are providing over the campers outside of the classroom. TEFL Coordinators must be on top of this at all times.
8. Run and manage the English Day:
 - a. Planning and organising the day with age group teachers.
 - b. Assigning staff as appropriate.
 - c. Running the special "English Day" evening entertainment.

TEFL OFFICE and RECEPTION (these responsibilities will be split between the TEFL Coordinators on arrival)

1. Set up the TEFL office before the arrival of the staff and ensure the proper tidy up at the end of camp.
2. Ensure that all in office is kept tidy and that all resources are easily available for teachers.
3. Manage the taking out and coming back of general TEFL resources: videos, textbooks etc...
4. Ensure that the photocopying areas are kept tidy at all times.
5. Contribute to developing the general stock of general resources for camp.
6. Do any required mass photocopying as set by Camp Site Director.
7. Make contributions to the biweekly bulletins and the final staff magazine.
8. Ensure that all classes have all required materials.
9. Ensure that all materials are ready for classes before the start of sessions.

MAGAZINE AND STAFF BULLETIN: (these responsibilities will be split between the TEFL Coordinators on arrival)

1. With the assigned senior teacher for each camp:
 - a. Organize and edit the Camp Magazine, overseeing the senior magazine team during project time.
 - b. Coordinate with other teachers to ensure that articles are produced for the magazine.
 - c. Ensure that the camp magazine is printed and completed and ready to hand out to parents on each arrivals day. (This will involve working very long hours on this day).
 - d. Update the Camp Site Director on progress on a daily basis and show the Camp Director a copy of the final magazine before printing.
 - e. Ensure each child leaves with a copy of the magazine.
 - f. Keep a record of the colour war points in class and give these to the Camp Site Director each second Friday after the finish of class.
 - g. Collect information from the Coordinators, IT specialist and Camp Director to put into the magazine.
2. Produce a "staff morale boosting bulletin" every 2 weeks to be handed out to staff at the general meeting before arrivals days.
3. Produce the final staff camp magazine.

OTHER GENERAL COORDINATOR DUTIES

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1. At weekends lead the assigned age group on one of the weekend excursions: being responsible for managing all group staff and ensuring the safety of the children at all times.
2. On Arrivals, assist with admin “check ins”, or other assigned post, communicating with parents about welfare, health and other issues of children.
3. On Departures, assist with admin “check outs”, or other assigned post, communicating with parents about any relevant welfare or TEFL issue.
4. Manage staff in the carrying out of set up/tidy up tasks:
 - a. For Start of Camp during training week.
 - b. Before Departures and Arrivals.
 - c. At end of camp as part of tidy up.
5. At ALL times be responsible for ensuring that ALL staff carry out their duties to the required standard.
6. Meet daily with Camp Site Director to give updates of TEFL matters and discuss any pertinent issues.
7. Assist other members of the management team with any task as set by Camp Site Director, Assistant Director or agreed on by the age group management team.
8. At all times be responsible for up holding camp rules and regulations for staff conduct.

Returnee Coordinators (do all the above responsibilities but in addition)

- Are expected to be positive role models to all new coordinators.
- Are expected to support and provide assistance to new coordinators whenever needed.
- In case of illness, may be needed to cover for more senior staff.

Head Coordinators (do all above plus returnee responsibilities)

- Will take part in management training week, one will also come out a week earlier and be paid an extra bonus for preparing everything for management training week.
- Will lead combined evening entertainments like Casino Night and Awards Ceremony and will be the overall in charge coordinator during any event or activity when the age groups are combined.
- Will run the daily coordinator meeting.
- Is expected to provide constant support and assistance to both new and returnee coordinators as they deem is needed as is assigned by the Camp Director.
- In case of need may be assigned by Central Office to cover for Camp Director.

Job Review and Performance Management

Regular feedback will be provided from the Camp Site Director about job performance and objectives. Also the Camp Site Director and/or Assistant Director will be available at any time to discuss concerns or problems that may occur.

BENEFITS OF WORKING ON A TECS SUMMER CAMP

- ★ Ambience of summer camp environment- team work and spirit!
- ★ Fulfilment of working with kids and of managing people in that environment.
- ★ Professional and personal development
- ★ Friends from around the world.
- ★ Sun and fun!

