

# Work for Anglia

## English Summer Schools

Inspiring English in Action



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# 1. Introduction

Dear Applicant,

In this “Work for Anglia” document you will find all details about working for Anglia, like the positions, procedures and opportunities offered at our English Summer Schools.

If you have any questions, do not hesitate to contact me at [staff@anglianetwork.eu](mailto:staff@anglianetwork.eu).

Regards,

Melanie Testers-Bastiaansen  
Recruitment Coordinator  
T. 0165-590286

## 2. Advantages

Working with Anglia is serendipity because:

- **Anglia Format**  
The step by step format offers structure and stability.
- **Training**  
You will be trained by professionals with many years of experience in teaching.
- **Experience & Building up your CV**  
Gaining experience in tutoring in English and a certificate for your CV at the end.
- **Global**  
We now support the Global Education Practicum of University College Roosevelt in Middelburg, which involves teaching in India and Brazil.
- **Network**  
We have an enormous network of experienced professionals and young fresh talent. If you work for Anglia you will get in contact with new people with the same affinity with teaching the English language.
- **Refreshing**  
You are working in an environment where the students are motivated, because it's their own choice to participate, which makes them more fun to work with. Furthermore we use different ways of teaching, including games and inspiring activities.
- **Employment**  
Possibilities as free-lancer, employee, trainee or volunteer.
- **Diversity of projects**  
We are organizing many different projects, like the popular Summer Schools and Activity days, but we also offer Business English and tutorials.
- **Positions**  
A job that suits you and extends your education and expertise. For example tutoring, assessing or managing a complete summer school.



"I started as a volunteer but now have a job".  
Katarina



"My experience helps me in  
my studies". Frenck



After a successful week at the Summer School  
I was offered a job. Dounia

## 3. Recruitment Procedure

### 1. Apply

Candidates apply on [staff@anglianetwork.eu](mailto:staff@anglianetwork.eu) or on our website with the following information:

- a. CV
- b. Motivation letter
- c. Photo
- d. Weeks available in July & August
- e. Preference locations

### 2. Interview

We plan an interview with you on Skype.

### 3. Confirmation

Confirmation by e-mail.

If you are hired it does not mean you are scheduled definitely. Employment depends on the number of registrations per location.

### 4. Documents

Candidate sends the following documents:

- a. Copy ID
- b. BSN Number
- c. Professional Reference (standard form)
- d. Proof of English Proficiency

### 5. Training

We have an online training. The training takes about 2-4 hours and has to be done before the Summer School starts.

### 6. Planning

1<sup>st</sup> of July, draft proposal based on the registration at that moment. If we have enough registrations your job is definite.

### 7. Contract

Week 28 (11-07-2016): Anglia will send the contracts and Summer School details.

### 8. Definite Planning

10 days before Summer School the registrations of students stops and we send out the definite staff planning.

### 9. Payment

The staff member will send Anglia their declaration form within one week after the Summer School.

The Head Office will take care of payment within one week after receiving the completed and signed form.

### 10. Evaluation

In September Anglia will send out a digital evaluation form.

