THE INS & OUTS OF FINDING A TEFL JOB ABROAD & ONLINE

THE ULTIMATE GUIDE

TEACH. TRAVEL. EXPLORE. | international TEFL academy

GET TEFL CERTIFIED WITH AN AWARD-WINNING SCHOOL
& EXPERIENCE THE WORLD AS A PROFESSIONAL ENGLISH TEACHER

6,000+ Certified Students a Year

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Personalized Job Search Guidance

A Network of 50,000+ Alumni

Level 5 TQUK Accreditation

A+ Rating - Better Business Bureau

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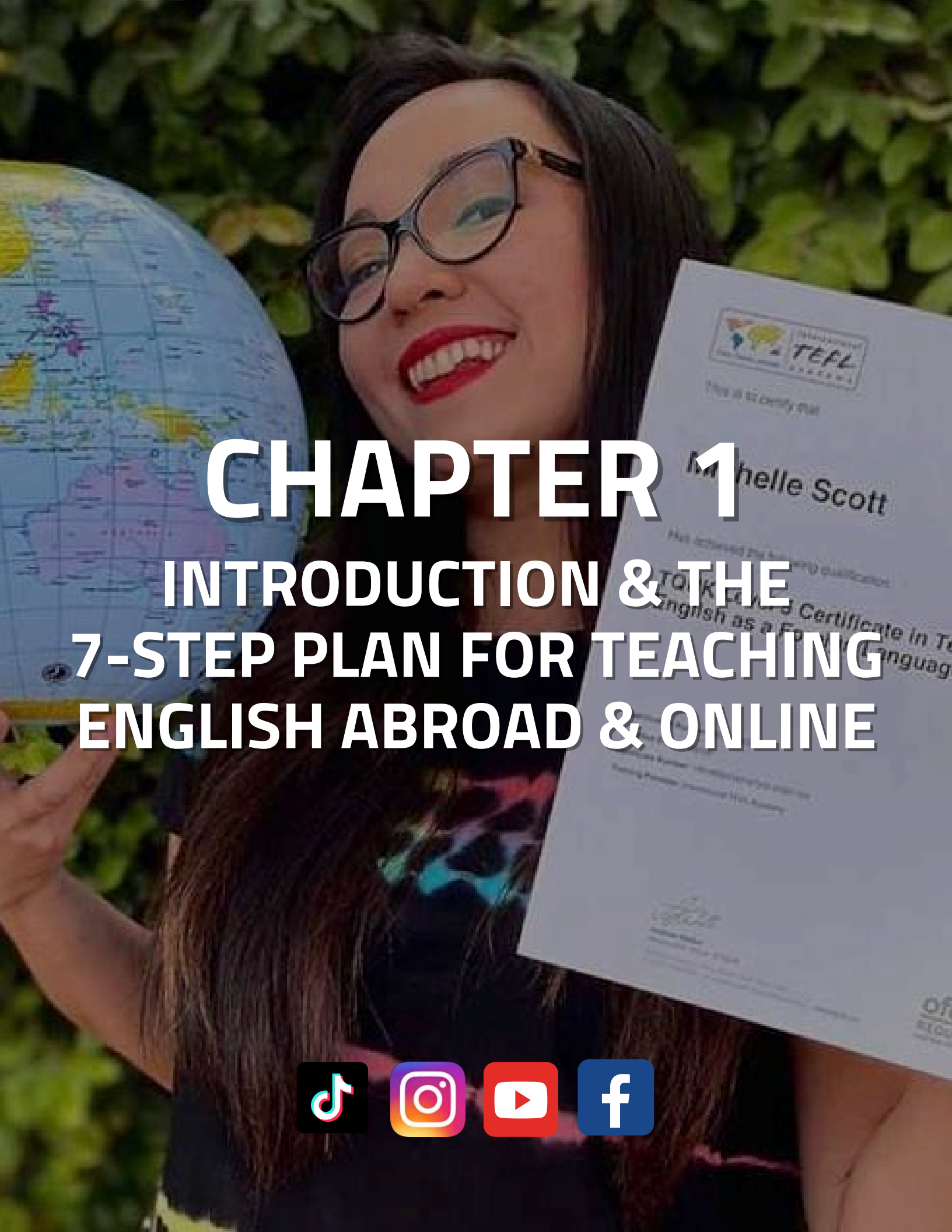

CHAPTER 1

INTRODUCTION & THE 7-STEP PLAN FOR TEACHING ENGLISH ABROAD & ONLINE

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With upwards of 1.5 billion people using and learning English worldwide, few fields provide as many opportunities for English speakers to get paid to live abroad as teaching English as a foreign language (TEFL). With the fast-paced growth of online education – teaching English online provides even more opportunities for TEFL certified teachers to make money, both from their own homes and globally.

