



TEACH TEFL IN CHINA

SPRING / SUMMER 2024

POSITION BROCHURE

ZHONGGUANCUN METROPOLIS TOWER |
2 DONGSAN ST | HAIDIAN DISTRICT |
BEIJING | CHINA | 100080

WWW.TEACHTEFLINCHINA.ORG
INFO@TEACHTEFLINCHINA.ORG
TEL. 0203 7731 495

MANILA

— LONDON

— HAINAN

— BEIJING

— GUANGDONG

CONTENTS



02

About Us

Our values and philosophy.

03

Living in China

What to expect from China.

05

Working with Us

What we offer and how we support teachers.

07

The Teacher

What we look for in a candidate.

09

The Position

Working schedules and placements.

11

Apartments

Where you live and what we provide.

13

UK Salary Comparison

How our package compares to the UK.

15

The Package

What you receive.

19

Application Process

How to apply, documents required, and timelines.

21

FAQ

Some of the most common questions and answers.

ABOUT US



Whether you're drawn to the financial prowess of Hong Kong, the tech hubs of Shenzhen, or the cultural melting pot of Chengdu, Teach TEFL in China is your gateway to a world of teaching opportunities in one of the most culturally rich and dynamic countries on the planet.

China's rapid ascent on the global stage has made it a magnet for professionals looking to elevate their careers, offering fertile ground for individuals seeking to make an impact. But working in China isn't just about a job; it's an immersive experience that will enrich your life in countless ways.

Since 2011, we've been dedicated to helping graduates kick-start teaching careers by offering exclusive roles and an industry-leading employment package - all while minimizing the challenges of overseas relocation by offering a comprehensive, industry-leading employment package that gives everyone the best chance of success.

With offices in London, Beijing, Shenzhen, Hainan and Manila, we work in partnership with state and private educational institutes across the People's Republic of China authorized by the State Administration of Foreign Expert Affairs (SAFEA) to employ native English speaking teachers and pride ourselves on being a responsible employer for English teaching positions in China.



LIVING IN CHINA

**IF YOU'RE SEEKING
A CAREER THAT LETS
YOU SEE MORE OF
THE WORLD, LIVING
AND WORKING IN
CHINA AS AN
ENGLISH TEACHER IS
THE OPPORTUNITY
OF A LIFETIME**

YOU COULD LIVE HERE FOR A LIFETIME AND BARELY SCRATCH THE SURFACE OF WHAT HUNDREDS OF LOCAL CULTURES AND THOUSANDS OF YEARS OF TRADITION HAVE CONTRIBUTED.



China holds a special place on the global stage, balancing modernity with deep-rooted traditions and celebrated customs. This diverse nation is home to some of the world's most advanced technological and scientific achievements, all while preserving its age-old heritage.

In addition to its renowned historical sites and awe-inspiring architecture, China offers stunning landscapes, unique shopping experiences, and an exceptional culinary journey. Living and working here is an eye-opening experience, unlike any other.

In terms of day-to-day life, foreign nationals find Chinese society to be friendly and helpful, so starting out here is easier than you might think, and while you'll encounter some differences from your home country, these distinctions add value to your experience, making it all the more worthwhile.

On a practical level, people can utilise a variety of apps for translations, shopping, buying travelling around, and keeping in touch with work and home and before long, most people find they have adapted and learned enough Mandarin to get by confidently in a variety of day-to-day situations.

It also provides an opportunity to enhance your CV and wider career prospects by showing that you're able to successfully meet any challenges life throws your way.

From the bustling metropolises of Beijing and Shanghai to the serene landscapes of Guilin and the historical treasures of Xi'an, China offers a diverse range of experiences both personally and professionally. Join us as we unlock your potential in the Middle Kingdom!



WORKING WITH US

**NO OTHER COMPANY
OFFERS THE SAME
ASSURANCES FOR
TEACHING CAREERS
IN THE PEOPLE'S
REPUBLIC OF CHINA**

WE PRIDE OURSELVES ON BEING A RESPONSIBLE EMPLOYER FOR ENGLISH TEACHING POSITIONS IN CHINA, MINIMISING THE PRACTICAL DIFFICULTIES ASSOCIATED WITH MOVING TO A FOREIGN COUNTRY.