### 11. Certificate

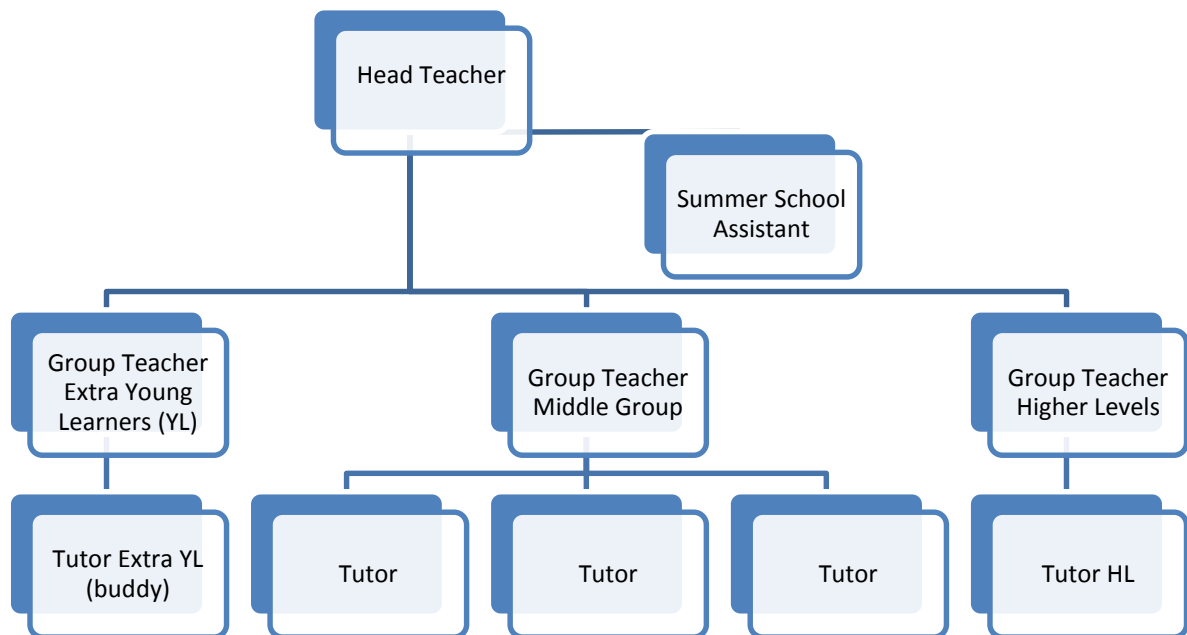
After receiving the evaluation Anglia will send the staff member a certificate.

## 4. Summer School & Staff

### a. Positions

- Head Teacher
- Group Teacher
- Tutor
- Summer School Assistant
- Anglia Ambassador

### b. Team



A Summer School has between 25 and 60 students per location. The participants are placed based on their age, to offer a matching programme. Within the group we create small teams based on their English level.

If we have “full house,” we have a team as described above. If we have fewer participants, the team will have a different structure based on the number of students and their English level. Basic rule is 1 staff member for every 6-7 students.

### c. Weeks & Locations

Week 32 (8-12 Aug)

- Utrecht
- Roosendaal
- Meppel

Week 33 (15-19 Aug)

- The Hague
- Rotterdam
- Amersfoort

- Apeldoorn
- Utrecht
- Middelharnis

Week 34 (22-26 Aug)

- Amsterdam
- Enschede
- Groningen
- Zwolle
- Alkmaar
- Leeuwarden
- Emmen
- Nijmegen

Week 35 (29 Aug – 3 Sep)

- Maastricht
- Roosendaal
- Middelburg
- Venlo
- Den Bosch
- Eindhoven



## 5. Job Description Head Teacher

The head teacher is responsible for the whole organization during the Summer School.

Tasks and responsibilities:

- During Summer School
  - Managing and instructing staff, organizing schedules and facilitating daily meetings
  - Leading all daily assemblies and presentations
  - Supervising programs, making adjustments where necessary
  - Contacting and liaising with parents
  - Contacting partners and local press as necessary or as directed by Anglia
  - Reporting to Anglia Network Europe on a daily basis
  - Teaching when necessary
- Preparation Summer School
  - Attend HT Meeting
  - Following online training
  - Attend HT Training
  - Fill in promotion plan
  - Support staff interviews (if requested)
  - Info Presentation at Summer School Location
  - Organize Summer School Staff Meeting
  - Receive Anglia Supply Box
  - Check Summer School location and arrange key handover if applicable
- Evaluation
  - Attend HT Evaluation Meeting
  - Fill in evaluation forms Summer School Organization and Staff
- Optional
  - Follow up promotion plan, take care of PR Activities (job description ambassador)

Requirements:

- Proof of English proficiency at a C1 level
- Age 25+
- Teaching experience and training (ATTC II or similar TEFL)
- Time, staff and budget management skills
- Enthusiastic & Energetic
- Organizational skills
- Good communication skills
- Computer competency (Skype, mail, etc.)
- Professional Reference (standard form)
- Anglia knowledge





Extra tasks

<b>Task / Activity</b>	<b>Period</b>	<b>Estimated Time</b>
Head Teachers Meeting During Members' Meeting	09-03-2016 14:00-16:50	3 hours + travel expenses
Support staff interviews	March-June	By request by recruitment coordinator. 0,5 hour per interview.
Head Teachers Training Utrecht	25-05-2016 16:00-19:30	3 hours + travel expenses
Summer School Info Presentations at schools	April/May	2 hours for each presentation
Summer School Staff Meeting	July/August	1 hour per Summer School
Head Teachers Evaluation Meeting Utrecht	17-09-2016 10:30-13:30	3 hours

The extra tasks mentioned above are a fixed part of the job. It is compulsory to attend these meetings / fulfill these tasks as a Head Teacher.