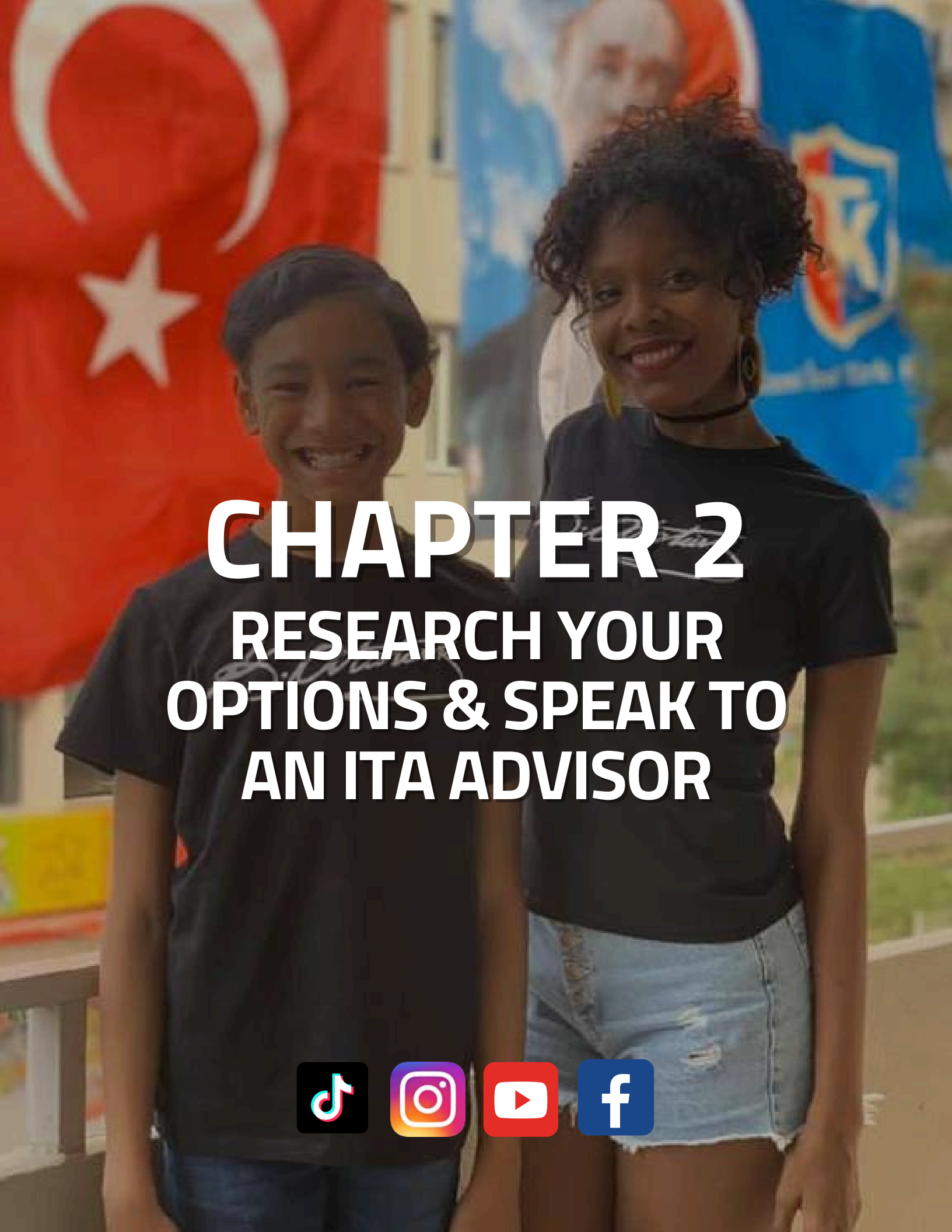
From China to Mexico, the demand for qualified teachers far outpaces demand. So, even if you don't have a background in education or a college degree, if you earn an accredited TEFL certification, it's not a question of whether you can get a job teaching English abroad or online.

Instead, with teaching opportunities available in more than 80 countries, the great challenge is understanding how to get those jobs, given that the job search process will vary widely from country to country. Bear in mind that in most cases, the process of getting TEFL certified & gaining employment teaching English abroad is typically 3-6 months, so if you're planning on teaching abroad in the coming year, the time to begin researching and talking to an advisor is now.

Here at ITA, we like to break this process into a 7 Step Plan for Teaching English Abroad:

1. Research Your Options & Speak to an Expert Advisor
2. Determine Options for TEFL Certification and Countries for Teaching English Abroad
3. Enroll in a TEFL Certification Course & Get TEFL Certified
4. Connect with International TEFL Academy Alumni Networks
5. Begin Your Job Search Process
6. Make Your Travel Plans and Visa Arrangements (if applicable)
7. Arrive in Your Destination Country and Begin Teaching English Abroad!

This guide intends to fill in many of the details and bring to your attention some of the factors you need to consider as you make a plan to realize your goals of teaching English abroad and online. Given how vast this field is, you are certainly going to come up with more questions, so please visit the International TEFL Academy website and give us a call at 773-634-9900.



CHAPTER 2

RESEARCH YOUR OPTIONS & SPEAK TO AN ITA ADVISOR

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Before you ever enroll in a TEFL class or apply for a job, you must gain a clear understanding of what your options are and how you can get there. It's also vital that you put together a plan and a timeline. The more you research and learn about the vast possibilities for teaching English abroad and online, the better prepared you will be to make the choices and the more options you will have.

