



**PAID ESL
VOLUNTEER**

2020



**2 NORTE 1210
COLONIA
JACARANDAS
TEHUACAN, PUEBLA
MEXICO**

Paid ESL Volunteer

Designed for trained teachers (ESL, TEFL, TESOL, CELTA or DELTA certified) to experience Mexico in a meaningful way.



TEACHING BASICS

Help! (Heslington Language program) is a private language school whose goal is to provide students with the chance to practice English with caring native speakers who share cultural insight and authentic language experiences. Our teachers, volunteers, and local staff work to improve the lives of our students and the lives of their families as they prepare themselves academically, socially and culturally to be part of an internationally competitive world.

Help! believes that the best way to learn a language is by **total immersion**. Teachers are not expected to direct classes around complicated grammatical rules and exercises, but to teach **real-life English** that students can use in a variety of everyday situations. This program is ideal for recently certified teachers who want a comfortable, supportive, and solid first-time teaching experience. Seasoned teachers who want to “try out” a semester living abroad before committing to a long-term contract at an International school are also great fits for this program.

Help! cares about both students and teachers and hopes that this experience allows bridges to be built through personalized attention. The **maximum number of students per class is 14** and because classes are small and intimate, students have the opportunity to participate and teachers are able to cater to their needs. These extracurricular English classes usually supplement the English exposure students receive in school, but Help! teachers offer an invaluable service in helping students learn to converse and interact with native speakers.



Help! Kids caters to children aged **4 – 12 years old** following a fun and dynamic curriculum based on **multiple intelligences** applied to the ESL classroom. Teachers present different workshops: reading, arts and crafts, kitchen, music, and science that allow kids to learn English while having fun. More advanced young students use language arts books with reading activities, spelling words and a grammar workshop element.

The Help! Teens and Adults program caters to students who range in age from **young teens to working professionals**. Students are grouped with others of the same age and level thereby providing a more comfortable and appropriate learning environment. Teachers are placed according to their interests and the most appropriate age group to match teaching experience. The final goal of all students is to take the TOEIC, TOEFL or a CAMBRIDGE series exam in order to achieve an accredited language certification.

HELP! provides the **basic curriculum and textbooks** to teach the fundamentals of the English language. We also have outreach programs with local businesses and provide skill- specific lessons to employees. Teachers have the freedom to integrate activities, games and anything they think will help their students learn and become more fluent English speakers.



TEACHING EXPECTATIONS

ESL Volunteers will teach **five hours a day, Monday - Friday**. Saturdays and Sundays are free to allow for travel and R & R. All Mexican National holidays are observed.

Teachers have ample time to prepare for their classes and are provided with basic materials for classroom operation. Games, props and additional teaching materials can be provided by the volunteer or donated by sponsors.

Teachers are responsible for taking attendance and keeping grades for their students. They also give progress reports to parents. ESL Teachers are expected to be **punctual, hardworking and dedicated** to their students. They are also expected to advise the local supervisor if they are ill or cannot attend a certain class for justifiable reasons. Lesson plans and a class outline must be provided so classes can be covered. Teachers are expected to perform at a professional level. The teacher must demonstrate that **classes are thoughtfully prepared beforehand, there is good student retention, and good student-teacher relations must always be maintained.**



Help! provides the following:

***Housing** for the semester of your stay (all utilities paid/WiFi provided). Housing can be arranged in a “teachers house” or with a local host family.

***Living Stipend.** In order to help teachers fund their personal costs, Help! provides teachers with **\$5,000.00 (M.X.N. – Mexican pesos) living stipend per month.** Though this stipend may seem meager, it is the equivalent of what a local Mexican teacher receives for this same job.

***Completion bonus.** At the end of the semester there is a bonus of **\$3,000 M.X.N. – Mexican pesos** available for those who have turned in lesson plans and attendance on time, completed grading as per school policy and shown professional attributes.

*Free **Spanish Workshop: 3 hours/week**

***Cultural activities**

*A **hands on teaching program** that will help you develop the skills necessary to teach in any country and interact with people from all over the globe.

*A **once in a lifetime experience** to serve in immeasurable ways and meet wonderful friends. This is a unique chance to be immersed in the **Mexican culture.**

REQUIREMENTS AND APPLICATION PROCESS

Help! Applicants must demonstrate:

- Enthusiasm and a desire to serve and teach
- High Moral standards
- that they are CELTA, DELTA, ESL, TEFL, or TESOL certified and be a college graduate. If an applicant is not TESOL certified, s/he must demonstrate extensive experience in the educational field.

The following documentation is required:

- Completed Application
- 1 letter of reference from a past employer/school/certifying professor.
- For those applying to work with the Help! Kids program, a Criminal Background Check must also be submitted.

Once all documentation is received, a skype interview with Help! will be arranged.



SCHOOL FACILITIES



Help! has its own private language institute and works with educational partners (local elementary/ secondary schools) and businesses in Tehuacan, Puebla, México (population 350.000).

We operate in a beautiful modern building just a 10-minute walk from downtown. Classes are held in several large classrooms and we enjoy a lush patio area. We have a capacity of 350 students/day.

PROGRAM DATES

Winter 2020 JAN 2 - APR 25

Spring 2020 APR 29 - AUG 8

Fall 2020 AUG 12 – DEC 12

HELP! TEACHERS CODE OF CONDUCT

The Help! Code of Conduct ensures all program participants have a safe and enjoyable time in Tehuacan. It outlines appropriate behavior as a guest at a local school and in the community. It is important to remember that the Code of Conduct is an important part of the “work/volunteer contract” and it is expected that program participants live up to these standards.

1. Teachers are expected to practice all of the qualities of a good teacher – punctuality; responsibility; determination; respect for students, partners, host families and administrators; and trustworthiness. They should protect the good name and reputation of Help! at all times.
2. Teachers must maintain a student-teacher relationship. This means that teachers may not date or have any inappropriate romantic relationships with students, staff/interns or host family members.
3. Teachers are expected to be honest, true and chaste in all aspects of their lives and to avoid vulgarity of any kind (inappropriate language, immodest or revealing clothing, and vulgar or offensive behavior). Teachers must also refrain from abusing alcoholic beverages, using tobacco on school grounds, or taking drugs or other illegal substances during their stay in Mexico.
4. If participants choose to leave their teaching location for any reason (sightseeing, vacation, etc...) they must inform the Teaching Supervisor of their plans and who will be accompanying them (in case of emergency or if they need to be contacted).
5. Teachers are subject to the laws of the Mexican Republic and must obey these laws at all times. Violations of the law will be subject to the Mexican legal system. Being disrespectful of people, customs, food and traditions is not appropriate behavior. The participants should be sensitive of the country and its practices.
6. Teachers should not promote or invite the immigration of Mexican citizens to the United States for any reason. They should not give economic help to students, host families or other people they come in contact with.
7. In accordance with Mexican law and the Secretary of Immigration, teachers are not allowed to accept employment outside of their semester assignment with Help!
8. Teachers should not accept invitations to discotheques, bars, or clubs that may endanger their safety.
9. Teachers must keep the school and their living quarters clean.
10. Teachers must dress in a professional manner while on school grounds – body piercings and tattoos must be taken out/covered.
11. Help! is not responsible for the costs of any health/medical problems or situations that may arise during your stay. Help! Is not legally responsible for accident, personal injuries, damages to or loss of personal property, health issues, hospital/doctors fees incurred or any other monetary remuneration.