

## TECS Summer Camps

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Job Title: Camp Teacher: Language Instructor and Group Leader

Responsible to: Activity Coordinator and TEFL Coordinator and at times Ast. Director and Camp Director.

Responsible for: groups of around 12 children.



### **Camp Teacher: Language Instructor and Group Leader: Job Purpose**

1. To ensure TECS campers have the best possible experience in all areas of camp life.
2. To ensure the safety and welfare of the campers at all times.
3. To run the TEFL classes professional and effectively, ensuring the campers learn the most English possible, in class and outside.
4. To represent the camp and TECS positively at all times.

### **Job Outline/ Job Tasks**

#### **LANGUAGE INSTRUCTOR RESPONSIBILITIES:**

1. Teach up to 4 hours of English as a Foreign Language to an allocated group of around 10-13 children. (The age and level of the group will be determined before the Camp and communicated to you to assist in your planning.)
2. Plan and organise above mentioned classes, doing as much planning as you can before coming to camp.
3. Monitor the progress of the students and keep a record of progress.

#### **GENERAL PROGRAMME**

1. Reading the camp manuals, <http://www.tecs.es/employment/>, and familiarising yourself with all areas of the camp programme before your arrival on camp.
2. Ensure the effective supervision and safety of the campers
3. Eat lunch and dinner with the assigned leader group, maintaining proper table control and manners and ensuring that each child eats sufficiently.
4. Actively supervise campers during sand pit time, chill out time and zone time.
5. Run Arts and Crafts or Project sessions, ensuring quality of activity and that children exercise respectful behaviour at all times.
6. Supervise showers as assigned.
7. Actively supervise and participate in the evening activities as assigned.
8. Teachers have planning time in the evenings from Monday to Thursday (aside from the night in which they will run the evening entertainment with the teachers). During this time they will plan lessons, share and develop resources, create evening entertainments and special English events for the campers, and receive feedback from their coordinator. They will also assist less experienced teachers as needed and contribute to a positive team planning environment with other age group teachers.
9. Carry out the putting to bed routine as assigned.

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10. Two nights a week sleep in the sleeping area of the assigned leader group, ensuring behaviour control and welfare support as needed. Also carry out the morning routine the following day.

### GENERAL CAMP LEADER RESPONSIBILITIES

1. Monitor the behaviour and progress of the campers in the allocated group in the recreational activities, take action to resolve any problems and, where necessary, liaise with the Camp Coordinators and Welfare Monitor on matters connected to discipline and/or welfare.
2. Supervise and ensure the safety of the assigned leader group on one of the excursions held at the weekend. Carry out the putting to bed routine the night before the excursion and the getting up routine on the day of the excursion.
3. Familiarise yourselves thoroughly with the physical environment and organisation of the camp
4. Participate in regular meetings held with the Coordinators and Directors before and during the camp.
5. Carryout the assigned responsibilities on Arrivals and Departures days and carryout assigned camp site set up duties before and after these days. These are hectic days were staff pull together to complete the various jobs that need to be done. These jobs may include litter picks, posting or taking down signs, helping with camp setup or rearranging of materials, orientating parents and campers, or helping with the final tidy up and maintenance/cleaning jobs.
6. At times carryout assigned office/admin tasks.
7. Ensure the campers respect all camp facilities and equipment and at all times be responsible for ensuring the campers uphold the camp rules and regulations.
8. Uphold all areas of the staff code of conduct as outlined in the conditions of contract sheet and be an example to fellow staff of correct work conduct and attitude at all times.
9. Carry out all tasks asked of you by the members of the TECS management team, professionally and thoroughly.
10. Must wear uniform continuously: red TECS polos on arrivals, departures and excursions and blue or white TECS t-shirts at all other times.

### LITTLE VILLAGE TEACHERS:

For those who will be working in our Little Village Camp there are a few changes to the General Responsibilities above. In general, the majority of the above conditions apply and therefore all applicants must be prepared in general to accept them but there are a few differences to be noted as our objectives with this camp vary from the other camps. Obviously in all our camps a high quality of teaching is expected however in Little Village an even higher quality is expected as this camp is designed for high level students entering a "Total English Programme". Therefore on an average week day an Little Village teacher will have less daily responsibilities than other camps teachers in order to allow them the time and focus they need to run the "Total English Programme" to the high level TECS and the more importantly the students require. (Although as written above all teachers must be prepared to be flexible and in times of need to extra responsibilities to the below in case of staff sickness or other problems):

- Planning and running 3 hours of communicative based teaching. The classes last for 3 hours and are designed to be communicative based classes only with the idea being that

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no grammar should be studied directly (as a class aim) and no textbooks used and even where possible no paper used, all of which adds an extra planning burden on teachers.