Bottom line: the more you learn about matters like job markets and TEFL certification, the better you will position yourself to have a great experience teaching abroad and online.

Goals:

- >> Determine where you can realistically teach abroad given your age and citizenship.
- >> Research TEFL certification options, including Online TEFL certification and In-Person classes. Which class works best for you, given where you want to teach?
- >> Learn about critical elements of teaching abroad like salaries, hiring seasons, and the process of getting a job teaching English abroad.

1. Understand Requirements for Teaching English Abroad in Different Countries

The requirements for teaching English abroad can differ from one country to another. The good news is that you don't have to have a background in education, teaching experience, or even a college degree to teach English abroad or online.

There are, however, a few common factors that critical to qualifying you for teaching ESL overseas:

>> **TEFL Certification**
When it comes to teaching English overseas, an internationally accredited TEFL certification is crucial. There is no need for prior teaching experience nor any degree in education as long as you are TEFL certified. An accredited TEFL certification will provide you with the skill set required to teach on a professional level, as well as a qualification sought by employers worldwide.

>> **English Fluency**
This seems pretty obvious, but you need to be a fluent English speaker to teach English abroad. Being a native English speaker is a must in some countries, while non-native English speakers can also find opportunities to teach English worldwide.

>> **Education**
It is typical to find countries that require a 4-year degree to teach English. However, there are many opportunities, especially in Latin America and Europe, for non-degree holders to find a position as an English teacher as long as they are TEFL certified.

>> **Criminal Record**
Typically, there is a 50/50 chance you will need to obtain and pass some criminal background check if you're planning on teaching English abroad.

Read More:

- Requirements for Teaching English Abroad
- Can I Teach Abroad Without Prior Teaching Experience?
- Do I Need to Know a Foreign Language to Teach English Abroad?
- Can I Teach Abroad Without an English Degree?
- Can Non-Native Speakers Teach English Abroad?
- Are There Age Limits for Teaching English Abroad?

2. Understand the Types of Schools & Jobs for Teaching English Abroad

From corporate training institutes in Argentina to high schools in Japan to universities in Saudi Arabia, ITA graduates teach at all sorts of schools and other educational institutions around the world. Here are the most common types of jobs for teaching English abroad:

>> **Private Language Schools**
Typically private enterprises that specialize in language training, very often catering to adults learning English for business purposes. However, there are many such schools that cater to children as well, especially in Asian countries like South Korea and Japan. In Europe and Latin America, many teachers will work multiple part-time gigs at multiple private schools.

>> **Public Schools**
In many Asian countries (Japan, Korea, and Hong Kong among others) and a limited number of nations in Europe, the Middle East, and Latin America, public schools hire native English speakers to work as English language teachers at grade schools and junior high schools. Popular programs include the TAPIF Program in France, the JET Program in Japan, the EPIK Program in Korea, and the Cultural Ambassador Program in Spain.

Typically, these programs are competitive and the application process can take six months a year or more. For more, read What are the Pros/Cons of Teaching English Abroad Through a Government Assistantship Program?

>> **Private Tutoring**
In most countries, teachers can find opportunities to teach private students. Very often such opportunities pay quite well, but teachers need to put in the effort to find students and put together lessons. For more, read Can I Make Money Teaching English Abroad as a Private Tutor?

>> **Teaching English Online**
Teaching English online is a great option because you can do it from anywhere in the world. Many teachers teach online before heading abroad to gain experience and to make money for start-up costs and many ITA graduates will teach English online while traveling from country to country. Most teachers work at online teaching companies that specialize in teaching English online, though working as a private teacher is also an option. For more, read 8 FAQs about Teaching English Online.

>> **Summer Camps**
Summer camps in Europe, Latin America, and Asia offer four to six-week summer teaching jobs in language camps for school-aged children. These opportunities are great for those looking for shorter stints overseas as well as those who enjoy working outdoors with children.

>> **Universities**

TEFL certified teachers with advanced degrees and/or previous teaching experience on the professional level may find openings at the university level. These positions provide opportunities to work with advanced students and typically pay higher than positions in private language institutes or public schools.

