

ENGLISH TEACHER IN MADRID or SEVILLA

Do you want to be part of a growing organisation that is continually looking for enthusiastic and dedicated English teachers?

We currently have over 70 teachers teaching in-company, group and one-to-one classes, and our Masters' programs in small to large companies throughout Madrid, face to face and online. We are looking for English natives with at least 2 years of experience in teaching or in a business environment.

PROGRAM SPECIFICS

Time slots available: Upon demand: mornings, mid-days, evenings. Classes can begin at any time during the year, and the client chooses time, location and duration – we adapt to the needs of the client.

There are two formats: face to face or on-line, in which case we provide computer and material to teach.

Course location Madrid: In-company (Madrid center or outskirts) or at our headquarters in Madrid (metro: Nuevos Ministerios).

Course location Sevilla: In-company (Sevilla center or outskirts) or at our headquarters in Sevilla (near Puerta de Jerez).

TEACHER CORE RESPONSABILITIES

- Prepare classes and materials.
- Follow the Company's teaching method.
- Hand in monthly attendance sheets and invoices.
- Hand in student reports – monthly or quarterly depending on the clients' request.
- Correct students' homework.

ESSENTIAL JOB REQUIREMENTS

- We look for teachers with at least 2 years experience who can accredit their English teaching as a Second Language (CELTA, TEFL or other recognized qualification) and who have a university/college degree.
- To teach adults and business professionals, **you must prove you have an NIE (residence card).**
- **The teacher should preferably have an official freelance status (*autónomo*) and pay its own taxes and Social Security.**

SKILLS & QUALITIES NEEDED

- Self-starter, highly motivated.
- Able to work alone, yet a team player when required by certain programmes.
- Excellent communication skills and engaging personality.
- A high sense of responsibility.
- The ability to maintain long-term interest and to motivate corporate personnel, from the chairman level down to the lowest echelons.

- The ability to adapt to the different personalities and temperaments of your students and to be equally effective in all classroom environments.
- The ability to be personable, endearing, and firm.

WHAT WE OFFER

- Professional and friendly working environment.
- The opportunity to teach different levels, individuals and groups in-company (at the clients') or at our offices.
- Training to communicate our philosophy, method, explain what material is available and the class/billing procedures.
- A selection of material available, both ours and from other publishers, which will help reinforce everything that needs to be transmitted in class (grammar and listening exercises for each level).
- We provide support from our academic advisors and progress reports so that teachers know how well they are carrying out their classes.
- Invoices are paid in a timely manner on a monthly basis.

STEPS TO BECOMING A TEACHER

- If you are interested in this position and meet the job requirements please send your CV and cover letter.
- We will get back to you as soon as we've had a chance to review it.
- We will set a personal interview, (phone interview if not in Madrid) with all candidates that we feel best suit the job.
- All suitable candidates will be placed in the training course.
- If you complete and excel through the training course, you will be assigned a course/group.

INTERESTED CANDIDIDATES SHOULD SEND THEIR CV TO

JOBS@DIVERBO.COM

Thank you for your interest in working with us!

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