## 6. Job Description Group Teacher

The group teacher is responsible for teaching a group of students.

Responsibilities:

- Leading a group of approximately 20 pupils under the guidance of a Head Teacher
- Speaking at daily assemblies and presentations
- Instructing the tutors
- Following group programs and suggesting adjustments where necessary
- Guiding activities in the afternoon
- Reporting via e-mail, Skype and telephone as directed



Requirements Extra Young Learners:

- Proof of English proficiency at B2 level (Advanced)
- Age 20+
- Teaching degree (2<sup>nd</sup> degree or PABO)/certificate (TEFL)
- Professional Reference (standard form)
- Enthusiastic & Energetic
- Social skills
- Experience with the group Extra Young Learners (Primary School)
- Able to teach by playing games, singing and dancing

Requirements Middle Group:

- Proof of English proficiency at C1 level (Masters)
- Age 20+
- Teaching degree (1<sup>st</sup> or 2<sup>nd</sup> degree)/certificate (TEFL)
- Professional Reference (standard form)
- Enthusiastic & Energetic
- Social skills
- Experience with the target ages (Secondary School)
- Good motivator during the lessons in the morning and the activities in the afternoon

Requirements Higher Levels:

- Proof of English proficiency at C2 level (near native)
- Age 23+
- Teaching degree (1<sup>st</sup> or 2<sup>nd</sup> degree)/certificate (TEFL)
- Professional Reference (standard form)
- Enthusiastic & Energetic
- Social skills
- Independent (only teacher in the afternoon)
- Experience with the target ages ("Bovenbouw")
- Inspiring and stimulating



### Optional extra tasks

- PR Activities
- Guiding guest students from abroad

Check the job description of Anglia Ambassador for more details.

## 7. Job Description Tutor

The tutor will assist the group teacher during the lessons.

Responsibilities:

- Tutoring small groups of 4 to 9 pupils
- Working with provided materials
- Reporting using standard forms
- Supporting task, participate during activities
- Motivate & Stimulate students to speak English

Requirements Extra Young Learners (Buddy):

- Proof of English proficiency at B2 level
- Age 16+
- Some form of teaching experience or training
- Professional Reference (standard form)
- Social skills
- Enthusiastic & Energetic
- Experience/affinity with the group Extra Young Learners (Primary School)
- Able to teach by playing games, singing and dancing

Requirements Middle Group:

- Proof of English proficiency at B2 level
- Age 18+
- Some form of teaching experience or training
- Professional Reference (standard form)
- Social skills
- Enthusiastic & Energetic
- Experience with the target ages (Primary and Secondary School)
- Good motivator during the lessons in the morning and the activities in the afternoon

Requirements Higher Levels:

- Proof of English proficiency at C2 level
- Age 23+
- Some form of teaching experience or training
- Professional Reference (standard form)
- Social skills
- Enthusiastic & Energetic
- Able to work independently
- Experience with the target ages ("Bovenbouw")
- Inspiring and stimulating

### Optional extra tasks

- PR Activities
- Guiding guest students from abroad

Check the job description of Anglia Ambassador for more details.

### Traineeship

The job as a tutor extra young learners (buddy) is a perfect opportunity for TTO students to accomplish their traineeship (maatschappelijke stage).



## 8. Job description Summer School Assistant

The assistant will take care of supporting tasks during a Summer School week.