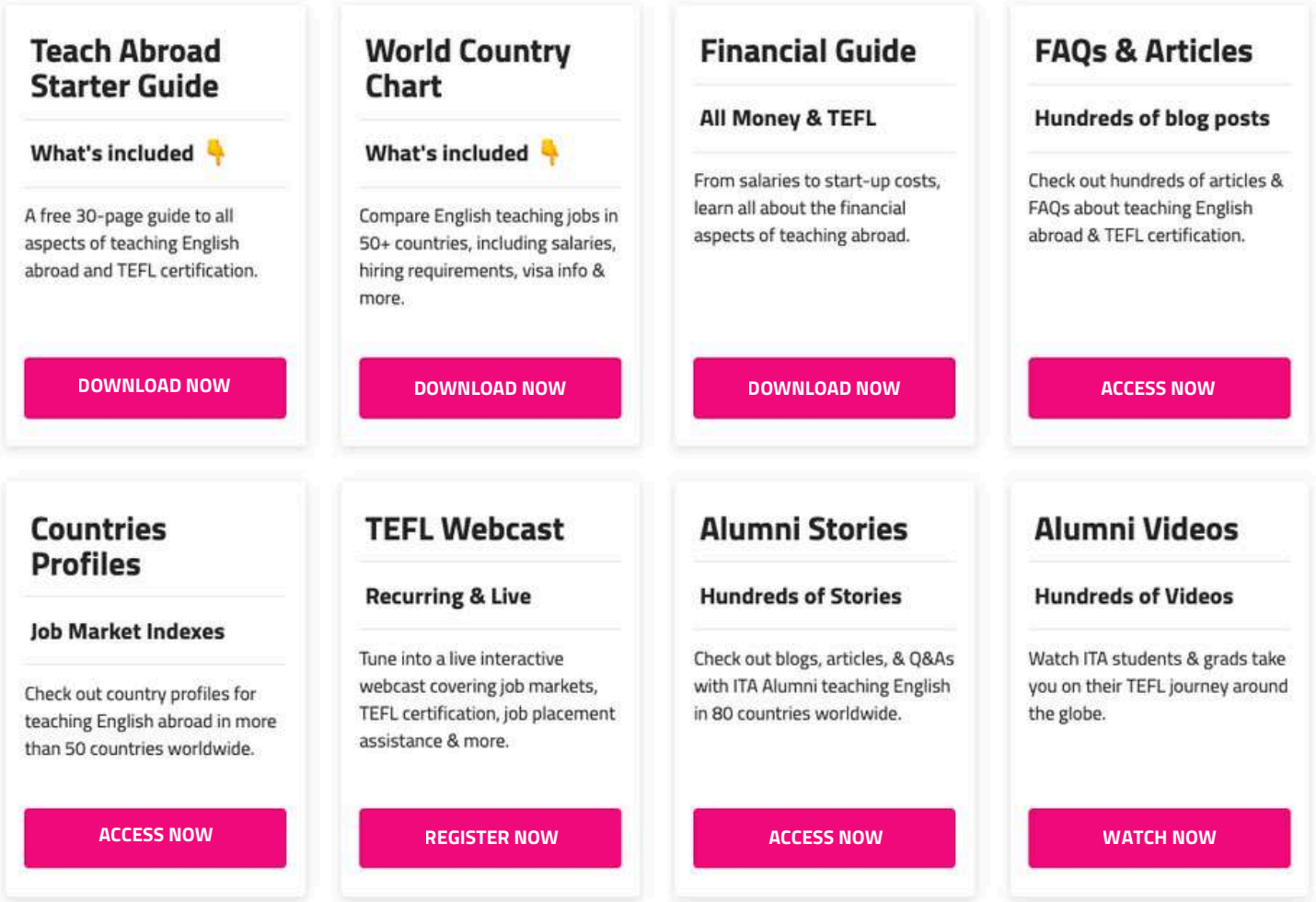
>> **Volunteer Opportunities**

Typically, these are short-term opportunities that don't pay a salary. Many of these opportunities are offered by religious or charitable organizations and provide opportunities to teach in under-served parts of the world where paid opportunities are few or non-existent. Those looking for a more extensive endeavor might consider volunteering for an organization like the Peace Corps.

Read More:

- What Types of Schools Will Hire Me to Teach English Abroad?
- Who Will My Students Be When I Teach English Abroad?

Here are some great tools for researching teaching English abroad:



3. Speak to an ITA Advisor

While you engage in your research, you will work with an experienced Admissions Advisor who will answer your questions and provide guidance with choosing your TEFL class, making a plan, and putting together a timeline. All International TEFL Academy Advisors possess extensive experience living, working, and traveling abroad and are extremely well-versed in all aspects of teaching abroad, from job markets to TEFL certification. Navigating the ins-and-outs of teaching abroad can be confusing or even overwhelming, and our team is here to HELP YOU and to provide straight-forward, realistic feedback in addressing your questions and concerns regarding:

>> Where can you teach?
>> Finances, start-up costs, and salaries.
>> Choosing the right TEFL class.
>> Visas, documents, health insurance, housing, documents & other practicalities,
>> Where can you teach?
>> Finances, start-up costs, and salaries,
>> Choosing the right TEFL class,
>> Visas, documents, health insurance, housing, documents & other practicalities,
>> Putting together a timeline.

Read More:

- Why You Need to Speak with a Professional TEFL Admission Advisors if You Want to Teach English Abroad

CHAPTER 3
TEFL CERTIFICATION & JOINING THE ALUMNI COMMUNITY

TEFL CERTIFICATION & JOINING THE ALUMNI COMMUNITY

No matter where you ultimately decide you want to teach, earning an accredited TEFL certification is key to ensuring you are successful in getting a great job teaching English abroad or online. You don't need to have a background in education or teaching experience, but a quality TEFL certification will provide you with the skills you need to run a classroom as a professional teacher and the qualification you need to get hired by legitimate schools around the world.

ITA offers a wide range of online and in-person TEFL courses. All ITA TEFL courses are internationally accredited and meet international standards. These courses will qualify you to teach English in over 80 countries worldwide and teach English online.