- Planning and running 2 hours of Educational Projects (drama, magazine, film making etc...) all of which will require a special educational focus and are expected to achieve high English educational goals.
- Planning the above two daily in the 2 hour planning session: Monday-Thursday.
- Participating every pre departure Friday and every Sunday night in the night activities of the campers and assisting the monitors as required with any responsibilities on these evenings. On these evenings, like all camp staff, the teachers are required to stay on the camp facilities all night.
- Looking after the children as a camp leader on one of the weekend excursions.
- Supervising the putting to bed routine on two nights per week (one night in the week and one Friday or Saturday pre-departure night) which will involve sleeping in the campers' bedroom on these nights.
- If you wish to specifically apply to teach at Little Village, please specify 'conversation teacher' when selecting the position you are applying for.

### **MAGIC VILLAGE TEACHERS**

This camp runs a "Natural English" programme where the whole theory is that campers learn the oral language they really need in day to day camp life but without too much focus being put on teaching grammar. Classes will be split into two parts with the first part being activities and games to introduce the language themes of the day and the second being "English through media" where English is taught using different media, like film/TV, music, drama and comics etc... with the idea being to teach English in a more natural way so that students gain a greater cultural interest and connection to the language. Teachers will be recruited for this camp on evidence that they can teach English through games and fun activities and also we will be looking for them to have a keen interest in teaching through media, as each teacher will be assigned a specialist medium to teach through for their length on camp.

### **Job Review and Performance Management**

Regular feedback will be provided from the Activity Coordinator and TEFL Coordinator about job performance and objectives. Also the Activity Coordinator and/or the TEFL Coordinator will be available at any time to discuss concerns or problems that may occur, or to offer support in situations when help is deemed necessary. One to one meetings can also be arranged with the Camp Site Director and/or Ast. Director at any time.

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### **PERSONAL SPECIFICATION**

#### **EXPERIENCE**

1. Experience of working with children in previous employment.
2. Preferred summer camp experience, but not essential.
3. At least one year's TEFL teaching experience (although very strong candidates new to TEFL will be considered if they display the appropriate camp personality).
4. Experience of working in a fast moving environment where stress levels can at times be very high.
5. Online-qualified teachers will not be accepted if they do not have teaching practice.

#### **QUALIFICATIONS**

1. A full hundred hour TEFL qualification or normal school teaching qualification (if candidate has experience working with foreign language children).

#### **KNOWLEDGE/SKILLS**

1. First class interpersonal skills with ability to control children in a motivational and fair way, which enables campers to integrate into the English environment smoothly and encourages them to speak English.
2. Very high level of oral and written skills including persuasion, negotiation and advocacy.
3. The ability to manage continually conflicting priorities in a high pressured environment.
4. High energy levels and a young but responsible mature outlook on life and work.
5. A positive attitude and ability to put yourself in other's shoes in order to work effectively as a key part of a large diverse team.
6. Adaptability and ability to think on the spot in what can be at times a highly unpredictable and spontaneous environment.

#### **OVERVIEW**

Prospective candidates should have experience working with children and possess leadership qualities and a desire to work within the dynamics of a camp environment. They should also desire to build upon existing teaching experience and on their skills in working with children in general. Candidates should be young, or young at heart, and be full of imagination and energy, in order to meet the extraordinary demands of camp work. Candidates who can display an interest in working in the TEFL world as a career will be looked upon favourably.