People will naturally have uncertainties about living and working abroad, so we provide a straightforward, industry-leading package where teachers can be sure they are employed in accordance with all national and provincial employment regulations.

Most EFL employers in China provide teachers with a one-off salary from which they must source and pay for their own accommodation and taxes, including deposits on apartments.

This can be a daunting prospect in a foreign country, especially for people unfamiliar with the local housing market and unable to understand the lease agreement they are signing.

To make things simple, we pay a salary that is subject to income tax and social insurance while providing high quality accommodation and paying rent and utilities bills (subject to fair use) on our teachers' behalf.

A particular advantage of this is that, should any problems occur, they can usually be resolved by liaising with our English-speaking care team.

We support teachers the whole way through their employment, from funding a verifiable TEFL training course, processing the official immigration and work permit documentation, and providing advice on the flight booking and different aspects of living and working in China.

We also meet and collect teachers at their arrival airport, introduce them to their schools and colleagues, and help settle them into their school placement and apartment.

No other employer in China offers the same package or level of support that we do and is why we're number one for graduate TEFL opportunities.

SEE WHAT LIFE CAN BE LIKE WITH US IN CHINA



ZOË



NAFISA

THE TEACHER



**OUR TEACHERS
UNDERSTAND THE
VALUE OF
EDUCATION AND
HAVE AN ABILITY TO
ENTHUSE STUDENTS
WITH THEIR ENERGY
AND CONFIDENCE**

TEACHERS HAVE A PASSION FOR EDUCATION AND A DESIRE TO STEP OUTSIDE OF THEIR TRADITIONAL COMFORT ZONE TO DEVELOP THEMSELVES AND THEIR CAREER OPPORTUNITIES.



We enable teachers to meet their full potential by going the extra mile to look after them, providing them with the opportunity to develop their natural skills while we take care of their immigration, residency and housing, making living and working in China as straightforward as can be.

We're here to support teachers if they need help or advice and because we fund a 120 hour TEFL training course suitable to the positions we offer, previous teaching experience is not required.

What's important to us is that teachers are adaptable to new situations and passionate about the work they do.

To get the most out of our opportunity teachers must be prepared to meet new experiences and unfamiliar challenges head-on, be mindful of the cultural differences between their home country and China, and have a passion for the value of education and an enthusiasm for helping students to learn.

In return, teachers get a once-in-a-lifetime opportunity to develop themselves and their broader career prospects in an increasingly competitive global job market, and embark on a rewarding career supported by us every step of the way.



THE POSITION

**AS MUCH TIME AS
POSSIBLE IS SPENT
ALLOWING
STUDENTS TO
PRACTICE SPOKEN
ENGLISH AND
DEVELOP THEIR
ABILITY TO
COMMUNICATE IN A
NATURAL STYLE**

WHEREVER OUR TEACHERS ARE PLACED THEY FIND THEMSELVES VALUED EDUCATORS, ENJOYING THE SUPPORT OF FELLOW COLLEAGUES IN THEIR FACULTY AND BEYOND.



Placements are with kindergartens or private and state comprehensive schools.

Teachers provide an immersive English environment in their lessons and are not required to be fluent in Chinese or to speak it in the classroom.

Student ages range from kindergarten to high school (2-16 years of age) and lessons are between 20 - 60 minutes long respectively.

Schedules

Schedules will vary depending on student ages and across school types, but the standard is:

- At primary school and higher ages, around 20 teaching hours per week and a further 20 hours of office work, such as preparing lessons, participating in student activities, attending meetings, grading, etc.
- At kindergartens the number of office hours is lower with an emphasis on having teachers on hand in the classroom to assist with class management and allow the younger students to become accustomed to the language.

Contract Length

The standard contract length is 23 months, however if teachers wish to leave China after 11 months, they can take advantage of an early termination clause without incurring a penalty and still receive their flight reimbursement.

Working Hours

Most school hours generally fall between 7:30am to 5:30pm, often with a two hour lunch break (12pm to 2pm) and a typical primary school working week will include four lessons a day, Monday to Friday.

Holidays

Along with Chinese state holidays, teachers also receive paid vacation that matches their school term.

Placements

We work with a variety of schools and educational establishments, so our placement team will take into account any previous experience that teachers might have, as well as their aptitude for teaching different age groups or levels of English, when considering where a teacher will be placed.