Now, let's dive into ITA's most popular TEFL course options:

11-Week 170-hour Online TEFL Course

This 170-hour Online TEFL Course is ITA's most popular class, and with tuition of $1,649, it is the lowest-cost option. This 11-week part-time course accommodates those working or going to school full-time. Classes begin every two weeks and are taught by university-level instructors. The course also entails live practice teaching & class sections are capped at 20 students per class. Plan to dedicate 10-12 hours per week to this course. These 10-12 hours of coursework can be divided throughout the week to fit your schedule.

Teachers in this course can expect to engage with their 20 classmates regularly via peer participation assignments. Your course instructor grades your assignments weekly and provides detailed feedback. Your instructor will also host live office hours and webcasts for further educational opportunities.

Check out:

>> **170-Hour Online TEFL Course Dates & Tuition (including discounts)**

>> **Meet the ITA instructors**

4-Week Intensive Online TEFL Course:

If you are looking to get TEFL certified online and begin your teach abroad/online journey sooner rather than later, this 4-week Intensive Online Class is a great option. This course is highly intensive, and students will be in class Monday-Friday from 9:30 am - 5:30 pm Central Time US.

Check out:

>> **4-Week Intensive TEFL Course Dates & Tuition (including discounts)**

In-Person 4-Week TEFL Courses Around the World:

If you prefer in-person learning, ITA offers 20 In-Person TEFL Course locations globally. These 4-week, full-time TEFL certification courses are designed to provide all course graduates with the tools to succeed as professional English teachers.

Regardless of location, all four-week in-person TEFL course options are intensive, full-time university-level classes. Though exact hours vary, prepare to be in class full-time on Monday – Friday, and on certain days you may be required to stay late to work on practice teaching or other projects.

Taking your TEFL class onsite in the country where you want to teach can put you in a position to get a job almost right after you complete your course. The onsite course staff will provide you with local job search guidance in addition to the international job guidance that all ITA students receive.

Check out a complete index of all TEFL course options here.

NOTE: International TEFL Academy students are eligible to begin receiving Job Search Guidance as soon as they register for their class, including full payment of tuition and returning enrollment documents. That means that you can start prepping for your job search, or even interviewing for jobs in some cases, while you are taking your TEFL class.

Specialty Add-On Classes

Are you looking to boost your credentials further? Check out ITA's specialty courses!

Whether you have a degree or not, we provide options to enhance your skills and credentials by taking additional TEFL Specialty classes in the fields of the Foundations of English Grammar, Teaching English Online, Teaching Business English, Tutoring English, and Teaching English to Young Learners. Check out the TEFL Specialty Class Index for more information.

WHO CAN TAKE AN ITA SPECIALTY CLASS?

You do not need to be an ITA TEFL certification graduate or enrolled in ITA's TEFL certification course to take one of our specialty classes. Our specialty classes are designed for those who are already TEFL certified, are in the process of completing a TEFL course, or are already teaching ESL. As such, we strongly recommend that you are currently taking an accredited TEFL certification (even if it is through another provider), are already certified, or have experience teaching ESL.

Please note that International TEFL Academy's Lifetime Job Search Guidance and support, access to our alumni community, and our high-quality accreditation are only available to students and alumni of our online and in-person TEFL certification courses.

Alumni Community

As soon as you register for your class, you're joining a community of 30,000+ ITA alumni & fellow world travelers who are teaching in more than 80 countries worldwide. You can immediately connect with other alumni, make some friends before you head abroad, and get your questions answered by fellow alumni who have been in your shoes and are eager to help you out.

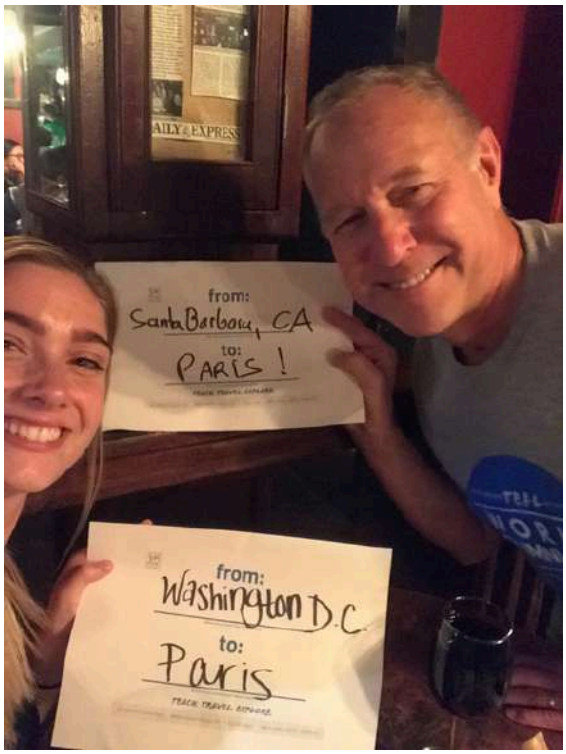
Some great places to start:

>> **Facebook Groups**
Connect with ITA on Facebook to chat with thousands of ITA alumni in our exclusive, country-specific pages and topic threads.