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### **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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### STATEMENT OF WRITTEN PARTICULARS

#### GENERAL

- Commencement of Work: Arrival on the 28<sup>th</sup> of June 2010 (12-22.00)  
Training Week and camp preparation June 29<sup>th</sup> –July 3<sup>rd</sup>  
Camp work starts the 4<sup>th</sup> of July 2010
  
- Finish of Work: (all at end of stated day)
  - CAMPS SPORT/LITTLE VILLAGE/ ADVENTURE (1) 31<sup>st</sup> of July 2010
  - FAMILY (2) 14<sup>th</sup> of August 2010
  - FAMILY (3) 28<sup>th</sup> of August 2010

((There will be an end of camp dinner and party for Sport Camp, Little Village and Adventure Camp on the night of the 31<sup>st</sup> July and in Family Camp on the 28<sup>th</sup> August. Staff are permitted to sleep on site on the 31<sup>st</sup> in Sport Camp, Little Village and Adventure Camp but must leave before 12noon on the 1<sup>st</sup>. In Family Camp staff are permitted to stay on site on the 28<sup>th</sup> and 29<sup>th</sup> but must leave on the 30<sup>th</sup> before 12 noon.)
  
- Location of Central Office: TECS Summer Camp (El Centro Inglés)  
Crta. De Fuentebravia, Km 1 Apdo.  
Correos 85  
11500 EL PUERTO DE SANTA MARÍA  
Cadiz (Province)  
Tel: 956 853 000  
Fax: 956 860 553  
Email: [tecamp@tecs](mailto:tecamp@tecs)  
Web: [www.tecs.es](http://www.tecs.es)

Position: Camp Teacher: Language Instructor and Group Leader<sup>1</sup>

Wage: for above stated contract length

- CAMPS SPORT/LITTLE VILLAGE/ADVENTURE(1) 1100 €
- FAMILY (2) 1650 €
- FAMILY (3) 2200 €

(Pay for one month in Family Camp is 1100€ Staff working in August only are required to arrive on the 28<sup>th</sup> of July. They will shadow a staff member 29<sup>th</sup>-30<sup>th</sup> of July to and then start work on the 1<sup>st</sup> of August).

**EXTRA CONDITIONS:** Accommodation and food are included in the conditions. Accommodation will be provided throughout the contract length and all meals provided during the duration of camp. TECS believes in professional development and for that reason extensive training is given to all our staff who will be as well trained as is possible for the taking on of all their responsibilities.

#### **HOURS OF WORK:**

Camp work is very demanding and all candidates should recognise that this job is anything but 9-5 living, with long hours needing to be put in by all camp staff, especially from TEFL teachers during the first two weeks of camp. Depending on the assigned age group, time off during the day will be between 3 and 4 hours. Each teacher will be required to do night time supervision and the following day's morning routine twice a week and therefore required to stay on site all night on those days. In addition to this you are always required to stay on site on Sunday nights to rest up before the busy week ahead. That is a total of three nights that you are always on site. Teachers will have two evenings' entertainments sessions off, until putting to bed time, for lesson planning, plus all other nights when they are not assigned to the putting to bed routine. Teachers have one full day off at the weekend. Also at times, extra bonus time off will be assigned to those staff working hard and maintaining positive attitudes.

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<sup>1</sup> The teacher job title on the Spanish contract may appear differently due to the variety of tasks a teacher does in the summer camp.

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### POSSIBLE FUTURE EMPLOYMENT:

TECS runs a year round academy, therefore for teachers who display the correct attitude and work performance level there will be the opportunity of year round employment with us.

### PRE-INTERVIEW READING FOR A TEFL TEACHER POSITION

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, it allows them to check if 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](http://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 Teacher candidate is required to read the following prior to an interview<sup>2</sup>:

- Teacher Manual (read in detail chapters 1-3 and Appendix 1, review all other chapters.)
- General Manual (read chapter 4 and 5 in detail and review all other chapters.)

### READING IN EVENT OF A CONTRACT OFFER

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

- Teacher Manual (all in detail)
- General Manual (all in detail)
- Evening Entertainment Manual (review the teachers notes in the individual write ups, ideas on how to prepare the campers for that nights entertainment)
- Arts and Crafts Manual (read general notes in detail and review individual A&Cs)
- Teacher Syllabus for information on the level which you will be teaching.

### Required Pre Camp Planning

All contracted teachers are required to fill in the “Teacher Preparation Document” which will be sent on to them from April onwards along with the age group and level they will be teaching on camp.

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<sup>2</sup> All manuals are updated with the 2010 versions in May of 2010. For the purposes of pre interview reading and reading in even of a contract offer, the 2009 versions are the manuals you should read.