



INFORMATION FOR HOST TEACHER APPLICANTS

INTRODUCTION

Seapoint Homestays UK is an organisation specialising in language teaching in the tutor's home. Many students are beginning to realise the potentials in learning away from traditional lessons taken in a school. More and more students come to the UK to language schools but many realise that teaching is only a small part of their day and many spend the rest of the time speaking to students in their own language therefore disadvantaging themselves in progressing fully.

Therefore, with our courses the student lives in your home as a member of your family, takes lessons with you which are usually tailor made for their specific needs and the rest of the time is spent engaging in everyday activities and speaking English everyday, all day!

Busy times for home tuition is usually during the holiday periods, mainly summer and this is when Host teachers are most in demand.

Home tuition is a very rewarding and satisfying way of teaching and earning a living but can also be quite demanding because of the intensity of time spent with the students. You must be aware that as home tuition is based on dedicating yourself to the student you cannot be working full or part-time during those times you have specified availability. We also ask that if you have young children, child care must be organised for the hours you will be teaching. Home tuition can suit anybody from a mainstream teacher wanting to earn some extra money during the summer to a retired person with teaching experience. However, whoever you are it is imperative that you have a genuine interest in welcoming students of different nationalities into your home and family, have a warm and pleasant manner and above all love teaching!



QUALIFICATIONS

You ideally will hold a recognised teaching qualification in Teaching English as a Foreign Language or be working towards such a qualification. However, we will consider those host teachers who have a recognised degree coupled with some teaching experience for teaching junior programs. We do insist that all teachers hold a TEFL qualification for the business courses.

CLASSES

You will provide the student with between 10 to 30 hours per week of lessons. There is also a package available where 2 or more students are placed together and take lessons together.

We stipulate that tuition be given in the daytime and not in the evenings or weekends unless a full day excursion has been booked (we will confirm this at the time of booking).

We will provide course material (on loan) for each student that you host but you are welcome to add to this material with anything you think is suitable. You must have use of an audio-cassette player.

One day workshops will be available to learn how to deliver the most successful course possible.

FREE TIME

Wherever possible we try to match students with you who may share the same interests and hobbies. Students will want to join in everyday life activities with you regardless how boring they seem to you, e.g. shopping, trips to the park with the children, etc. You are required to provide one orientation of your area with them. This should involve

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taking them around the local town and showing them places of interest, local amenities and transport links to other towns. Some students may have requested the City Escape, Cultural Escape or Shopping Plus option and in these cases you will be paid accordingly. However, if students do not book these packages you may still wish to include the student in activities and sightseeing but the student will be expected to pay all entrance fees.

ACCOMMODATION AND MEALS

The host family house should be in a pleasant residential area, ideally close to local amenities and transport. Your home should be comfortable, clean and tidy. Your student should have their own room with a comfortable full size bed. On our 2:1 packages it is permissible for students to share a room. There should be a writing desk with a table or chair, ample drawer and wardrobe space, a mirror and waste paper bin. The student's room should be sufficiently heated.

Bed linen and towels should be changed weekly and the student should have the opportunity to wash clothes weekly. Access to clean bathroom/shower facilities is essential.

Three meals a day should be given to your student: breakfast, lunch and a substantial hot meal. You/your family must take all meals with students.

Naturally we will have to inspect your accommodation before we can place a student with you.

ADMINISTRATION

You will have to provide the following:

- An end of stay report, copy to us at end of stay.
- A detailed record of lessons given each day signed by both students and you, copies to us at end of stay.
- An end of course progress report.
- A certificate of achievement (provided by us).

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PAYMENT

Payment will be paid directly into your bank account at the end of each Course (up to the duration of 2 weeks) for longer courses payment will be paid fortnightly.

NOTE

You will be working as a self-employed teacher therefore it is advised you declare all earnings to the Inland Revenue. We must also remind you that if you are in receipt of any benefits from the DSS, you should declare any payments from Seapoint Homestays UK.

INSURANCE

You should make arrangements with your home insurers to cover you for 'paying guests' as we do not accept responsibility for accidental loss or damage caused by students placed with you.