>> **Alumni Blog Content & FAQs**
Check out articles, blogs, and Q&As from hundreds of ITA alumni teaching English abroad.

>> **Alumni Video Library**
Watch hundreds of day-in-the-life videos from alumni that are teaching English abroad and online and get a feel for what it may be like living abroad and in different regions of the world.

>> **ITA On Instagram**
Check out daily alumni photos and watch our popular ITA Instagram Story Takeovers where alumni that are currently abroad take over our Instagram Story for a day to show you what their life is like - got a question for them, ask them during their Takeover!



CHAPTER 4

TIMELINES & FINANCIAL PLANNING (START-UP COSTS)

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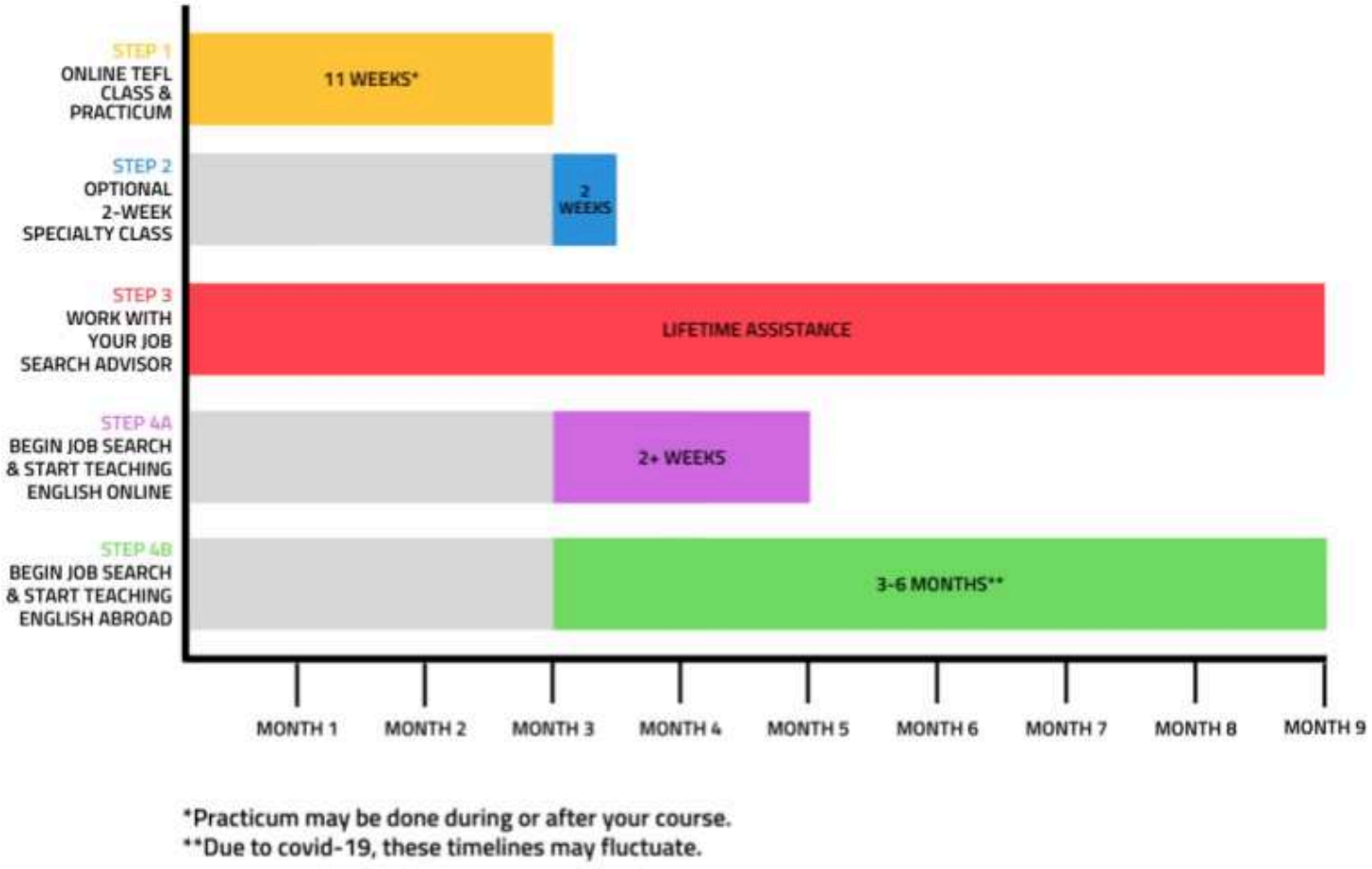
TIMELINES

Understanding timelines and getting prepared financially are two vital elements for ensuring that you succeed in reaching your goal of teaching English abroad or online. With so many different jobs, timelines will vary considerably. It's important to note that an ITA TEFL certification never expires and Job Search Guidance for ITA students and graduates is life-time. So, if you want to plan years in advance or if you want to keep your options open, you will have that flexibility.

