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The Ultimate Guide to TEFL

From starting a course
to finding your dream job

in
5 simple
steps

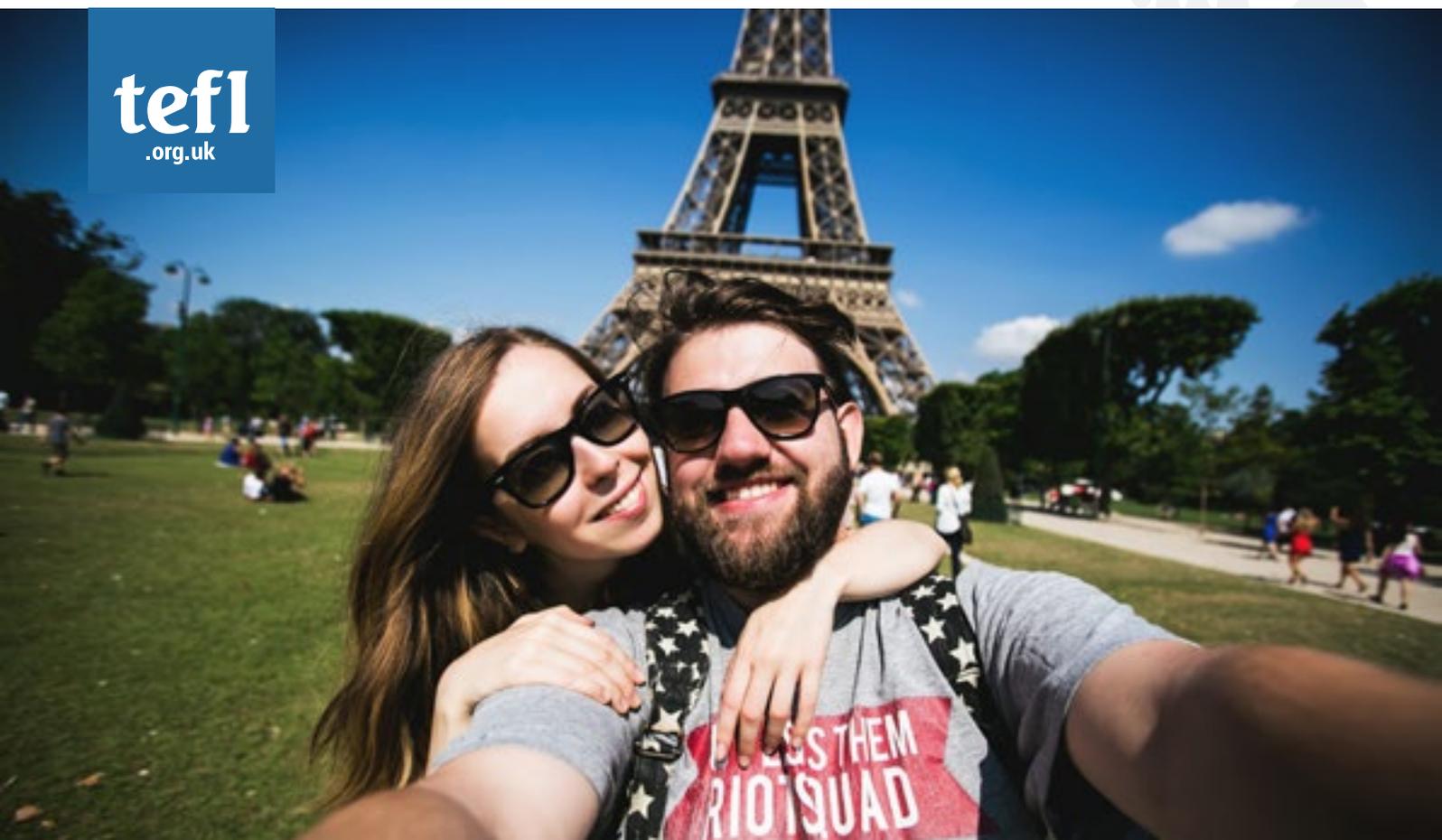
Do you dream of inspiring others? Keen to challenge yourself? Do you love meeting new people and having fun? If you answer 'yes' to these questions, TEFL is most definitely for you!

Teaching English as a foreign language is a fantastic way to see the world, while getting paid to do something truly rewarding and unforgettable. There is no need to be an expert in teaching; in fact, there's no need to have any prior teaching experience at all. All you need to get started is to be a native speaker of English, or at least, have a high level of fluency in the English language.