This ensures teachers will be matched to a school that is appropriate to them and that they can be confident of their ability to succeed there.



APARTMENTS

WHILE OTHER TEFL COMPANIES LEAVE TEACHERS TO SOURCE AND RENT THEIR APARTMENTS, INCLUDING DEPOSITS, WE PROVIDE OURS WITH HIGH QUALITY HOUSING FOR THE DURATION OF THEIR CONTRACT.

OUR DEDICATED ENGLISH-SPEAKING HOUSING TEAM UNDERSTANDS THE EXPECTATIONS OF FOREIGN NATIONALS AND ACTS QUICKLY TO RESOLVE ANY ISSUES.

One of the biggest considerations for people interested in working abroad is what to do about housing and any problems, if they occur.

That's why we have an English-speaking housing team that understands the expectations of foreign nationals and act quickly to resolve problems by liaising with landlords or local service providers on our teachers' behalf.

Wherever possible, accommodation is in our own privately rented apartments, (subject to availability) featuring private security. All accommodation is shared with other teachers unless agreed otherwise in advance with single apartments provided on a first come-first serve basis subject to availability and location.

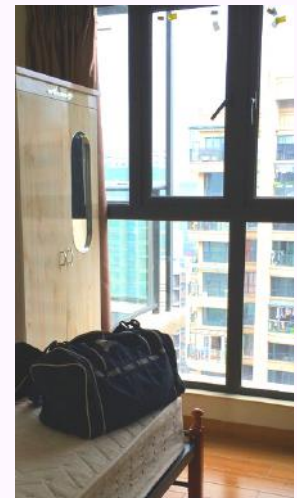
Couples coming out together are able to live with each other if they start at the same time and teach in the same city, and friends coming out together can usually be placed in the same apartment too.

Everybody gets their own private room in an apartment furnished with sofas, wardrobes, kitchen, bathroom and white goods, including a washing machine and air conditioning.

We pay all rent and management fees for our teachers, including water, gas, electricity (subject to fair usage#) although internet access is paid by teachers themselves (NB. internet bills are inexpensive and will not exceed 100 CNY / 13 GBP* in total per teacher, per month).

All apartments are a reasonable commute from a teacher's placement so journeys intrude as little as possible into a teacher's free-time.

Although apartments might not necessarily be the same as back home, the differences are minor and teachers quickly readjust and feel at home.



SALARY COMPARISON

A golden Maneki-neko (beckoning cat) figurine is the central focus of the image. It is highly reflective and polished, with a red collar and a red bag of coins hanging from its neck. The cat is in a beckoning pose, with one paw raised. The background is softly blurred, showing what appears to be a desk or table with some papers and a pen. The overall lighting is warm and golden, creating a sense of wealth and prosperity.

**TEACHING ENGLISH
ABROAD ALLOWS
YOU TO TRAVEL THE
WORLD AND BUILD
EXPERIENCE AND
SKILLS—AND IT
ALSO MAKES GOOD
FINANCIAL SENSE**

COMPARED TO GRADUATES STARTING OUT IN THE UK, TEACHERS BENEFIT FROM A HIGHER DISPOSABLE INCOME AND SIGNIFICANTLY INCREASED PURCHASING POWER.



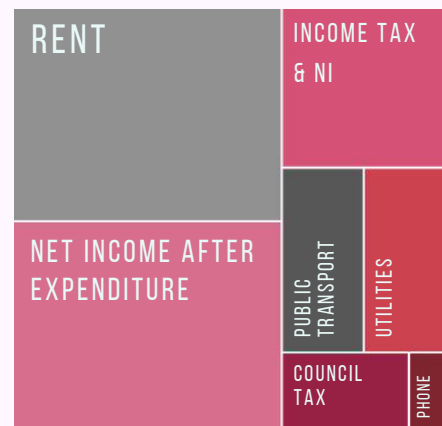
The average starting salary for graduates in the UK is estimated to range between £19,000–£22,000 but after paying rent, taxes and bills, the amount left over is usually 1/3 of that.

But thanks to our industry-leading package, first year teachers benefit from a typical monthly net income after living expenses up to twice that of their UK counterparts—and renewing teachers make even more.