Responsibilities:

- Be a friendly and encouraging English speaking host
- Welcoming parents and students
- Getting supplies
- Preparing drinks and snacks
- Taking pictures and making short movies
- Selecting and e-mailing pictures to Anglia Head Quarters
- Assisting Head Teacher preparing closing session (working beamer, enough chairs, etc.)
- Guiding a small group during activities

Requirements:

- Proof of English proficiency at B2 level
- Age 16+
- Good organizational skills
- Team player attitude
- Computer (and digital camera) competency
- Representative / host



### Traineeship

The job as a teacher assistant is a perfect opportunity for TTO students to accomplish their traineeship (maatschappelijke stage).

## 9. Job description Anglia Ambassador

The Anglia Ambassador is representing Anglia and promoting the Summer Schools in this case. This can be done for example at open days, school visits, information meetings at schools, hanging posters and spreading flyers. Another option is being a guide for our students from abroad (option B).

As an ambassador you don't have to fulfill both responsibilities. You can apply for one of them.

### A. Responsibilities PR Activities:

- Representing Anglia
- Promoting Summer Schools
  - Acquisition
  - School visits / Open Days
  - Networking
  - Spreading PR materials
  - Present information meetings
  - Mailings
- Reporting to Summer School coordinator

### B. Responsibilities Guide:

- Representing Anglia
- Guidance
  - Picking guests up at the airport
  - Travel by public transport
  - Introduce the guests to their host families
  - Bring them back to the airport
- Guide students during a Anglia trip (outside regular Summer School programme)

### Requirements:

- Age 18+
- Proof of English proficiency at B2 level
- Good communication skills
- Commercial attitude (PR Activities)
- Representative
- Anglia knowledge
- Enthusiasm
- Reliable and punctual



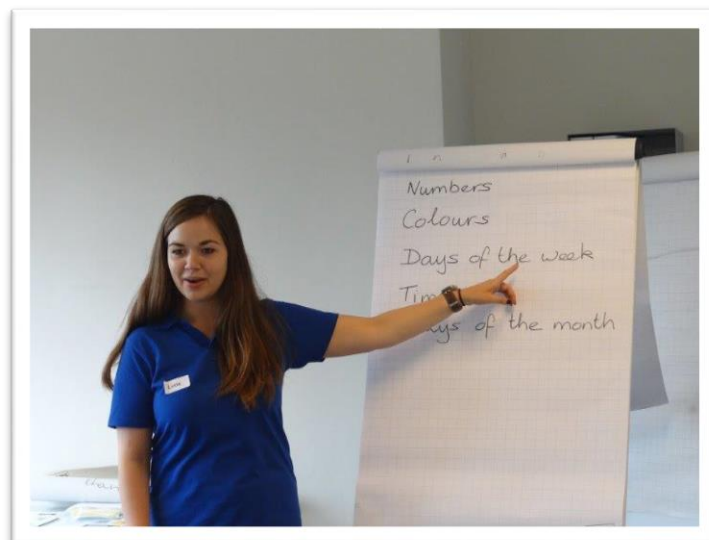
## 10. Traineeships during Summer School

During the Summer Schools we have different possibilities to fulfill a traineeship. This can be done in all the positions as mentioned before. During a traineeship you will get credits or study points, which means it's not a paid position.

During the Summer School period you will be guided by our National Trainee Mentor and of course on the job by your (head) teacher.

As a trainee you have to successfully complete our online training, so you are well prepared for the job. You will not only observe but you will also move into action! We prefer Teacher Trainees to work in pairs, so you can observe each other's classes and you have time to work on your assignments given by your school.

Your traineeship will be completed with a detailed certificate of participation.



# 11. Contracts

## A. Head Teacher -> Employment

The Head Teacher will get an employment contract as of the 1<sup>st</sup> of April until the 30<sup>th</sup> of September. Payment will be done in June and September, after receiving the working hours registration form and statement of expenses. The Head Teacher can find the pay check online by using the Employee Self Service (ESS).

## B. Group Teacher – Tutor – Ambassador, Assistant -> Assignment agreement

The group teacher, tutor, ambassador and teacher assistant will get an assignment agreement. This means you will not be on the payroll but you are hired like a “freelancer.” After receiving the declaration form you will get paid nett. At the end of the year you have to report this income “Resultaat uit overige werkzaamheden” at your “Aangifte Inkomstenbelasting,” so you will pay taxes afterwards.

