

Table of Contents

Introduction

Qualifications

- What is needed, expected, how to obtain teaching qualifications.

Private and State

- Different sectors of teaching in Shanghai.

Job Hunting

- From abroad- websites, contacts.

Pre-arranged Contracts

- Terms of agreement- visa- flights- accommodation- insurance- hours of work

Full-time or Freelance

- Pros and cons of the two types of teaching

Wages

Cost of Living

Appendix

- Full list of school and colleges with contact details and qualifications needed



Teaching in Shanghai; let the adventure begin!


Shanghai is the city everyone is talking about; the economic boom, the increasing communication with the West, the art, the culture.

Many people want to have a taste of the city, experience a city undergoing monumental change. Teaching English is the most popular way of accessing all the delights of the city whilst earning enough to live on.

Teaching may not be your lifelong vocation, ambition, or career ambition, but it is the perfect way to gain new skills and experience China first hand.

This article aims to give you all the information to enable you to undertake this adventure; the benefits, the pitfalls and the opportunities that await you.


E-coupon, print it out and enjoy!




SOLAR
Tanning Club

*New tanning club. New equipments.
And new experience in **SOLAR TANNING CLUB!**
Stand up or lay down, it's up to you!
By this advertisement one tanning
only cost **¥ 30** (permit once per person) .
This advertisement is available till 28 Feb 2006*

Tel: **021-51505056**
Open time: **10:00am-22:00pm**

 Shanghaiindex.com

地址: 卢湾区鲁班路100号汇彩生活馆225室(近前园路)
Add: Rm225(2f), Huicai Shopping Center, No.100 Luban Road
(near liyuan road), Luwan, Shanghai.



☆ Xintianti
☆ Xujiahui

Please take me to Solar tanning club.
请带我去索拉日晒中心 鲁班路100号近前园路

First Edition

September, 2005 Shanghaiindex Consulting Co Ltd

All rights are reserved by Shanghaiindex Corporation Limited. Any unauthorized translating, copying, duplicating, reproducing, altering, editing, exhibiting, transmitting, exchanging, renting, hiring, selling, lending, public performance, diffusion, broadcast and/or any kind of trading of this document of any part thereof is strictly prohibited and any such action establishes, is an infringement of copyright. Violations will be prosecuted.

Disclaimer: we have endeavored to ensure that all the information included within the www.shanghaiindex.com is true and accurate, but we do not accept any responsibility and disclaim any and all liability in the event of any inaccuracies. If you detect mistakes, please visit www.shanghaiindex.com and contact with us by email: customerservice@shanghaiindex.com. Your suggestions are welcome and appreciated.



Qualifications

The most important is of course to be a native speaker of English, generally meaning anyone originating from the UK, US, Canada, New Zealand or Australia. If you have the skills and experience but are of a different nationality, it is still possible to find employment, though be prepared to have to 'prove' your level of English frequently.

A bachelor's degree or the equivalent is a strict requirement for most positions, although the discipline of your degree is usually irrelevant. It is useful to bring copies of your diplomas with you or have them scanned into a computer for future use. If you already have ample teaching experience but do not have a bachelor's degree it may be possible to find work just based on your previous work record. In this case, it would be wise to have solid references available to send to schools and institutions.



The possession of a TEFL (Teaching English as a Foreign Language) or TESOL (Teaching English to Speakers of Other Languages) qualification is the best way to ensure employment. Training courses are available in most countries and the duration varies between 2 to 4 weeks. To locate a course near you go to www.tefl.com.

It is possible to obtain a certificate by participating in an online course, though beware that certain companies who require a TEFL diploma do not consider an online certificate valid.

The demand for English Teachers in Shanghai is very high. With doors opening to the West, everyone, from school kids to businessmen, is learning the language. This means that, at the moment, it is possible to find employment without a TEFL certificate - you just have to promote your knowledge of your mother tongue!

Private and State

There are two main sectors of English teaching: the private business teaching and Educational institutes.

Educational institutes: Kindergarten, primary and secondary schools and colleges are all included. Basically all institutes which teach children and young adults, either within the school framework or as an out of school activity. Accommodation is often provided on-site, with this cost reflected in your wage packet.



Private companies often specialise on the corporate section; teaching adults.

It can be one-to-one teaching or collective classes. Generally corporate work will be higher paid than educational institutes.

It really depends on your character. The educational institutes tend to be more vibrant and exciting though often hectic and disorganised, whereas the private business provides more structure and consistency though the formality may be stifling to some.

Job Hunting

There are many web sites that are constantly updated with positions available for teachers.

International sites such as Dave's ESL cafe (www.eslcafe.com) is the best place to start. It not only gives an introduction to the whole world of teaching English abroad, with tips and tools for budding teachers, but also contains a large list of positions available.

The Shanghai expat sites are also all major sources of information- in particular the Asia expat website's career section within which new positions flood in daily. <http://shanghai.asiaexpat.com/careers>.

The alternative is to contact the schools and companies directly -, for detailed information, please see the comprehensive list contained in the appendix to this article.

Pre-arranged contracts



It is possible to arrange a position teaching in Shanghai before ever setting foot in the city. In fact, many teachers arrive via this route.

The whole process can happen very quickly and before you know it, you'll be at Pudong Airport arrivals lounge looking for signs to the Maglev train station.

Here are a few points to watch out for when arranging your employment in Shanghai:-

-Contracts

- Most contracts last for 1 year with a probation period lasting for around month. It is inadvisable to sign on for much longer as the contracts are hard to break if you are unhappy with the situation.
- Usually the school will conduct a telephone interview with the candidates and then e-mail or fax the contract to be signed.