Millions of people worldwide are learning English and are looking for enthusiastic people just like you to teach them, so rest assured there are plenty of jobs out there.

All that's left to do is to follow these FIVE simple steps to lead you to your perfect TEFL job and make sure you have fun along the way!

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1

Pick a destination

Living and working amongst the local population of any country is a wonderfully life-enriching experience where you have the chance to truly experience a new culture, while making new connections along the way.

With hundreds of schools and private language centres around the world looking for TEFL teachers, there are lots of opportunities out there. Can you imagine yourself wandering through quaint villages in the south of France, spending your days off unwinding on the white sandy beaches of Thailand, or sampling the delicious local delicacies of Mexico after lessons? Check out our TEFL Job Centre [<http://www.tefl.org.uk/tefl-jobs/>] for inspiration on where you'd like your qualification to take you. It's worth bearing in mind that certain countries require you to have a bachelor's degree (in any discipline) for visa application purposes. If you don't have a degree, there are still lots of opportunities available to you: <http://www.tefl.org.uk/blog/2014/march/do-you-need-a-degree-to-tefl-askteflexpert/>.

If you're a home bird and would prefer not to travel afar, don't worry! Travelling far from home is not for everyone; teaching English online [<http://www.tefl.org.uk/blog/2014/december/a-guide-to-teaching-english-online/>] is a perfect option for you.

2

Choose the best TEFL course for you

Once you have chosen a potential teaching destination, it's time to select a TEFL course. Here at TEFL Org UK we offer a range of highly accredited [<http://www.tefl.org.uk/blog/2012/june/why-tefl-accreditation-is-important/>] courses that are measured in hours of training. There are a number of teaching contracts available such as short summer camps to year-long contracts with a school. Short summer camp positions may require you to have as little as 20 hours of training, but to keep options open and stand out among competition, we would recommend a minimum of 120 hours of training.

Whatever your course preference, we have a course to suit you. Our classroom courses are held in locations [<http://www.tefl.org.uk/dates-and-locations/>] throughout the UK. They're all very central so that you have complete ease of access. Our online courses [<http://www.tefl.org.uk/courses/online-only-tefl-courses/>] can be completed from anywhere in the world, as long as you have an internet connection. A blend of online and practical training, our recommended courses [<http://www.tefl.org.uk/courses/see-all-of-our-courses/>] are flexible and fully supported by highly qualified and experienced TEFL tutors to help you become a competent TEFL teacher.

Need an extra helping hand? Complete our TEFL Course Chooser (<http://www.tefl.org.uk/courses/tefl-courses-and-fees/best-tefl-course-for-you/>) quiz to find out what course would best fit your needs.

REMEMBER: The more hours of training you complete, the more appealing your CV is to employers!

A series of light blue footprints of varying sizes and orientations, scattered across the right side of the page, suggesting a path or journey.

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3

Start job hunting

Once you've successfully completed your TEFL course, you can start the exciting task of finding yourself a TEFL job! The TEFL Job Centre is a brilliant place for novice teachers and experienced teachers alike where you can search for jobs all over the world.

Make sure you check out our highly recommended TEFL jobs with top English schools in places such as China, South Korea, Russia, Spain and Indonesia <http://www.tefl.org.uk/tefl-jobs-centre/recommended-tefl-jobs/>.

Positions vary hugely throughout the world; you could be teaching a large class of over thirty students in primary or secondary schools, or small groups of around six adults in a private language school. To boost your CV and learn how to deepen your knowledge and understanding on how to teach young learners, teach English online, or teach business English, check out our Advanced TEFL Courses (<http://www.tefl.org.uk/courses/tefl-courses-and-fees/advanced-tefl-courses/>).



4

Apply for jobs

Now it's time to take the plunge and start applying! To help you write an excellent CV to impress TEFL employers, follow these tips:

- Make sure you tailor your CV to each individual post you apply to instead of simply sending out identical CVs to lots of employers at once. Employers will appreciate that you have taken the time to think about the job carefully.
- Even if you don't have direct teaching experience, be sure to emphasise any experience you have had leading groups, working in teams or working with children.
- Use examples to support any statements you make. If you claim you have 'excellent communication skills', use some examples of times you have demonstrated this skill throughout your life.
- Certain TEFL positions will ask for you to send a photo of yourself. If this is the case, make sure you look groomed, smart and smiley in your headshot photograph. More advice can be found here: <http://www.tefl.org.uk/blog/2012/july/tips-for-tefl-job-application-photos/>

- Check over your CV for spelling and grammatical errors; employers will often immediately reject applications containing errors! Ask someone else to proofread for you if possible.
- Check out some extra TEFL CV tips: <http://www.tefl.org.uk/blog/2012/january/tefl-cv-dos-and-donts/> Once you've written an immaculate CV, you are ready to send your application. This is normally done online, with the employer email address being found on the job description.