Here are some basic guidelines and tips to keep in mind for your timelines:

- >> It usually takes 3-6 months from when you begin your TEFL certification to starting your job teaching English abroad. However, it can take longer or shorter in some circumstances.
- >> For teaching English online, 2-4 months is usually realistic to get started, as some ITA students begin teaching online while still in their online TEFL course.
- >> ITA's 170-Hour Online TEFL Course (85% of our students take this class) takes 11-13 weeks to complete (including practicum).
- >> ITA students can begin receiving Job Search Guidance during your TEFL class, so you can get going on prepping documents or even applying while still in your course.
- >> When interviewing in person in your destination country (common in Europe and Latin America), expect to interview for 2-3 weeks before you start receiving offers. Expect to begin on part-time gigs at multiple schools and plan on teaching English online to build out a full-time schedule of teaching hours.
- >> When applying for TEFL jobs in advance from home (typically over Skype or Zoom for positions in Asia & the Middle East), interviewing, signing a contract, and then making travel and visa arrangements generally takes 2-6 months, sometimes longer.
- >> If you take a 4-week TEFL class abroad in the country where you want to teach, you could very well have a job lined up within a week or two of finishing the course.

To gain a visual perspective of the process, check out the graphic below. For a deep dive into all of the variations for timelines for TEFL jobs, check out How Quickly Can I Get TEFL Certified and Begin Teaching English Abroad?



*Practicum may be done during or after your course.
**Due to covid-19, these timelines may fluctuate.

FINANCIAL PLANNING

One significant aspect of teaching English abroad or online is that you get paid as a professional. You can make a living wage to sustain yourself financially while you live and travel overseas. In Asia in particular, there are many opportunities to save up to $500-$1000 a month after expenses. Still, like most great endeavors in life, you'll probably need to incur at least some basic start-up costs. The key is understanding what those costs are and planning accordingly.

Depending on where you decide to teach English abroad, these costs will vary with the cost of living where you teach, travel expenses, and whether you receive benefits like free housing and airfare from the school that employs you. For most people who teach English abroad, start-up costs typically include:

- Your TEFL certification,
- Your transportation costs to your destination country,
- Costs of getting the documents you will need for your TEFL job search and moving abroad, including passport, criminal background check, academic records, and others,
- Daily expenses and supporting yourself until you begin to receive paychecks (in most countries, once you start to work full time and receive wages, you will earn enough to cover your daily and monthly living expenses).

Again, these costs will vary substantially, but for most folks, they will realistically range from $2000 to $4000. Considering the value of the experience of living and traveling abroad, it's the bargain of a lifetime, and remember, once you are abroad, you will be a paid professional. In many countries, or even teaching English online, you can make your money and then some.

Here are a few quick tips for planning and saving on start-up costs:

>> Take your TEFL certification course online. Online TEFL certification will likely cost $500-$1,000 less than taking an onsite TEFL course in North America, and $1,000-$2000 less than traveling to an international location to take your TEFL course, especially if you have to invest in airfare and housing. Also, ITA specially designed the class so that you can take it while working full-time or part-time and continue to generate income while you get certified.

>> Teach English Online. Start getting paid before you head overseas & have a job lined up when you arrive! Teaching English online offers you the opportunity to start making money teaching before you even head abroad. Also, because you can do it anywhere, you can begin teaching English online and earning money as soon as you arrive in your destination country, even if you don't have a job yet at a local school.

>> Interview with countries that hire in advance so you will not need to finance the 1-2 weeks of interviews face-to-face;

>> Teach in a country where schools will pay for your housing like South Korea, China, and Persian Gulf countries of the Middle East;

>> Choose a country with a low cost of living, so your startup costs are low. You will typically find these countries in Latin America, Eastern Europe, South East Asia, and in the Middle East;

>> Choose a country where schools typically reimburse or provide free airfare to English teachers abroad for English teachers abroad.

