



SPIRAL International is recruiting teachers for Etonkids School of Early Learning in Beijing, China

Etonkids – A Leading School for Early Learning in China Invites You to Teach in Beijing, China

We are seeking English native speakers to teach at Etonkids School of Early Learning in Beijing.

Etonkids was founded by Etonkids Educational Group in 2002 through collaboration with experts in the fields of education, research, and school management. This group included alumni of Harvard and Northwestern universities, as well as representatives of international Montessori organizations. Since its founding, Etonkids has utilized educational philosophies and models of successful school management from around the world to improve China's early education system and establish the country's premier institution of bilingual early education.

Currently Etonkids has fifty-one campuses in eighteen provinces throughout China, with sixteen of the campuses located in Beijing. At each Etonkids campus, English instructors play an essential teaching role under the guidance of the Campus Principal and the Head of the English Department. The English Instructor is responsible for instruction and direct implementation of the Etonkids English Curriculum to an assigned classroom of students. Students range from age two and a half to age six. In all matters of classroom teaching and learning, the English Instructor reports directly to the Lead Montessori Teacher and works with other teachers in a team-oriented environment.

Salary and Benefits include:

- a. Salary (pretax): 13,000 – 17,000 RMB (equivalent to \$1,857 USD - \$2,428 USD) per month for 12 months, or annual salary \$22,284 - \$29,136 USD (pretax), based on qualifications.
- b. One round-trip international ticket per school year (up to 10,000 RMB or USD \$1,428).
- c. Housing allowance of 5,000 RMB per month for 12 months in Beijing region. The rate of housing allowance may vary in different regions.
- d. International Insurance.
- e. e-MA and EMTTA (American Montessori Teacher Training Academy) scholarship program for existing employees.
- f. Tuition discount for children.
- g. Work Visa application - full support.
- h. 10-15 day paid vacation time, and time off for all national holidays.

Responsibilities:

Classroom teaching and preparation up to 8 hours per day, and up to 40 hours per week.

Classroom instruction of English and building an English learning environment:

- Lead English lessons during scheduled times.
- Provide an immersive English-speaking environment throughout the day.
- Ensure all Etonkids English curricula are implemented properly in the classroom through communication and cooperation with Chinese English teachers so both parties are on the same page in terms of lesson plan content.
- Share successful teaching methods with other English Instructors and provide feedback to the R&D Department for further development.

Classroom curriculum development and English assistance:

- Meetings: Attend all English Department professional development days as required by the English Department Regional Supervisor and campus meetings as deemed necessary by the Campus Principal. Also, attend all weekly meetings with the classroom teaching team as scheduled by the Lead Montessori Teacher. Participate in Curriculum Committee meetings as requested.
- Identify developmental needs of students and organize ways to meet these needs.
- Visit the Etonkids English Department website on a weekly basis and contribute to discussion groups and blogs.
- Complete standardized forms as set by the English Department.
- Assist the Lead Montessori Teacher in reviewing and editing all English materials, parent letters, and student reports to ensure no language mistakes are made.

Keep records of student development, well-being and attendance:

- Monitor student progress and maintain a portfolio for each student.
- Maintain good relationships with parents and keep them well-informed about their student's progress.
- Help cover classes in the event of a colleague's absence as deemed necessary by the Campus Principal.
- Fulfill additional duties and responsibilities that are in line with the employment contract, as instructed by Etonkids management.

Public relations and presentation:

- Promote the corporate image of the organization and its educational activities to all individuals and groups internal and external to the organization.
- Adhere to appropriate dress code for working with young students, meeting the requirements set forth by the school and the English Department.
- Represent Etonkids through participation at campus, school, and community events as needed.

Application Process:

The application should include the following materials:

- Resume and cover letter stating your educational philosophy and your interest in teaching at Etonkids;
- Unofficial transcripts (official transcripts to be provided later);
- Three letters of reference.

Email the application package to Lauren Chapman at admin@spiralinternational.org.

Or, mail the application package to:

*SPIRAL International
attn. Lauren Chapman
7 Kilburn Street, Suite 209
Burlington, Vermont 05401*

For further information, please contact Lauren Chapman: 1-802-540-0305 or admin@spiralinternational.org.

Review of applications begins immediately.
Position open until filled (or recruitment canceled).