The amount of time it takes to find a job depends on a number of factors, such as the time of year you apply. It could take you a matter of a few days, or it could take a few months. Different countries have different peak hiring seasons, but many private language schools recruit year-round: <http://www.tefl.org.uk/blog/2013/november/what-are-the-hiring-seasons-for-teaching-english-abroad/>.

Once your CV is accepted, you will normally be invited to take a Skype interview [<http://www.tefl.org.uk/blog/2013/april/skype-interview-advice/>] with the school you applied to. In some cases you will also be asked to do a short mock-lesson as a follow-up Skype interview. Treat this as you would any other interview; make sure you have done your research, look smart and presentable and most importantly, smile!

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5

Start preparation for take off!

So you've been offered an amazing teaching job abroad...how to prepare?

Things to think about:

Language

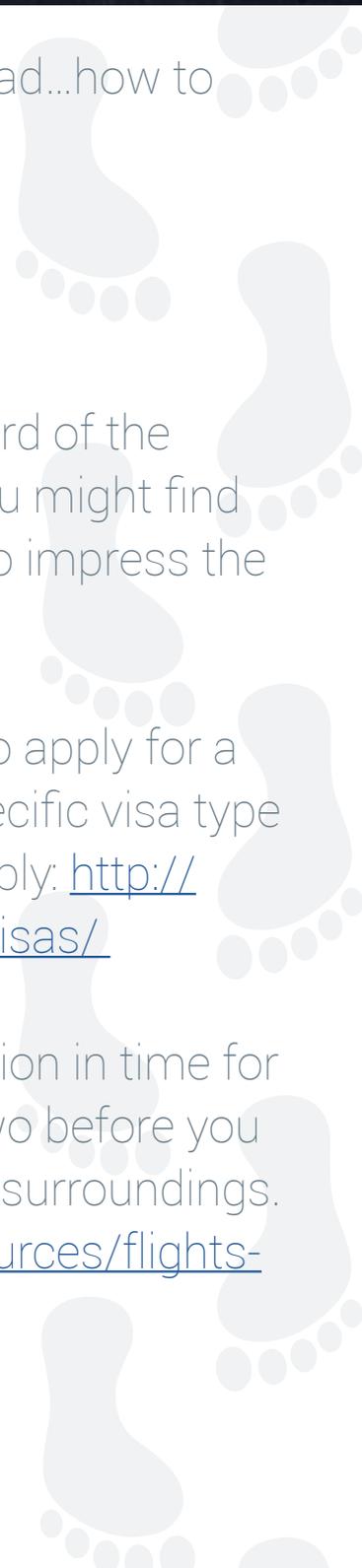
The good news is that you do not need to speak a word of the local language to teach an English class. However, you might find it helpful read up on a few basic words and phrases to impress the locals when out and about.

Working visas

If you are working in Asia for example, you will need to apply for a work visa. Your employer will inform you of which specific visa type you will need, and in most cases they will help you apply: <http://www.tefl.org.uk/tefl-resources/teaching-abroad/tefl-visas/>

Flights

You will need to book flights to your teaching destination in time for your induction. We would advise flying out a day or two before you need to be there to familiarise yourself with your new surroundings. For flight information: <http://www.tefl.org.uk/tefl-resources/flights-for-tefl-teachers/>



Money

You will need some initial money for setting up costs such as accommodation, food and travel before you receive your first pay packet. We advise having some money saved up before you start.

Culture

Learning a bit about the culture beforehand is recommended as small things such as the meaning behind gestures can vary greatly from country to country.

Support pack

If you are travelling to China, our support package offers you the reassurance of having a contact in China and offers help with finding accommodation.

Travel insurance

When travelling overseas, you must have organised travel insurance to ensure protection, and this is no different for TEFL teachers. For more information: <http://www.tefl.org.uk/tefl-resources/tefl-travel-insurance/>

All that's left to say is...have fun and make the most of this fantastic experience!

We hope you found this guide helpful. If you have any questions or simply want to chat about TEFL opportunities, feel free to contact our friendly team of TEFL experts.

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