

# Welcome To Education First



## The School

Education First Nanjing was established in 2002, and has grown to include five schools serving over 3000 students aged 3-18. Our diverse teaching staff is comprised of thirty-five foreign teachers from eight different countries and twenty-five local Chinese teachers, and is growing all the time. Our schools are equipped with cutting edge technology and all the resources needed to make both the teaching and learning experience outstanding.

At Education First Nanjing, we are looking for motivated, professional, and open-minded people who want to make a difference. We want our teachers to deliver high quality, creative and engaging lessons to our students. If you think that can be you, you've found the right place.

Joining our schools, you will be joining a team with rapid growth, which means in the future there will always be Senior Teachers and Directors of Studies needed, career growth is at the heart of our company.

## The Management

Investor:	Queena Tian
Production Manager:	James Cullimore
School 1 Centre Manager:	Dora Sun
School 1 Director of Studies:	Christopher Olford
School 2 Centre Manager:	Catherine Shen
School 2 Director of Studies:	Colin Smith
School 3 Centre Manager:	Monica Hua
School 3 Director of Studies:	Olena Livermore
School 4 Centre Manager:	Ann Fu
School 4 Director of Studies:	Blake Livermore
School 5 Centre Manager:	Stina Shi
School 5 Director of Studies:	Emily Dunhill



## The Job

Our school offers one contract package of over 180,000 RMB to a new teacher.

15,800 RMB-19,000RMB	Monthly Salary
10,000 RMB	Flight Allowance
4875 RMB	Aetna Health Insurance
300 RMB	TKT Qualifications through the University of Cambridge
6,000 RMB	Visa Application
22	Days holiday (10 days paid + 12 National Holidays) per year
If you decided to stay for a 2nd contract	



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Monthly Salary rises at least 10% for the renew contract  
10,000 RMB                      Flight Allowance  
3 weeks                         Contract Break (Return home or travel)

## Job Responsibilities

Teach kids in China aged 3-18 in groups up to 12 students  
Planning and delivering lessons to children  
Using electronic media and EF-developed courseware to teach English efficiently and effectively  
Evaluating student progress and providing ongoing guidance for improvement to both students and their parents  
Assigning and evaluating out of class exercises  
Participating in social activities with students organized by your school to encourage oral English proficiency

## Core Responsibilities

40 hours per week (20 teaching hours / 20 office hours) Plan, prepare and teach classes to a range of ages  
Test new customers level of English (Oral placement tests)  
Work closely with the other departments of the school  
Complete administration work (Tests / Student reports etc...)  
Attend workshops on a range of aspects of teaching  
Promote the school in additional marketing events  
Teach additional classes during peak season (+6 hours)

## The Courses

All English First courses aim to improve a student's reading, writing, speaking and listening. Our courses for young learners also focus on the teaching of phonics. In general, most English First courses focus on teaching vocabulary and language structures in communicative activities.



### **Small Stars / 3-6 years old**

Small Stars is a course which aims to introduce children to basic vocabulary, while also improving their reading and writing. Each class contains, songs, vocabulary games and speaking and writing activities.



### **High Flyers / 7-10 years old**

High Flyers is a course which aims to develop a child's reading, writing, speaking and listening. Each class contains videos, stories, vocabulary, language games, grammar presentations and a whole range of activities.



### **Trailblazers / 11-14 years old**

The Trailblazers course follows a group of teenagers through a plot based book. During each lesson, students will study a range of vocabulary and grammar while also developing all four skills, the students have chance to practice this language in role-plays, debates, discussions and many other speaking activities.



### **Frontrunner / 14-18 years old**

The Frontrunner course focuses on listening, reading, writing and speaking. Students learn language through real life topics and will engage in real life activities such as problem solving, role-plays, debates and presentations.

## The Year

Maybe you're wondering what the next steps are; here's a short breakdown of the next 15 months:

### **Pre-arrival**

Interview

Be Interviewed by the Director of Studies

Job Offer	Receive your formal job offer
Full Contracts	Sign the contracts
Visa Application	Complete the visa application in your home country
TEFL Qualification	Complete your TEFL promptly if not already completed
Blue Card application	Complete an application for the EF 'Blue Card' (See next page)
Book Flights	Book your flight to China

**For the visa process we will need the following:**

- Scanned copy of your degree/TEFL certificate/passport/police background check
- mailing address
- degree authentication by Chinese Consulate
- background check
- medical check
- Copy of your resume / CV