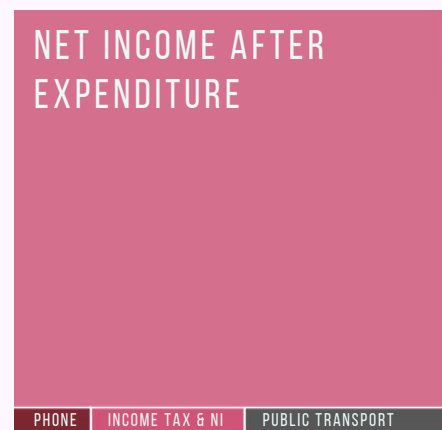
Teachers also enjoy greater purchasing power thanks to China’s lower cost of living, resulting in a comparatively higher standard of living opposed to the UK.

The cost of living in China is typically between 1/2 to 1/4 of that of the UK (although it varies from city to city) and items such as takeaways, groceries, computers, clothing, and accessories are very cheap, whereas imported items and foreign bars will be more expensive.

MONTHLY INCOME - UK



MONTHLY INCOME - CHINA



MONTHLY INCOME ANNUALISED INCOME

UK CHINA UK CHINA

Salary ¹	£1,590	£1,300	£19,080	£15,604
Tax and NI ²	£270	£80	£2,722	£960
Rent ³	£501	£0	£6,012	£0
Utilities Bills ⁴	£129	£0	£1,548	£0
Council Tax ⁵	£87	£0	£1,044	£0
Public Transport ⁶	£132	£29	£1,584	£343
Mobile Phone ⁷	£24	£12	£288	£144
Net Income After Expenditure	£490	£1,179	£5,878	£14,157

Chinese figures are based on a take-home salary of 10,000 CNY per month. Exchange rates fluctuate and should be used as a guide only. Amounts shown are based on foreign exchange data provided by www.xe.com accessed 27 September, 2022.

1 & 2. Based on the average UK graduate starting salary taken from <https://www.ons.gov.uk/employment-and-labour-market/people/in-work/employment-and-employment-types/articles/graduates-in-the-uk-labour-market/2017>

3, 4, 6 & 7. Taken from <https://transferwise.com/us/blog/cost-of-living-in-the-uk>, accessed 12 January, 2020

5. Courtesy of www.gov.uk

THE PACKAGE

**NO OTHER TEFL
EMPLOYER IN
CHINA OFFERS AN
EMPLOYMENT
PACKAGE AS
COMPREHENSIVE
AS OURS**

- We pay for document translations, notary work, legalization and apostilles.
- We pay deposits, utilities bills and rent, and can help liaise with landlords, service providers and at schools.
- We fund a verifiable 120 Hour TEFL course.
- We pay a flight bonus on completion of the contract.
- We can help teachers work and live with friends or a partner, supported by our English-speaking liaison team.
- First year teachers benefit from a net income after living expenses up to twice that of their UK counterparts letting them enjoy a great lifestyle in an amazing culture—and second year teachers earn even more thanks to our performance award salary scheme.

BECAUSE OF OUR SELECTION PROCESSES AND TRAINING, ALL OF OUR TEACHERS MEET THE NECESSARY CRITERIA FOR A CHINESE WORK PERMIT, QUALIFYING THEM FOR A WORKING Z-VISA AND RESIDENCE PERMIT.

Documentation

The process for working in China has three stages:

- Gaining a Work Permit Notice
- Receiving a Z-visa
- Receiving a Residence Permit

As part of the first stage, immigration documents submitted to us are notarized by our solicitor in the UK and verified by both the Foreign and Commonwealth Office and Chinese embassy with apostilles.

Once that is completed an online work permit application is made to the Foreign Expert Bureau. It is typically granted 10 working days later.

Following this, teachers can obtain their Z-visa for entering China and then, during the following 30 days, the last stage—a residency application—is made post-arrival.

From start to finish, the process usually takes around 4–7 weeks.

Salary

Rent, utilities bills and council tax are paid entirely by us so teachers do not have to pay any of their income towards these, but teachers will need to pay national insurance and income tax in line with Chinese employment laws and is deducted at source, similar to PAYE in the UK.

The figures below give the typical value of the take-home salary that teachers receive and are quoted in Chinese and English currency for reference.

