
Staff Request Form**EFL Teacher (Business and General English)**

Start Date:

Contract Length: 12- 24 months

Posts: 2

Part A1**Job Profile**

School IH Mexico City

Company name as on contract INTERNATIONAL HOUSE MEXICO, S.C.

Date of request For start in month agreed

The Contract

Job title position EFL Teacher (Business and General English)

Number of posts 2

Length of contract 12- 24 months

Contract dates

Start of contract: June and Sept 2013

End of contract: depending on start date

Arrival date: For start in month agreed

Start of teaching: On commencement of contract

The Job

International Mexico is proudly placed at the forefront of ELT in Mexico. We are market leaders in the provision of Teacher Training (CELTA, DELTA, ICALT and TKT) and set the standard in ELT teaching. We are a Cambridge Platinum centre and offer examinations from YLE through to CPE throughout the Republic. Furthermore, we are a leading IELTS centre. We also provide consultancy services to government and private schools. All of this allows us to promote and boast professional development at the highest level. Mexico City and our other branches offer unparalleled career development opportunities with people with the right experience, qualifications and most importantly attitude. If you are considering career development by adding more experience to your teaching, this is the place to be! Due to outstanding growth, IH Mexico is recruiting a large number of new teachers. IH Mexico City runs mostly General and Business English courses in companies all over the city. We also run general English courses in our premises. We run Cambridge exams preparation courses and teacher training courses and are a IELTS prep and testing centre. Groups are normally small. Many one to one teaching is to be expected. Students tend to be top executives and the teaching is very stimulating. To apply, please send your CV and cover letter to: tom@ihmexico.com

Timetable information *anticipated number of teaching hours:*

Teachers are expected to work up to 25 teaching hours a week. A normal schedule would include a 7:00 morning class, a 13:00 session and a 18:00 class. Teachers are expected to cover Saturday classes from 9:00 - 13:00 for only 6 months a year. Teachers will teach in companies as close as possible to the place where they live, however travel to companies is not paid by the school. Teachers must expect about 45 minutes travel time to and from companies.

Other Notes:

Teachers are expected to attend seminars and meetings. Covering exams (i.e. supervision) is expected if hours drop below 25 (includes Saturdays)

Types of classes - Young Learners

Juniors:

Teenagers:

Types of classes - Adults

General English: 5 hours per week

Exam Classes:

Business English: 15 hours per week

ESP: 5 hours per week

Other relevant information *working hours, split-shift system, in-company or in school*

Split-shift.

Part A2

The Package

Contract <i>Is the contract local or with a UK or US company?</i>	Local Contract
Salary Currency <i>currency the salary will be paid in</i>	MXP
Salary range (gross) <i>from Basic to Maximum salary, per month</i>	10500MXP - 12500MXP per month, depending on qualifications and experience
Total percentage of deductions to Gross salary	0%
Salary notes	Salary is rate paid after deductions. Hourly rate for part time is 150ph net after tax
National Insurance <i>Does the school pay National Insurance contributions in the UK?</i>	No
Healthcare <i>are teachers eligible for free state healthcare? If not, what alternative healthcare provisions are made for teachers?</i>	IH Mexico City does not currently provide national healthcare. Teachers are advised to continue with whatever insurance they already have if it has international coverage. Ih Mexico City pays for emergencies in private hospitals for up to 2,000 pesos. We now offer access to cheap medical insurance services, but we are not responsible for them and they contracted at the teachers own decision and risk.
Holiday Pay <i>what are the dates of the school's holidays during the academic year? Do teachers receive any days paid holiday in addition to these set holiday periods?</i>	Teachers get 4 weeks paid holiday a year. 3 weeks at Christmas and 1 week at Easter and also a Christmas bonus (pro-rata).
Travel <i>how much will the school pay towards flight expenses?</i>	500 USD for flight to Mexico and flight back to UK or similar for 24 month contracts only.

Does the school contribute towards local travel costs?	No
Accommodation <i>Does the school provide free accommodation? If so, what is included in this package (e.g. bills) and what must teachers pay extra? If accommodation is not provided, does the school help in finding accommodation? Is there a settling in allowance?</i>	IH Mexico City has several flats for new teachers. Teachers pay up to (often less than) 3,500 pesos a month rent. Teachers share with up to three other teachers. A 1 month notice is needed if the teacher is to leave one of the Ih flats. (some flexibility)
Other benefits are <i>native language lessons provided for new teachers? If so, do teachers pay for these?</i>	Spanish instruction is offered to teachers free of charge. Teacher get 3 hour a week instruction. Half scholarships for Cambridge ICALT available for teachers. Free LCCI's Further Certificate in Teaching Business English run year round, as well the IH CAM (50%) scholarship, the IH Language awareness course and the IH teaching one to one (100% scholarship) We also will be offering Distance DELTA in Sep 2013.
Bonuses <i>is there an end of year bonus, or incentive scheme, or other benefits e.g. subsidised training courses?</i>	Teachers who have worked the whole year at Ih Mexico City are paid half a month Christmas Bonus at the end of the year. Those teachers who have not worked the whole year are paid the proportional part of the time they have worked at the school. Subsidised training is provided.
Work Visa <i>what is the process? What do teachers have to do? What does the school do?</i>	The school gets a work permit (FM3) for every foreign teacher. HOWEVER, new rules dictate that visa's must be obtained from outside Mexico. IH Mexico will cover the costs of the visa, but WILL NOT cover any transportation costs to other countries to collect any paperwork - therefore, for candidates already in Mexico this is important to bear in mind, and for those arriving in Mexico, this should be considered before booking arrival tickets. The school will send successful applicants visa letters, which will need to be taken to the Consulate. Upon arrival in Mexico this document will be exchanged for a full working visa. The process takes 4-6 weeks.

Part A3

School requirements

Are CELTA, Trinity, IHC or equivalent acceptable qualifications?	Yes - CELTA minimum
Is post qualification experience essential?	Yes
If so, how many years experience is required?	2
Any other skills or experience that is desirable for this post?	At least 1-2 years post qualification teaching experience preferred, but not essential. Previous work experience in the business sector is also ideal. Teachers are encouraged to become Cambridge ESOL oral examiners as well as IELTS examiners. We also place a large emphasis on professional development, thus we offer generous scholarships to teachers for ICALT and DELTA courses. The Mexican market is growing

at a rate that enables us to provide continued professional development into higher areas such as Teacher Training, DOS and even commercial posts.

Is it essential that candidates have a degree?

No