



Job Title – Native teachers for Children and Adults in Mumbai: Mumbai 2018

The Spanish School Mumbai (India) is hiring four native teachers to teach both kids and adults at our institute and in our partner organizations.

The applicant must:

1. Be a **native of Spain**.
2. Must be in the age group of **25 to 45 years**.
3. Must be ready to reach Mumbai **between 1st of June to 15th of July. There is one vacancy to come between the 15th of July to 15th September.**
4. Must be ready to **live in Mumbai for one year or two years** and manage with the Indian weather and food. Those who sign contracts for 2 years get an end-of-contract bonus.
5. Have a bachelors/ masters degree in teaching Spanish as a foreign language or “Formación” ELE. Dele Examiners will have an advantage.
6. Have a teaching experience (adults, kids and personal classes) of minimum 1-5 years. Be well versed with the Instituto Cervantes, DELE, DIE, CEFR, IB & IGCSE Programs.
7. Be ready to work full time (9 hours a day with a lunch break of 1 hour), flexible days and work flexible hours.
8. Must have good English skills to be able to communicate basic information with the students.
9. Must be capable of good document creation, task management, email follow-ups and working independently.
10. Must be capable of working with a team of other native Spanish teachers. We currently have 6 native teachers and 250 students at Spanish School.
11. Must be a positive, open and good-natured person.

Work Conditions

Contract - The contract will be for 1 year or 2 years. A copy of both the contracts (1 year and 2 years) has been sent along with this job offer.

Term of contract – Contract will start from 1st June 2018 or 15th June and finish on 1st June 2019 or 1st June 2020. The candidate needs to arrive in Mumbai between 1st June and 15th July 2018 to start the one month unpaid internship. There is one vacancy for the 15th July to 15th September.

Basic Salary - Remuneration offered would be in Indian rupees per month, which will include basic salary, food expenses and travel expenses. There will be no salary for the first month of stay and work as it is an internship month.

Bonus – There will be an accumulating bonus per year (whichever is lesser). Accumulating bonus means that the bonus will be collected and given on the completion of the second year contract. Hence a total bonus in euros or rupees (whichever is lesser) will be paid at the end of the second year contract. This bonus is not applicable to those who sign for one year. However, the candidates who sign for one year can decide within 6 months of coming to India if they want to extend their contract to 2 years. If the candidate renews the contract for the third year, an increment in the monthly salary will be offered.

Accommodation - The company provides apartments for their Spanish teachers. This accommodation is a part of the Spanish teachers salaries and benefits. There are 2 bedroom flats or 1-bedroom flats. These are good apartments in good localities of Mumbai where 2 or 3 teachers can share and reside comfortably. Some apartments have 2 bedrooms and a hall and 3 teachers live on rotation. Or there maybe 1-bedroom apartments with one bedroom and one hall and 2 teachers live on rotation. The teachers only have to pay the electricity, gas and other expenses related to the accommodation. It is not possible to share this accommodation with a partner or a friend, as it's a company apartment unless your partner also works with our company.

The company has several accommodation options - near the office or one hour away by train. The candidate may get either of the options and must be prepared to travel

by train. The discussion about which accommodation the candidate will get (the close one or the far one) can be done during the interview. Accommodations may change but not earlier than 6 months and will always be done with prior information.

Our accommodations are in very safe and in good parts of Mumbai.

Air tickets, Visa, Medical Insurance & Social Security – Our institute will provide all necessary documents and sponsor letters. The candidate will have to pay for their air tickets, visa costs and medical insurance. Candidate has to insure himself in Spain (many of my teachers use Helvetia or Mafre). There is no social security in India but the company will do their “Police Verification” and FRRO (Foreigners Registrations). We also have very good contacts with the Spanish Consulate and the Consul General.

Teaching hours – 8:00 to 17:00 or 9:00 to 18:00 or 10:30 to 19:30 or 11:30 to 20:30 (with a 45 minutes lunch break). You may be required to work extra hours on request. Teaching hours may be over weekends and evenings.

Days of work – Teachers work 5 days a week. We need candidates who can work Saturdays and Sundays and 3 weekdays. We work with flexible hours and days. Days of work may be changed as the demand at the institute varies. But one will not work more than 5 days a week and 8 hours a day except in an emergency.

Holidays & Leave – All holidays as per institute calendar and 21 days paid leave (not including non working days) will be given to employee every year.

Responsibility – Once the teacher becomes a part of our family, we work hard to ensure that he/ she is the company’s responsibility as a foreign resident and I will do my best to make this a winning experience for the selected candidates.

This experience to live in India, connect with its amazing people, incredible gastronomy and stunning locales is available to only a few, positive and enthusiastic teachers. Besides, we offer a professional growth to teach across different departments (children, adults, schools, online classes etc.) and learn some special pedagogies and programs that we have curated in the last 6 years. Many in India love and respect Spanish School and it’s teachers.

Duties

1. "Children's' Program" - design and management of the various children' courses, materials, exams, resources and pedagogy
2. Teaching the different kids batches of different ages
3. Assessing kids students performance
4. Collaborating and training other teachers to teach the different kids' batches
5. Teaching adult batches and program design
6. Teaching the IB programs of MYP, PYP, DP etc
7. Teaching the IGCSE programs
8. Personal classes
9. Online classes

Cordial,

Anu Dalmia

Fundadora & Directora

La Escuela Española

202, Venkatesh Chambers, Fort, Mumbai – 26, India

022-40020997; +919920553587

info@spanishschool.in, www.spanishschool.in

www.facebook.com/spanishschoolmumbai