
Staff Request Form**Teacher Trainer**

Start Date:
Contract Length: 12 months +
Posts: 1

Part A1**Job Profile**

School IH New York
Company name as on contract International House New York
Date of request

The Contract

Job title position Teacher Trainer
Number of posts 1
Length of contract 12 months +

Contract dates

Start of contract: mid/late 2012
End of contract:
Arrival date:
Start of teaching:

The Job

IH New York is looking for a CELTA trainer or trainer-in-training to join our successful and fast-growing team.

Successful applicant will be a US citizen or already have the right to work in the US (Australians eligible for E3 visas will also be considered).

Timetable information *anticipated number of teaching hours*:

Full-time position.

Other Notes:

Trainers teach ESL courses (juniors and adults) between CELTA courses. Trainers are expected to work up to 10 weeks per year on courses at our centers elsewhere in the US.

Types of classes - Young Learners

Juniors:

Teenagers:

Types of classes - Adults

General English:

Exam Classes:

Business English:

ESP:

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

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>	USD
Salary range (gross) <i>from Basic to Maximum salary, per month</i>	\$38000-\$43000
Total percentage of deductions to Gross salary	approx 30%
Salary notes	Trainers earn a basic salary and then are paid a course bonus on completion of a CELTA course.
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>	Optional contributions to company health insurance scheme - approx \$200 from the staff and same from the employer.
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>	Closed for a week at Christmas and several national holidays during the year. 3 further weeks of holiday during the year - dates restricted according to when working on CELTA courses.
Travel <i>how much will the school pay towards flight expenses?</i>	No
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</i>	First month accommodation in furnished, shared apartment (except for June/July starts)

a settling in allowance?

Other benefits are native language lessons provided for new teachers? If so, do teachers pay for these?

Bonuses is there an end of year bonus, or incentive scheme, or other benefits e.g. subsidised training courses?

Work Visa what is the process? What do teachers have to do? What does the school do?

Position is only available to US citizens or those who are already eligible to work in the US. The only visa support possible is to Australians who are eligible for the E3 visa.

Part A3**School requirements**

Are CELTA, Trinity, IHC or equivalent acceptable qualifications?	Delta plus significant teaching experience
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Is post qualification experience essential?	Yes
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If so, how many years experience is required?	5
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Any other skills or experience that is desirable for this post?

Is it essential that candidates have a degree?	No
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