**PLEASE NOTE**

- **DO NOT PURCHASE ANY FLIGHT TICKETS UNLESS INSTRUCTED BY OUR SCHOOL**
- **BE PROMPT WITH SENDING DOCUMENTS FOR THE VISA APPLICATION**

**First Month**

Welcome dinner	Be taken out for a traditional Chinese meal with your co-workers
Observe lessons	Observe between 20-30 hours of classes
Pink Book	Complete the English First 'Pink Book' (A comprehensive training program)
Co-teach	Co-Teach a range of classes with an experienced teacher
Begin teaching	Start to teach a range of classes
DoS Observation	Be observed by your Director of Studies

**3 months / 6 months / 9 months**

Workshops	Attend bi-monthly workshops on teaching
Meetings	Attend weekly meetings on the school business
Observations	Be observed by your Director of Studies (every 2-3 months)
Evaluations	Receive a quarterly evaluation

## The 'Blue Card'

All English First teachers must have an English First 'Blue Card'. The English First Blue Card shows our students, parents and customers the following:

- You have a TEFL certificate

-You have a TKT certificate (This is a short teaching examination you sit in your first 3 months at school) -You have taken a background check

You will receive your Blue Card by applying for the card at <http://www.efbluecard.com/>. The first stage will be completed by yourself by logging onto the website, applying and uploading various documents. Once you have passed the background check and arrive in China you will then sit the TKT (Teaching Knowledge Test).

Once this has been completed you will then receive your English First 'Blue Card'.

**To begin the process, you will need to upload the following documents:**

- \* One copy of your CV/Resume.
- \* Copy of your Degree certificate
- \* Copies of any TEFL / Teaching Certificates
- \* A copy of your passport
- \* One scanned passport sized photograph.
- \* One copy of the Disclosure form filled out
- \* One copy of the '4 in 1' form filled out

## The City

With a balance between history and modernity that few cities can rival, Nanjing is a continually fascinating place to call home. Located on the Yangtze River, this city of over eight million people has been the seat of five different governments over the course of its 2500 years of history. Boasting a number of top-tier Chinese universities, Nanjing is a young and energetic city, although a surprisingly large number of parks and lakes scattered throughout the city provide a haven from the bustle of the city at a moment's notice. A short 30-minute subway ride from the city center will find you in the rolling hills and lush subtropical forests famous throughout the region and give you a taste of a more traditional, rural China. With scenic mountain hikes and ancient monuments only a short trip from upscale shopping malls and Western restaurants, bars, and clubs, Nanjing truly has something for everyone.



NANJING



NANJING EYE



ZIFENG TOWER



NANJING MUSEUM



## Getting Around

Transport around Nanjing is convenient and inexpensive. Although there are always taxis available to take you anywhere in the area for only 15 RMB, the equivalent of about \$2 USD, you will rarely need to use them. There are five subway lines in operation that serve every major district in the city, as well as dozens of bus lines that can take you to less often travelled areas. With more subway lines opening in the coming years, you can rest assured that you will never have trouble getting around. If you like a bit more freedom, bikes and e-bikes are relatively inexpensive and readily available.

## Places of Interest Around Nanjing

### Purple Mountain

Located in the heart of the city, Purple Mountain is a green oasis in the center of a modern metropolis. The mountain contains several different parks and lakes, which are open for swimming in the summer, and houses two of Nanjing's most famous tourist sites: The UNESCO World Heritage inscribed Ming Tombs, where the first emperor of the Ming Dynasty is buried, and The Sun Yat-Sen Mausoleum, where the "Father of modern China" has been laid to rest.



PURPLE MOUNTAIN



PURPLE MOUNTAIN



## Nanjing Museums

Nanjing is home to some of the finest museums in China. The Nanjing Museum was China's first modern museum and houses a plethora of rare Chinese artifacts. The Presidential Palace dates back six hundred years and has been the seat of five governments and contains the China Modern History Museum. The Nanjing Massacre Memorial Hall is a wonderfully thorough and carefully planned, if somber, testament to the genocide that occurred in Nanjing under Japanese occupation prior to World War II. In addition, the City Museum of Nanjing, the Taiping Kingdom History



Museum, the Nanjing City Wall Cultural Museum and more mean that you will never run out of history and artifacts to explore.

## Fuzi Miao (Confucian Temple)

The temple itself is a peaceful and intriguing retrospective on the life of one of China's most influential thinkers, but the main attraction lies in the surrounding streets and allies. Here you can find everything from McDonald's to local favorite duck blood soup, and shop for handmade trinkets, fake Rolexes, and everything in between.



