

## **RECRUITMENT NOTICE**

BUSU English Academy for K-12  
Beijing Foreign Studies University (BFSU)

### **I. Job Description**

1. Job Title: English instructor
2. Responsibilities:
  - a) Lesson planning, teaching 4-8 years old kids English, communicating with parents, etc;
  - b) The teaching requirement is 30 periods/week (1 period = 40 minutes). In the case employee receives less than the above listed classes employer shall still pay the listed monthly salary and may assign other teaching or administrative duties. Overtime payment is made at certain rate per class;
  - c) Work hours are 8 hours per day including teaching hours, an average of five days per week though some exceptions will be made for scheduling and working some extra days to cover for Chinese national holidays.
3. Salary and benefits:
  - a) Salary will be paid monthly and based on employee's education and experience (RMB12, 000 and above);
  - b) Employee will receive 10 days paid vacation for a contract year;
  - c) The organization will reimburse one-way ticket or 1/2 a round trip ticket after 8 months of work (up to 4000RMB) and one-way ticket from Beijing to the employee's hometown at the end of one year (up to 4000RMB);
  - d) Our school shall provide health insurance for the employee;

- e) The organization will not provide accommodation and pay the renting fees for the employee, but will provide a free, temporary accommodation (around 2-3 weeks), making sure that the employee has enough time to rent a flat and settle down in Beijing.

## II. Qualification

1. Interested in teaching kids;
2. Professional-level English, English native speaker is preferable;
3. Have got the Bachelor's Degree before Dec, 2011 (otherwise, is not eligible for a work visa in China);
4. Bachelor's degree or above (major in TESOL or a related field will be an advantage);
5. Experience as a teacher of EFL (experience in teaching English to young learners will be an advantage);
6. Challenge taking, willing to practice various teaching approaches;
7. Basic computer skills and open to the usage of educational technology in teaching.

## III. Contact Us

The vacancies will remain open until suitable candidates are found. Please send your CV with a recent photo to [pxzhaopin@fltrp.com](mailto:pxzhaopin@fltrp.com). If you have friends who might also be interested in this job, feel free to send this notice to them.

Thank you for your attention.