

Job offer for an English language teacher

People interested in this offer can register through the form that they will find on

<https://transparencia.fundacionumh.es/solicitud-oferta-empleo>

DESCRIPTION OF THE JOB	
Job title	English Language Teacher
Salary	23.310€ (annual gross salary)
Labour regime	employee
Working days	According to the needs
Workplace	Centro de Idiomas de la Fundación UMH (Elche)
REQUIREMENTS	
Education level required *	Degree in Translation and Interpreting in English language, Degree in English Studies or equivalent or Degree in Translation and Interpreting in a language other than English but with certified C2 level of English
Job related experience *	Demonstrable experience in jobs with similar roles
Job duties	Creation of didactic material, translations and teaching
Knowledge required *	<ul style="list-style-type: none"> • High level of writing correction. • Awareness of the levels established by the CEFR in terms of language teaching. • Knowledge of ICTs applied to teaching.
Computer skills *	<ul style="list-style-type: none"> • Basic knowledge of <i>Office Suite 2016</i> • Management of <i>Google Drive</i> and <i>Google docs</i>.
Other requirements	<ul style="list-style-type: none"> • Good oral and written expression. • Versatile person with the ability to adapt to changes • Organized, sociable, proactive and committed to the quality of his/her work and the team. • Availability from Monday to Friday and flexibility outside these hours. Availability to travel to other UMH campuses (Elche, Sant Joan d'Alacant, Orihuela and Altea) and other places in the province of Alicante and Murcia. • Own vehicle.
Other valuable aspects although not required	<ul style="list-style-type: none"> • Be a native. • Knowledge of other languages.

* Essential requirements

NOTE: the deadline for receiving the curriculum vitae ends after 20 days from the publication of this job offer. Only applications submitted through

<https://transparencia.fundacionumh.es/solicitud-oferta-empleo> will be evaluated.

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Evaluation of applications

All people who express interest in the job offer for an English Language Teacher must participate in the selection process. This consists of two independent phases. In the final score, the assessment of the requirements represents 40% and the assessment of the interviews 60%.

FIRST PHASE: ASSESSMENT OF REQUIREMENTS

The academic training and professional experience of all the candidates will be evaluated by applying the following list of criteria:

Criteria for Academic Education (maximum of 5 points):

- +2,50 | University degree compliant with the job offer
- +2,00 | University degree related or applicable to the job offer
- +2,00 | Master's degree specific to the job offer
- +1,50 | Studying a Master's degree specific to the job offer
- +1,00 | Master degree related or applicable to the job offer
- +0,50 | Studying a Master degree related or applicable to the job offer
- +0,20 | Other non-university over 60-hour training compliant with the job offer (per completed programme)
- +0,15 | Other non-university under 60-hour training compliant with the job offer (per completed programme)

Professional Experience (maximum of 5 points):

- +0,30 | Working practice/experience compliant with the job offer (per month worked)
- +0,15 | Working practice/experience related or applicable to the job offer (per month worked)
- +0,10 | Working practice/experience in the sector but not related to the job offer (per month worked)

- **SECOND PHASE: PERSONAL INTERVIEW BY COMPETENCES**

First interview:

Within a 20-day period, a first interview, ideally in the language of the offer, will be held between the Area Coordinator and the candidates who meet the requirements established in the job offer. In this interview, the candidate's linguistic competence in the matter related to the job will be assessed, as well as the following fields: computer skills and knowledge of ICT for teaching; communication skills and empathy; linguistic capacity adapted to the needs of the Centro de Idiomas UMH.

The following score will be awarded in each field covered in the interview according to the candidates' responses:

Low compliance: 1 point.

Intermediate compliance: 2 points.

Full compliance: 3 points.

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Second interview:

Those candidates who still meet the requirements established in the job offer will be called within a 20-day period for a second personal interview with the personnel selection team. The personnel selection team consists of at least two members who are:

- 1.- The Managing Director of Fundación UMH CV or the person who she delegates.
- 2.- The Academic Manager of the Centro de Idiomas or the person who she delegates.

This second interview will be developed in order for candidates' academic training and professional evolution to be assessed. As a guideline, the following fields will be considered: geographical and time availability; organizational capacity; content creation and development; initiatives and problem solving; adaptability and teamwork.

The following score will be awarded in each field covered in the interview according to the candidates' responses:

Low compliance: 1 point.

Intermediate compliance: 2 points.

Full compliance: 3 points.

The final score will be obtained from the addition of the weighting of the assessment of the curriculum vitae and the assessment of the personal interviews:

- The evaluation of the curriculum will account for 40% of the total.
- The assessment of the first interview of Phase 2 will be 30% of the total.
- The assessment of the second interview of Phase 2 will represent 30% of the total.

The overall score achieved by each candidate will be obtained from the result of these evaluations. The selection process will be resolved.

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