

Position S-2

Library Coach

School Description:

Our school is an English language arts training service provider to children aged 5-15 in China. Our first school opened in March 2013. Now there are 18 schools in operation in Shanghai, Beijing, Guangzhou and Foshan. In early 2016, the school was acquired by Country Garden Education Group (recently rebranded as Bright Scholar Education Group, a NYSE publicly-listed company), which is one of the largest education providers in China with over 30,000 students and 60,000 employees.

Location: Guangzhou, Shenzhen, Foshan

Requirements:

1. Bachelor's degree or above required
2. Teaching Experience: Teaching experience preferred, but candidates with no experience can be accepted
3. Certificate: TEFL/TESOL 120+ hours certification minimum (CELTA/DELTA preferred)
4. Arrival Time: ASAP
5. Other Requirement: Have an understanding and ability to teach pupils of all abilities; Must be able to obtain a cleared background check

Job Description:

1. Class Size: around 30
2. Student Age: 5-14 years old
3. Working Hours/ Week: 40 hours office hours
4. Working Days/ Week: 5 days per week (three weekdays and Sat/Sun)
5. Work Schedule: Weekdays 11:00-20:00, Weekends: 9:00-18:00 (1-hour lunch breaks)
6. Day to Day Responsibilities:
 - Check the library reservation list, plan for the day, and log students on the arrival sheet
 - Charge iPads and check connectivity to internet source and printers
 - Keep the display areas tidy and organized and guide the students to do the same
 - Greet students and help them to select reading material at their level
 - Enforce a "culture of English" in the library and other Elan expectations
 - Assist students in following the library flow while fostering independence
 - Interview students by discussing literary devices and encouraging critical and creative thinking
 - Administer, correct and record the results of quizzes, book reports, and interviews

- Conduct library trials for new students and phonics tests for children too young for the library
- Provide induction sessions for new library students to help them adapt to the system
- Motivate the students and foster a love for literature and writing
- Guide teachers who come to assist you in the library

Salary and Benefit:

1. Monthly salary: 14000RMB to 22000RMB, before tax
2. Monthly teaching hours bonus and incentive bonus
3. Discretionary bonus based on annual performance
4. Up to 8000 RMB flight reimbursement (one-way to or from, or return to your home country) after completing a one year contract
5. Health and accident insurance for a one-year contract
6. A legal Z Work Visa with work permit provided
7. Arrival Support: Airport pick-up
8. Up to 1200RMB hotel fee reimbursement, paid after the 2 months' probation period
9. 10000RMB start-up loan for accommodation (Teachers have to provide their passport and accommodation contract as a guarantee until the loan is paid back in three months).
10. Chinese Public Holidays plus 11 days for paid annual leave. 3 days full paid sick leave and 7 days half-paid sick leave (teachers need to provide sick note get from local hospital).