FUZI MIAO

## Xuan Wu Lake

This sprawling lake is set beside Purple Mountain and surrounded by high rises and skyscrapers, but still offers a peaceful place to do any number of activities. Take a stroll around the islands that rise up from the lake, walk along the Ming dynasty era city wall, rent a paddleboat, try windsurfing, or just sit and reflect at one of the temples. It's easy to while away an afternoon or even an entire day exploring this scenic area.



XUAN WU LAKE

## Shopping



As a modern city, Nanjing offers almost any product you could want to buy, although imported food and cosmetics can sometimes fetch a premium price. Clothing options are plentiful, but be wary that large sizes, especially in footwear, are often difficult to find in China, even if the largest cities.

Large western chains such as Wal-Mart and Watson's are common, and offer access to many western goods that are unavailable in smaller Chinese cities. Some smaller local supermarkets will not carry certain foods that would be considered staples in the West, such as cheese, ground beef, and certain spices, but anyone arriving in the city can rest assured that they will have assistance in finding stores that carry all their favorites.

DEJI PLAZA

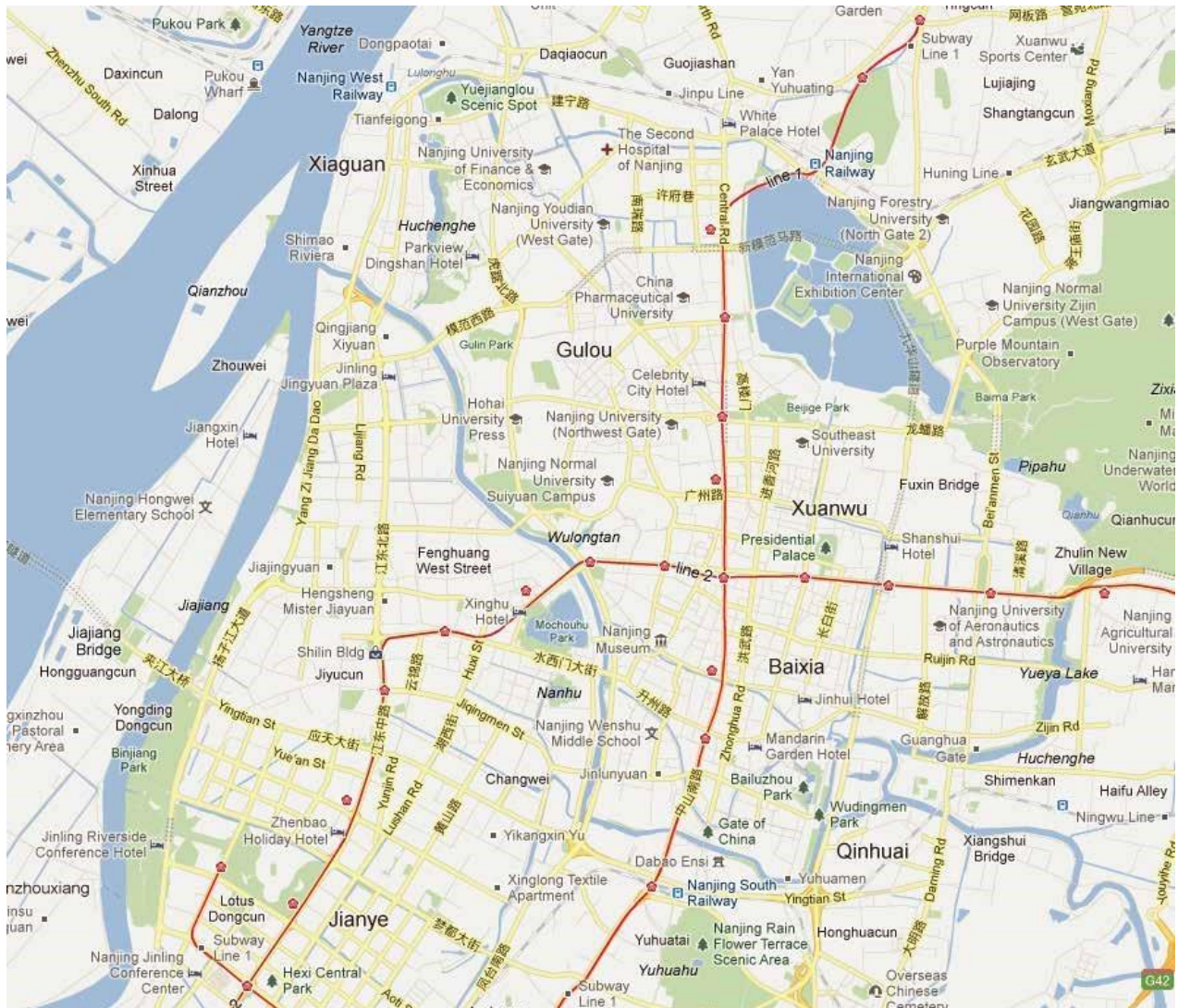


AQUA CITY



# Transport

One of the most attractive features of Nanjing is the ease of travel to and from the city. There are fast trains that allow travelers to reach Shanghai in less than two hours, Beijing in less than five, and Chengdu, on the other side of China, in only twelve hours. The international airport also serves every major city in China as well as a number of countries in central and Southeast Asia and a few in Europe. No matter your travel destination, Nanjing will be more than able to accommodate your needs.



## Leisure Activities

Leisure time in Nanjing is never boring, with an endless option of activities to choose from. There are places all over the city to play sports including tennis, racquetball, basketball, bowling, paintball, and even archery, and there are several gyms and swimming pools to choose from if you want to exercise.

There is a plethora of Western and international restaurants in Nanjing, serving cuisine from all over the world from Mexican to Nepalese to German to Turkish, there's something to satisfy any palette. There are plenty of fast food options, including McDonald's, KFC, Burger King, and Pizza Hut, and of course every neighborhood has its own local restaurants and food carts, serving food from every corner of China. There are several districts that contain a number of Western bars and clubs, interspersed with more traditional Chinese bars playing cheesy pop and serving shot glasses of Tsingtao beer. One would be hard pressed to try to visit all of them, but some of the highlights include the following: Jimmy's is an American owned bar that is a staple of the expat community. If you miss watching Western sports, this is the place to catch a game of baseball or basketball, or to watch the latest Premiership fixtures. 1912 is a district composed entirely of bars of clubs, and a favorite nightlife spot for teachers on the weekends. Mezzo and Scarlet are two clubs that are popular for dancing, while Blue Marlin is a good spot to see some live music and shoot a game of pool.