TECS PROVIDES:

- ★ Staff uniform- enough so you won't have to rewash them yourself!
- ★ Staff events- weekend trips, sport and game competitions during camp.
- ★ Management Bonding Meal at before camp starts and reward meal at end of summer.
- ★ Staff final meal – these are big things and for many staff the highlight of the summer so **DON'T LEAVE CAMP UNTIL THE DAY AFTER WORK FINISHES.**
- ★ Knowledgeable year round central office management. The top management were ALL once staff members and mid-management themselves at one point.
- ★ Supportive management structure.
- ★ Guiding hand on the rewarding path to professional development and personal development.

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PERSONAL SPECIFICATION

EXPERIENCE

1. At least three years of TEFL teaching experience and preferably some experience of working on summer camps or summer schools.
2. Relevant experience of man-management in past employment.
3. Experience of D.O.S. like work preferred but not essential if candidate has relevant teaching knowledge and experience of leadership.
4. Experience of working in a fast moving environment where stress levels can at times be very high.
5. Previous teaching experience with Spanish children preferred but not essential.

QUALIFICATIONS

1. Recognised TEFL qualification as minimum and preferred extra qualifications in TEFL or general teaching.

KNOWLEDGE/SKILLS

1. Competent knowledge of Microsoft Office package and preferred experience of using Databases.
2. First class interpersonal skills, with ability to man-manage in a motivational and fair way which encourages staff to maintain high levels of performance.
3. Very high level of oral and written skills including persuasion, negotiation and advocacy.
4. The ability to manage continually conflicting priorities in a high pressured environment.
5. High energy levels and a young but responsible and mature outlook on life and work.
6. Knowledge of Spanish and the customs and culture of Spain preferred but not essential (although please note the language of communication with the campers at all time is English).

OVERVIEW

Perspective candidates should be current working TEFL teachers, preferably in Spain, with leadership qualities and a desire to enter management work. Candidates should be young, or young at heart, and full of imagination and energy in order to meet the extraordinary demands of camp work. Candidates should be ambitious and have a keen interest to step up the ladder of the TEFL and educational world. We prefer candidates who plan to work in the TEFL environment as a permanent career.

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STATEMENT OF WRITTEN PARTICULARS

(Contracted TEFL Coordinators **may** be asked to attend a training weekend in May. All expenses will be covered by TECS. If they will miss parts of management training week, they **may** also be required to attend a training day on the Friday before the training planning weekend).

- **Pre Camp Training Weekends:** Training Planning Weekend: 8/9th May.
- **Commencement of Work:**
 - Arrive on Sunday the 20th of June 2010.
 - Management Training: 21st -27th of June (run by TECS Central Office).
 - Staff Training Week: 28th July to 3rd July (run by Camp Management)
 - Camp Work Start Date: 4th July (camper's arrival).¹

(TECS may be able to be flexible with the commencement of work date and candidates who have contracts which end later in June should not be put off applying, however they should mention on their application their earliest possible start date).

- **Finish of Work: (all at end of stated day)**
 - All Camps (except Family Camp)
 - 31st of July 2010
 - FAMILY (Puerto)
 - 28th of August 2010

- **Location of Central Office:**
(arrival for training weeks at this venue)

TECS Summer Camp (El Centro Inglés)
Ctra. De Fuentebravia, Km 1 Apdo.
Correos 85
11500 EL PUERTO DE SANTA MARÍA
Cadiz (Province)
Tel: 956 853 000
Fax: 956 860 553
Email: teccamp@tecs.es
Web: www.tecs.es

- **Position:** TEFL Coordinator

- **Wage: (for stated contract length as above and all are NET figures).**

○ Staff Training Week ² :	200€
○ FOUR WEEK CAMPS (ALL BUT FAMILY CAMP)	1250€
▪ TOTAL with training week included:	1450€
○ FAMILY (Puerto) (2):	2500€
▪ TOTAL with training week included:	2700€
○ Returnee Coordinators ³ receive a 50€ bonus for 1 month's work and a 100€ for 2 month's work.	
○ Head Coordinators ⁴ received a 100€ bonus for 1 month and a 200€ bonus for 2 month's work.	
○ Head Coordinator with management training week responsibilities: extra 200€ ⁵	

- **Other Conditions**

- Accommodation throughout contract length.
- All meals throughout dates, 28th June – 31ST July/28th August, and most but not all during other dates.
- All as stated above in "benefits of the job".