Salaries vary according to position and experience. Starting salaries are between 9,500-10,500 CNY per month (around 1,135–1,235 GBP*).

Salaries are paid directly into teachers' Chinese bank accounts which we help to set up after they arrive in China in the local currency of CNY.

Holidays

In state schools teachers receive holidays according to the term schedules and will be detailed in the contract, The two main holidays (excluding training centres) are in January and February and mid/late July to end of August.

There are also additional national holidays that typically include New Year's Day, Spring Festival, International Labour Day, Dragon Boat Festival, Mid-Autumn Day, National Week.

Accommodation

We pay all rent and management fees for our teachers, including water, gas, electricity (subject to fair usage) although internet access is paid by teachers.

All apartments are a reasonable commute from a teacher's placement so that journeys intrude as little as possible into a teacher's free-time, but please keep in mind that working in a larger city will mean a longer commute.

A typical commute in a Tier 1 city will be 50-70 mins each way but will be shorter in Tier 2 and 3 cities.





Utilities Bills

Utilities bills (including water, gas and electricity) are funded by us subject to fair use, but teachers are required to pay for their internet access, which is around 100 CNY / 13 GBP per month.

Training

TEFL training is provided as part of our employment package, allowing us to open up our opportunity to people that might not already have a TEFL/TESOL teaching certificate or teaching experience.

Training is undertaken via a verifiable 120 hour online certification course and teachers are enrolled onto the online course once they return the documents necessary for their immigration and Work Permit application.

The course covers the theoretical and practical sides of TEFL teaching, such as theories and methodologies, learning styles, managing classroom behaviour, lesson video observations, lesson planning, and lesson activities. The course features tests and practical assessments and should be completed before teachers depart the UK.

Teachers use the skills and knowledge gained from this training to develop their own teaching style, making them adaptable, confident and capable.

Some placements also provide ongoing professional development classes to help teachers continue to hone their skills.

The Contract

The employment contract is designed to protect both parties and responsibilities of either party are clearly listed. A copy is provided to successful applicants, but these are the key terms and conditions:




- The contract will run for 23 months from February/March 2024 to January 2026, or from August/September 2024 to July 2026.
- The contract includes an early termination clause that allows teachers to end the contract after 11 months without incurring any financial penalties. This clause is designed specifically for people that only want to come to China for one year.
- We will at all times adhere to the terms and conditions as stated in the contract of employment.
- As you will be living and working in China, the contract is issued under PRC law and follows national and provincial employment law.
- Disciplinary actions are outlined in contracts and cover any disputes or violations of the contract of employment by either party.

Teachers' entitlements to flight reimbursements are detailed in the contract.

WE COVER THE COST OF TRANSPORTATION TO YOUR PLACEMENT, YOUR CHINESE HEALTH CHECK, RESIDENCE PERMIT, SOCIAL INSURANCE CARD, APARTMENT RENT AND UTILITIES BILLS (SUBJECT TO FAIR USAGE).



There are typically only three pre-departure expenditure items for teachers:

-  **Your Basic DBS disclosure check**
-  **Your flight out**
-  **Your Z-Visa, if you are ineligible for visa upon arrival**

- The Basic DBS disclosure check is applied for online. The cost of the service is 18 GBP.
- The flight out (payable to the flight broker or airline directly) is reimbursed at the end of the contract period. Flights are typically between 4,000 - 6,000 CNY (around 450 - 650 GBP). This is reimbursed to a maximum of 4,000 CNY at successful completion of the contract.
- Covid testing must be completed 24 hours before departure via a home Rapid Antigen Test, which usually costs around 10 GBP.
- Optional medical insurance provided by a third party and appropriate to working abroad is typically around 180 - 240 GBP. However, if teachers prefer we can also entirely fund an insurance package provided by a Chinese Insurer.

A top-down view of a wooden desk. On the desk, there is a silver computer monitor, a white keyboard, a white mouse, a black pencil, and a notebook with a pen. A person's hand is visible at the bottom left, and another person's arm is visible at the bottom right. The scene is lit with warm, natural light, creating soft shadows.

