

## **Job description**

The BEO college courses are designed to assist students who wish to study overseas at under-graduate or post-graduate level. BEO students are highly motivated and our courses are very demanding, requiring both intellectual and academic ability, together with a considerable commitment of time and effort.

Full-time teachers at BEO are expected to have an excellent understanding of academic English and a genuine interest in teaching. Details of the post include:

### ● **Teaching:**

- Courses related to EAP, such as academic writing, academic reading, presentation skills, speaking.
- Research methodology
- Tutorials
- Exam related preparation – for example, TOEFL, IELTS, GMAT, GRE, SAT etc.
- Demonstration lessons
- Seminars
- Private lessons
- Other types of lesson as required.

### ● **Other duties:**

- Proof reading (Personal Statements, CV development, Essays)
- Level check testing
- Making and marking exams
- Designing new programmes, teaching materials, etc.



- Assisting with student recruitment activities as required. (Demonstration lessons, interviews, presentations etc)

### **Basic Terms and Conditions:**

To meet student needs, our courses are designed to be taught on weekday evenings and weekends. (Saturday and Sunday)

- Evening and weekend working is required.
- BEO College is open between 9:00 ~ 22:00 seven days per week.
- A normal shift consists of a 5 day 40 hour week with daily working shifts usually split according to the following schedule.
  - 9:00 ~18:00
  - 11:00 ~20:00
  - 13:00 ~22:00
- Average teaching contact hours:
  - 22 hours. However, this may range above or below depending on conditions.
- Remuneration packages (per year):
  - Salaries are competitive with EFL teaching posts at Japanese universities.
- Holidays:
  - 10 ~ 25 days (depending on qualifications) plus national holidays and New Year office closure
- Insurance / Pension package
  - BEO makes statutory state pension, health and employment insurance contributions for full-time staff. Contributions for these and all national and local taxes are deducted from gross salary and paid to the appropriate authorities.
- Type / Level of students
  - The English ability level of BEO students ranges from IELTS 4 to 7 (TOEFL iBT 46 ~ 100)
  - The majority of our students are high school / university students, academics and business / working people.