-Research

Do as much research on the school or company as possible. Surf the expat forums and Dave's Café to find opinions on the school in question. You may find teachers who work or have worked there to gather more information.

Check out the location! Even though many schools appear to be in Shanghai, they may in fact be some distance from the city centre. Ask questions regarding public transport to your prospective employers.

-Flights

The cost of the flights tend to be covered by the school. Most of the time they will ask you to cover the cost initially and they will then reimburse you half the amount within a month of your arrival or in your first wage package. The remainder should be reimbursed upon completion of your contract. Make sure that this is written into the contract.

It is advisable to confirm the price of the ticket with your employers before purchasing, in order to avoid confusion at a later date. Print out any e-mails, faxes etc you have and take them with you as proof of what was discussed.

-Visa

Most employees go to China on an (L) class tourist visa after which the employers will start the process to convert this to a valid working visa (Z). Even though the employers will prepare all the paperwork, this usually means that you have to do the legwork and go to all the various offices. Make sure that the employers cover the expenses for this and that someone is assigned to accompanying you and acting as a translator as it can be a very confusing process.

-Accommodation

Many of the educational institutes provide on-site accommodation. It is perfectly valid for you to ask for photos and descriptions of the facilities, as well as the location of their schools within the city. If accommodation is not provided, make sure that lodgings are provided for at least during the first two weeks (ideally for three) after your arrival and that assistance is on hand to help you find a place. A deposit of one to two months is usually needed and your employers can help you financially with an advance or loan but it is best to have this arranged before you land.

-Health insurance

It is important to have this covered before arriving (as well as vaccinations) as it is best to be safe than sorry. Ask your employers what kind of insurance they have for the employees and if it is not sufficient, take out a personal policy. Well-known companies such as BUPA international and Global Healthcare provide comprehensive cover for individuals living in China.

-Hours of work

With schools and colleges the working hours are usually standard but if you get a full-time contract with a company it is wise to check before signing the contract what is expected. It can be difficult if classes are arranged on evenings and weekends so make sure to find out beforehand and ask in writing for two days off per week.



Contract or Freelance

Being on a full-time contract, of course gives security and a steady income, though there is a downside in that if you are dissatisfied with your situation it is hard to break your contract.

Being a freelance or working part-time as an English teacher is another option. This could consist of private tuition or working for companies and schools as a supply teacher. This option can be an attractive way of working because it gives you the freedom to pick and choose your work and organise your own hours of working. Being a freelancer of course means that you live a more financially insecure life, dependent on the supply and demand for teachers. It also means it is a lot harder to obtain a work visa and you will have to go through the process of having your visa renewed every three to six months.

At the moment the demand for teachers is high enough for many freelancers to exist in the city. It is an appealing option though you need to have already saved in order to get you through the first couple of months whilst you build up contacts.

Wages

The range of wages on offer varies quite dramatically and it is important to look at the whole package of benefits rather than just the net amount.

Many schools only offer 4000 Yuan a month (around 500 dollars). In comparison to local wages this is quite reasonable, though it will seem low for most Westerners. If the school provides good accommodation, all visa expenses, flights, additional holiday pay, transport costs and lunch vouchers it may be a better deal than at first glance.

With the bigger companies you can make triple this amount but beware that no additional expenses maybe covered.

If you try freelancing, the average as of the end of 2005 is to charge between 110-180 Yuan per hour.

Cost of living

It is possible to live cheaply in Shanghai, with food and transport being much lower than in the west. Expat focused restaurants and bars will charge western prices, so watch out with dispensing all of your wages there. Many teachers love to discover the local places where you can have great cuisine for very small cost.

Avenues of advice

If you do encounter serious problems with your employers whilst teaching in Shanghai there are places you can turn. Firstly I would contact your countries embassy for advice, otherwise if you can find help with the language the Employment Dispute Arbitration will help to step in for a serious conflict.

Employment Dispute Arbitration

address: No 45 Anyuan Rd, Tel 62779193, General consulting hotline 12333,



Conclusion

An exciting new adventure or a change of career, Teaching English in Shanghai can present many new opportunities. To insure a happy and healthy time in employment the best advice is to do as much research as possible on the school and ask as many questions as possible before signing anything. Hopefully this article has given some helpful ideas as to what to watch out and help you find the school or company that is right for you in Shanghai.

Expat sites

<http://shanghai.asiaxpat.com>

<http://www.shanghaiepat.com>

<http://www.shanghaiguide.com>

<http://www.thatsmags.com>

<http://www.cityweekend.com>

<http://www.8days.sh>

<http://www.shanghai-ed.com>

Job and Teaching English sites

<http://www.cnwave.com/teach/teacher.asp>

<http://www.teachermania.com/test/findtjobs.asp>

<http://www.eslcareer.com/>

<http://www.englishjobmaze.com/>

<http://www.eslemployment.com/>

<http://www.tefl.net/esl-jobs/esl-jobs.pl>

<http://www.tefl.com/jobs/search.html>

<http://jobs.escapeartist.com/Openings/China/>

<http://www.classifiedpost.com/jshome.php>

<http://www.eslcafe.com/search/Jobs/>

http://www.eslkidstuff.com/jobsoffmain_toc.htm

To find more articles about Shanghai or want to contact with us, visit us at www.shanghaiindex.com, email us at customerservice@shanghaiindex.com