Sacco and Prime are two upscale establishments where you can enjoy a well-made martini or indulge in a fine wine selected from an extensive list.

More information on nightlife hotspots and restaurants (and much more) can be found at [NanjingExpat.com](http://NanjingExpat.com).



1912



1912

## Places Nearby

Because of Nanjing's location on the high-speed railway connecting Beijing and Shanghai, travel times are minimal and one can reach distant cities and provinces with ease. However, there are quite a few nearby options that should not be missed.

### Shanghai

Little needs to be said about this major international destination. Home to one of the most distinctive and breathtaking skylines in the world, Shanghai offers a little taste of home to visiting expatriates. Though it can be pricy at times, it is an easy option for a weekend getaway, costing under 200 RMB and less than two hours on the train.



SHANGHAI

### Suzhou

Often referred to as the “Venice of the East,” this small city is built around an ancient system of canals and waterways. It houses the UNESCO World Heritage inscribed Classical Gardens, a collection of traditional Chinese style gardens which are as distinctive and carefully maintained as they were during Marco Polo's visit 500 years ago.





## Huang Shan (Yellow Mountain)

Pictured on the back of the 5 RMB note, Huang Shan is widely considered to be China's most beautiful mountain. Located in Anhui, the province adjacent to Nanjing's Jiangsu, Huang Shan is about a three and a half hour bus ride away and offers beautiful hiking trails and an unparalleled panoramic view from the summit. Nearby this stunning mountain are several famous ancient towns, most notably Xidi and Hongcun, which offer a rare glance into a Chinese way of life that has changed little over the course of the last 2000 years.





# Career Development

At English First Nanjing we offer an enormous range of courses, qualifications and positions to develop your teaching and career. Here is a short overview of what we can offer:

## Positions

Senior Teacher

Director of Studies

Senior Director of Studies

Support the Director of Studies

Manage a team of teachers

Support a team of Directors of Studies

## Qualifications

TEFL Certificates

TESOL Certificate

DipTESOL

Learn the basics to lesson planning, language and teaching

Gain more in depth knowledge on teaching and language

Gain a comprehensive understanding on every aspect of teaching

## Short Courses

Teaching Phonology

Teaching Grammar

Teaching Lexis

Learn how to incorporate phonology into your teaching

Review English grammar and gain skills to teach it more effectively

Gain a broader range of methods for teaching lexis in class

Please chat to your Director of Studies if you are interested in any of the following.