## C. Credits

Instead of payment as mentioned above, it's possible to be paid in credits. The credits can be used for a course, teacher trip, ticket, books or other products related to Anglia.

## D. Trainees -> Traineeship agreement

The trainee will get a Traineeship agreement. Payment of expenses will be done afterwards after receiving the declaration form including receipts.

## E. Certificate

After the payment and evaluations have been completed, we will send you the Anglia Summer School certificate by e-mail.

## 12. Payment

### A. Payment Summer School Week

During Summer School the lessons will take place in the morning. In the afternoon we have a mixed programme of activities and lessons. Because the job is a combination of teaching and activities the payment is a fixed amount per week and not by the hourly rate as done at projects during the year.

Position	Junior	Medior	Senior
Head Teacher 25+ Complete week Monday-Friday	450	600	800
Group Teacher 20+ Monday-Friday 8:30-12:30 Monday-Friday 13:00-16:00	250 +100	300 +100	350 +100
Tutor 18+ Monday-Friday 8:30-16:00	175 (18-20 yr)	225 (21 yr)	275 (21+ yr)
Tutor Extra YL (Buddy) 16+ Monday-Friday 8.30-12.30	65	75	85
Summer School Ass. 16+ Monday-Friday 10:00-16:00	100	125	150

The gross amounts mentioned above are meant as an all-in salary, so there will be no compensation for training, travelling time, team meetings, etc.

### B. Payment Extra Tasks

During Summer School we have a fixed amount per week, but extra tasks like PR activities or guiding guests will be paid per hour, based on age.

Age	Salary per hour
Head Teacher	15,-
23+	10,-
22	9,-
21	8,-
20	7,-
19	6,-
18	5,-



### C. Payment Traineeship

Travel expenses and accommodation costs will be covered (max € 50,- per week) and you will get a certificate at the end as proof of your traineeship.

### D. Development

If you are working several weeks you can develop to the next level. For the first project you will be scaled at junior level<sup>1</sup>. After one successful week, you will move up to medior level because we expect that you can do the job more independently. If you are scaled at medior, for example because you have already done an Anglia project before, you will be senior at the second and third week. You can move up one level per year.

Besides the development within the job we also offer you the opportunity to develop yourself during the year and get more experience as a tutor or group teacher. We have several projects like activity days, exam training, tutoring, prep courses VO, etc. If you are interested, contact our recruitment officer.

### E. Travel Expenses

Travel expenses are covered based on the public transport receipts or € 0,19 per km. If travel expenses rise above the costs for accommodation as mentioned below we prefer to book an accommodation.

Please be aware that when you are travelling by public transport and you are using the OV-chipcard you need to register upfront to get a specification of your travel expenses afterwards. No receipt = no payment.

### F. Accommodation

Although we always try to find a location near your hometown, it is possible that you are scheduled further away. Anglia will help cover the costs of accommodation.

Position	Amount € per week	We recommend
Head Teacher	+/- 250	B&B
Group Teacher	+/- 175	B&B
Tutor	+/- 100	Host Family
Teacher Ass.	-	

- The participant is primarily responsible for arranging the accommodation.
- Anglia will offer support in finding accommodation, if requested.
- Please make sure you have a receipt for payment. No receipt = no payment.

### G. Travel Expenses Abroad

When you are living abroad, Anglia will pay your travel expenses as following:

Position	%
1 week	50
2 weeks	75
3 weeks	100
4 weeks	100

<sup>1</sup> Tutors are also scaled by their age, because of "Wet Minimum Jeugd lonen".

1. Anglia will pay the travel expenses afterwards, when the costs are specified with receipts.
2. The participant will try to travel the most cost-efficient way.
3. Max € 400.

## H. Payment Form

Within one week after the Summer School, we would like to receive a completed and signed declaration form by e-mail: [Staff@anglianetwork.eu](mailto:Staff@anglianetwork.eu). The form can be found on our website, and must be submitted digitally (not hand written).

All complete forms will be paid within two weeks.

## I. Questions

Any further questions? Please contact Melanie Testers on [staff@anglianetwork.eu](mailto:staff@anglianetwork.eu) or on 0165-590284 (Tuesday & Friday).