¹ As this is start of camp, this is the start date which will appear on Spanish contracts.

² All management staff receive 200€for running staff training week and to cover for the 2-3 meals during management training week or after their contract, with Directors, which are not provided by TECS because the camp kitchen is not fully operational during management training week and after the departure of the campers. This amount can be received either at the end of staff training week or at end of the contract if the employee does not specifically ask for it to be paid at the end of training week.

³ This is only for returnee staff who have worked in a coordinator position before and is dependent on doing the job better than the previous year. It is not a guaranteed bonus.

⁴ There are only Head Coordinators in Family Camp and always it is a returnee coordinator selected by the Director of Language Camps. The bonus is ONLY for doing responsibilities well as judged by Camp Director and it is not guaranteed.

⁵ This will involve coming a week earlier than other coordinators, arrival: 7th June, and involve getting everything ready for the management training week. Often this position is filled by all year round TECS staff. This bonus is only given to non-year round TECS staff as year round ones receive payment for this week already.

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HOURS OF WORK:

The hours of work for a TEFL Coordinator are not set and are instead dictated by daily events. All candidates should be prepared to have an open work schedule and be prepared to work long hours, particularly in the initial stages of camp, to get jobs/tasks finished. TEFL Coordinators should also note that they do not have the same time off as normal teachers, but instead have a schedule, like all other management staff, which is dictated by daily events.

The TEFL Coordinators will have one day off each week at the weekend (in training weeks time off will be spread over several days, with for example half a day of on one day and half on another for example - this time off is SET by the training programme and this factor must be understood by all potential applicants). Daily time off, will be dictated by the individual day as stated, but when possible will usually be taken during sports sessions, usually around 3-4 hours, and/or in the evenings. TEFL coordinators will be the night watch responsible every second or third evening and be required to be on site all night on those days. All staff are also always required to stay on site at night on pre-departure Fridays and on all Sundays.

PRE-INTERVIEW READING FOR A TEFL COORDINATOR

Any candidate that is asked to do an interview for any TECS position will be asked to do some pre-interview reading. The reason for this is to allow the candidate to be as fully informed about the position as possible allowing them to display this knowledge gained about the position during the interview and also, perhaps more importantly for the candidate, allow them to check the position is really right for them (not all of us suit summer camp work!).

All manuals can be accessed at www.tecs.es/employment in the log in box in the right hand corner. If you were invited to do an interview, you would receive the log in and password in the interview email.

A TEFL Coordinator candidate is required to read the following prior to an interview:

- Coordinator Manual (read in detail chapters 1-3 and “TEFL Coord” part of chapter 5, review all of 4 and rest of 5)
- General Manual (review all and read chapter 4 in detail)
- Teacher Manual (read in detail chapter 1+2 and appendix 1 and review all)

READING IN EVENT OF A CONTRACT OFFER

Any person contracted as a TEFL Coordinator is required to read all the following manuals before coming to camp:

- Coordinator Manual (all in detail)
- General Manual (all in detail)
- Teacher Manual (all in detail)
- Evening Entertainment Manual (general notes in detail and review individual teacher notes in the event write ups)
- Arts and Crafts (general notes in detail and review individual A+C activities write ups)
- Sports + Games Manual (general notes in detail and review individual Sports activities write ups)
- Project Manual (only need for Seniors and Freshmen coordinator: general notes in detail and review individual Project write ups)
- Excursion Manual (general notes in detail and review individual Excursion write ups)
- Camp Song Manual (general notes in detail and review individual songs)
- Teacher Syllabus for information on the level which you will be teaching.

Required Pre Camp Planning:

All contracted teachers and TEFL Coordinators are required to fill in the “Teacher Preparation Document” which will be sent on to them with their contract level. They are also expected to do as much pre-camp planning as is possible.