APPLICATION PROCESS

**OUR RECRUITMENT
TEAM WILL HELP
YOU GET STARTED
BY SCHEDULING A
TELEPHONE
INTERVIEW**

WE ARE RECRUITING NOW FOR START DATES OF FEBRUARY / MARCH 2024 AND AUGUST / SEPTEMBER 2024.



To schedule an interview, you can:

- Call our recruitment team on **0203 773 1495** (Monday to Friday, 9am to 5pm)
- Email recruitment@teachteflinchina.org
- Book an interview slot directly by [clicking here](#)

NB: Eligibility to teach in Mainland China requires:

- A university diploma that is either a BA, BSc, LLB, BEng.
- Either a 120 Hour TEFL certification (provided by ourselves to successful applicants), or two years' documented teaching experience, post-graduation.
- A Basic DBS criminal disclosure check that shows **no trace** of a criminal history (a hard copy is required for the work permit application and we explain to successful applicants how to apply for it).

Application Process



Applicants are interviewed via video conferencing or telephone interview.



Successful applicants are sent an offer of employment (subject to background checks) and information about the package and what documents are required.



Once a successful applicant accepts a position and provides the initial documents, we fund a verifiable 120 Hour online TEFL course on their behalf.



Successful applicants follow up with a short video introduction after accepting the position and apply for their Basic DBS.



Once we have all the necessary documents from you, we begin the notary process and work permit application, then liaise about placement, the flight booking, Z-Visa and arrival plans.

FAQ

What's the cost of living in China?

The cost of living in China is typically between 1/2 to 1/4 of that of the UK, but it varies from city to city. Everyday things such as groceries and certain items (computers, clothing, accessories) are cheaper, whereas imported items and foreign bars are more expensive. Living in Dongguan, for example, is around 49 per cent cheaper than living in Bristol.**

What visa will I enter China with?

Teachers are brought out strictly in accordance with PRC laws and regulations on a working Z-visa after their work permit application has been authorized.

What is the process for gaining a work permit?

Once you've returned all the required immigration documents we will translate them into Chinese, set up your online training and submit the documents to the Foreign Experts Bureau to apply for your work permit. Once the work permit authorisation is approved, a digital copy is sent to you for your records and assurance.

How long does the recruitment process take?

From receiving the brochure to being in China can take as little as 5 weeks, it depends on how quickly we receive the necessary documents (including the Basic DBS background check) and the required notarizations and legalizations that we undertake on your behalf for the work permit and Z-visa application.

Do I need to speak Chinese?

Teachers are not required to be fluent in Chinese and will not be using Chinese in the classroom. Outside of the classroom, most people you meet will have a basic understanding of English, however you should make some effort to learn the language to get the most out of the experience.

Are there any special measures in place due to COVID-19?

As of January 2023 there are no longer any special measures in place for COVID-19.

Do I need immunizations before I travel?

Teachers must be fully vaccinated against Covid-19 and are also advised to be up to date on childhood and adulthood immunizations, as well as having Hepatitis A, Hepatitis B and Typhoid immunizations. We recommend you consult a medical professional at least one month before your planned departure date.

I have no teaching experience. Will this be a problem or stop me from being hired?

Many of our teachers are fresh graduates who have no formal teaching experience outside of working with us. We will provide a TEFL course for successful applicants that don't already have a teaching qualification, so formal teaching experience is not a requirement, although some experience working with children would be helpful.

Can I come with friends or a partner?

If you would like to work here with friends or a partner we can arrange this for you and set you up together.

Would I have the weekends free?

Normally, yes. Because of how public holidays work in China there are occasions when returning from work after a public holiday requires working on a weekend.



Terms and Conditions

*Exchange rates fluctuate and should be used as a guide only. Amounts shown are based on foreign exchange data provided by www.xe.com on 7 January 2023.

Utilities bills are subject to a fair use policy.

**Comparison by www.expatisan.com on 27 July 2023.

While we strive to make the information in this brochure as timely and accurate as possible, we may be required to discontinue or make changes in the information described herein at any time without prior notice and without any liability to us. Any dated information is published as of its date only or, if no date is stated, the date this brochure was published. The contract of employment will fully detail employee and employers responsibilities. Final terms and conditions will be detailed in your contract of employment, which is a legally binding contract and the information provided in this brochure should be taken as a general guide.

©Teach TEFL in China | All rights reserved | October 2023