

# BEIJING LANGUAGE AND CULTURE UNIVERSITY



## **Job Description:**

Teachers will engage in Oral English teaching and curriculum construction at Top rated primary schools in Beijing.

## **Qualifications:**

Candidates should be friendly to China; abide by Chinese laws and regulations; healthy; no criminal records.

1. Native speaker of English, or holding a Bachelor degree or above from a English-speaking country
2. Bachelor degree or above
3. Under 60 years old

Plus **at least one** of the following three:

1. Major in Education or TESOL
2. Holding qualified English Language Teaching Certificate, such as TEFL, TESL, TESOL, TKT, CELTA etc.
3. Two years relative teaching experiences

## **Responsibilities:**

1. Oral English teaching
2. Curriculum construction
3. Participation in teaching and research activities
4. After-class activities organization
5. Only 16-20 teaching hours per week

## **Salary and Benefits:**

1. 19000 RMB (pre-tax) per month
2. 4000 RMB one-time house allowance for broker's commission
3. Flights allowance covering one round-trip between homeland and Beijing
4. Chinese social insurance
5. **Fully paid** Chinese Legal Holidays, summer and winter vacations
6. Free Chinese language classes
7. Full assistance and support on the ground from bilingual staff



# FREQUENTLY ASKED QUESTIONS

## **1、 *What kind of program is this?***

It is an English Teaching Program at Top Rated Primary Schools in Beijing, financed by Beijing Municipal Commission of Education, and organized by Beijing Language and Culture University. The aim of the program is to enhance the English education of local primary schools in Beijing with the recruitment of qualified foreign English teaching talents.

## **2、 *Which school will I work for?***

All primary schools are located in Xicheng District west side of Beijing.

## **3、 *What will I teach and how many teaching hours a week will I work?***

You will mainly teach oral English, as well as related curriculum construction and research activities for an approximate total of 16-20 teaching hours per week.

## **4、 *How about accommodation assistance?***

Beijing Language and Culture University and the primary schools will assist you to rent an apartment near your work place.

## **5、 *How long does it take to complete working visa application of China?***

It takes about 2 months normally based on all required documents prepared,

## **6、 *How do I get a certificate of no criminal record?***

You could ask the local police station or judicial organization for it. The document should be signed or stamped by the police station or judicial organization and be authenticated by Chinese embassy or consulate.

## **7、 *How long is the contract?***

The contract is signed for 11 months (from September 1 to July 31 of the next year). If you further the contract for another year when it ends, you will receive one month vacation with full payment in August as bonus.

## **8、 *How to apply for reimbursement of international flight tickets?***

The first flight you take to China should be paid by yourself in advance. You can apply for reimbursement of it to the primary school. If the total amount of the ticket fare is less than 13,000 RMB, the primary school will make a complete reimbursement, if the total amount of the ticket fare exceeds 13,000 RMB, the primary school will cover 13,000RMB and you shall pay for the exceeding part. The primary school shall confirm the specific price and reserve the right of explanation.

## **9、 *What kind of textbook will be used?***

The textbook is decided by the primary school normally.

## **10、 *How old are the students? What is their level of English?***

The students are from 6 to 12 years old, and they have at least acquired some basic English.

## **11、 *How many students are there in one class?***

About 35 to 40 students.

## **12、 *How long is one class?***

About 40 to 45 mins.