

GT Teacher Recruitment - Academic Provisions and Requirements Form

Educational Establishment	
Establishment Name	
Address	
Phone Number	
Main Contact Name	
Main Contact Job Title	
Main Contact Email	
Main Contact Mobile Phone	

Teacher Requirements			
How many teachers do you plan to hire?			
Do the teacher(s) need any specific qualifications / experience?			
How long will the teacher(s) be contracted?			
Contract dates	Contract Start Date		Contract End Date
Potential to renew contract?	Yes		No
How many hours per week will a teacher teach?			
Does the contract include teaching weekends?	Yes		No
Does the contract include teaching evenings?	Yes		No
Does the contract include running extra-curricular activities?	Yes		No
Does the contract include supervising break time?	Yes		No
What is the teacher's pay?			

Accommodation (Please tick)					
Is the accommodation arranged by you?	Yes		No		
Accommodation type	Host family		Private apartment		Shared apartment
	Hotel		B&B		Other
Accommodation address					
Is accommodation paid for by the local school?	Yes		No		

Travel (Please tick)					
Are the return flights arranged by you?	Yes		No		
Flight costs	Included in contract		Teacher pays and is reimbursed		Teacher pays

Benefits (Please tick)					

What benefits do you offer teachers?	Daily travel paid for		Free local language lessons		Meals Included	
	Other / Comment:					

Programme Information

What is your educational organisation?	State school		Private school		Language school					
	University		Home tuition agency		Other					
Are the classes in different sites throughout the day?	Yes		No							
What is the age range of your students?	1-5		5-7		7-11		11-14		15-16	
	16-18		18-25		25-35		35-65+			
What is the maximum number of students per class?										
How many hours will each course be in total?										
Class Length										
Class Frequency										

General Facilities Provided by Local School (please write either YES or NO, including any explanatory notes)

Teacher Preparation Area		Laptop / PC for Teachers	
Printer/Photocopier		EFL Resource Library	
Language Lab		Stationary	
Laptop / PC for Teachers		Internet	
Other			

Classroom Facilities Provided by Local School (please write either YES or NO, including any explanatory notes)

Whiteboard		Blackboard	
Interactive board		Whiteboard pens	
Chalk		Classroom PC	
Internet		Other	

Course Information (please write either YES/NO/MAYBE to indicate the courses you would like to run)

General English		General English plus Trinity GESE Exam	
English Conversation		General English plus Trinity ISE Exam	
CLIL		FCE Exam Preparation (B2)	
IELTS		PET Exam Preparation (B1)	
Other		TELC Exam Preparation	

Syllabus (please write either YES/NO)

Local school will provide their own syllabus and materials		Teacher should organise their own syllabus and materials	
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Authorised Signature: _____

Date: _____



