



# M & T Education Consultancy

## Position Vacancies in P. R. of China

Job	School/Institution	Description of Full-time Position
English Teacher	Kindergarten	Full-time classroom teaching job
	International kindergarten	Full-time classroom teaching job
	Children's tutoring school	Tutoring children to speak English
	English training school	Teaching adult to speak English
	International school	Teaching subjects in English
	International high school	Teaching subjects in English
	College or university	Teaching subjects in English
Other Subject Teacher	International school	Teaching science, mathematics, humanity subjects in English
	International high school	Teaching science, mathematics, or humanity subjects in English
	College or university	Teaching science or humanity subjects in English

### Length of the Position

Teachers hired must fulfill 12 months of employment duration, possibly continuing to work for another year.

### Date of Position Application

Guaranteed recruitment is open throughout the year, with positions offered in different locations throughout China.

### Starting date of the Position

A successful applicant will be informed of the date on which employment starts.

### Eligibility for the Position

1. The applicant is a native English speaker and citizen from a Group 1 Country, which includes Australia, Canada, Ireland, South Africa, New Zealand, the United States, or the United Kingdom and Group 2 – Other countries.
2. Applicants for the teacher position from a Group 1 County must have a Bachelor's degree or above. New graduates from university or applicants without teaching experiences are also welcome to apply for the job. Teaching experience is not mandatory.

3. Applicants from Group 2 Countries must have a Bachelor's degree or above with at least two years' working experience after graduation.
4. The applicant preferably has a certificate of TEFL, TESOL or CELTA.
5. Applicants must be below the age of 55.
6. Applicants who apply for the position working with kindergartens must be below the age of 40.

### **Benefits of the Teacher Position**

1. A full-time position of teaching English/other subjects for a period of 12 months.
2. A monthly salary between RMB 8000-25,000 taxable, based on teaching experience subject to the contract.
3. Salary continues to be paid during the school holidays (An applicant who works at the kindergarten or tutoring school doesn't have a school holiday and has paid leave subject to the contract).
4. Free accommodation, excluding utility costs.
5. Reimbursed a free return air ticket of RMB 6000 per year (It will be reimbursed after a full-term contract is accomplished).
6. Reimbursed travel to China insurance cover, including medical and hospital expenses, of RMB 4500 per year (It will be reimbursed when the applicant arrives in the destination and fulfills the period of teaching as agreed).
7. Free accident insurance cover for a year.
8. Free airport pickup.

### **Documents Required to Apply:**

#### **The first documents to be provided by the applicant for the initial job interview:**

1. A cover letter (One A4 page only).
2. A recent resumé including two references.
3. A copy of the applicant's university degree certificate and/or other degree(s).
4. A certificate of teaching qualification/registration, if applicable.
5. Approximate 1-minute video of self-introduction in English.

#### **Other documents to be provided by the applicant who successfully passes the interview:**

1. A copy of the passport including ID page.
2. A passport photo (e-copy or scanned).
3. A Statutory Declaration of the degree(s) notarized by the Chinese Embassy or Consulate in your country.

4. A certificate of a non-criminal record issued by the Police and notarized by the Chinese Embassy or Consulate in your country.
5. A medical examination report.

#### Procedure for application:

1. The applicant sends the first application documents listed above to M & T Education's email address: [mted@mail.com](mailto:mted@mail.com) or [mtedconsultancy@hotmail.com](mailto:mtedconsultancy@hotmail.com)
2. **M & T Education** will advise the applicant in writing to conduct a Skype interview.
3. The successful applicant will be advised in writing to provide a copy of the passport ID page, an e-copy of the passport photo, a Stat Dec of the degree(s), a Police Statement of a non-criminal record, and a report of medical examination after successfully passing the interview. These documents will be directly posted to **the employer** by express mail.
4. After receiving the contract from the employer, the successful applicant needs to sign it within the designated time limit. **A postal receipt and a scanned copy of the signed contract must be emailed directly to M & T Education Consultancy.**
5. The original copy of the signed contracts will be directly posted to **the employer** by express mail.
6. The visa process will commence after the offer letter of employment and relevant travel documentation for visa application provided by **the employer**.
7. The applicant must purchase a return air ticket after being granted the visa to China.
8. The applicant must purchase a 12-month travel insurance cover after receiving the visa.
9. The applicant must then apply for a work permit ID with an official letter issued by **the employer** after arriving in China.

#### Confidentiality and Privacy

Information of the applicant will be kept in confidential and only passed to prospective employers.

#### Contact:

M & T Education Consultancy

Any enquiries are directly emailed to [mted@mail.com](mailto:mted@mail.com) or [mtedconsultancy@hotmail.com](mailto:mtedconsultancy@hotmail.com)

Website: [www.easychinajobs.com](http://www.easychinajobs.com)

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