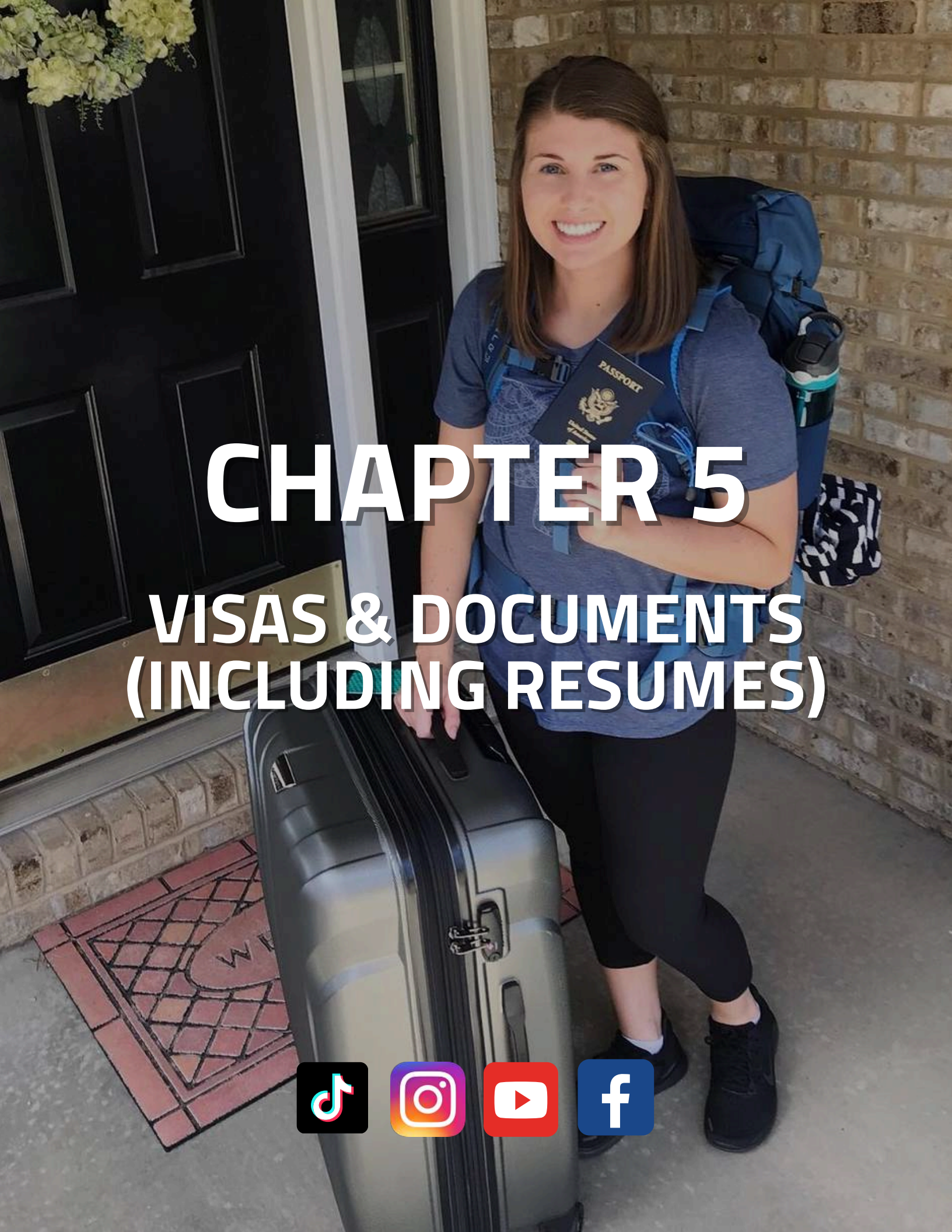
Read these articles for more financial tips:

- What are Basic Start-Up Costs for Teaching English Abroad?
- I Have Student Loans – How Can I Teach English Abroad?
- Top 5 Countries to Make the Most Money Teaching English Abroad

Free Financial Guide to Teaching English Abroad

From salaries to start-up costs, learn everything you need to know about money and teaching English overseas.

Download Now



CHAPTER 5

VISAS & DOCUMENTS (INCLUDING RESUMES)

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It's no secret that international travel and searching for a new job require various documents, from passports to transcripts, so it only makes sense that taking a job teaching English abroad means having essential papers ready to go.

There may be some documentation that you can only take care of once you are in your destination country. Still, typically you want to have your docs prepared and ready to go well in advance (in many cases, you will need it for the interview process or to process a visa before you depart from your home country).

Document requirements for getting hired as an English teacher and moving to a new country will vary from country to country. In many cases, employers may inform you during the interview process which exact documents will be required for employment and obtaining the proper visa.

There will always be variations, but here is a brief rundown of documents that may be required for you to teach English abroad:

Travel Documents for Teaching English Abroad

>> Passport

To be granted entry into a foreign country, you usually must have a passport valid for at least six months after you enter that country. In some cases, you may not be allowed entry into your destination country or issued an entry visa without holding a passport that will be valid for an entire year. We recommend that you travel on a passport with at least two years of validity remaining for extended travel and teaching English abroad.

Americans can learn about applying for a new passport by visiting the U.S. State Department's Passport web page. Citizens of other nations should contact their ministry of foreign affairs to apply for a passport.

>> Visas

You may or may not need to obtain a visa before traveling to your destination country – this will vary country-by-country and job-by-job. Please read: What is a Visa, and Do I need a Visa to Teach English Abroad? to learn more about visas.

Want to learn more about visa requirements to teach English abroad? Click here to request a Country Chart that details salaries, hiring requirements, interview procedures, and visa information for more than 50 countries.

Documents for your Job Search & Obtaining a Work Visa (where applicable)

>> TEFL / TESOL Certification

Some employers will insist on seeing the actual certificate; in other cases, a copy may suffice. In some cases, your certificate may need to be notarized or Apostille Authenticated (internationally notarized); this will vary from country-to-country and, in some cases, from school to school.

>> Criminal Background Check

Background checks are typically required to get hired and receive a work visa to teach English in Asia and the Middle East. In some cases, a state check may suffice, but increasingly, governments in Asia and the Middle East require the F.B.I. Background Check (or your national equivalent if you are not American). Individual schools in many other nations also require this check.

Background checks are not routinely required to gain employment teaching English in Europe or Latin America. Still, individual schools or government programs in countries like France and Spain may require them. Even though a background check may not be necessary, it will always be safe to have one on hand. It can provide credibility for you as somebody worthy of employment as a professional English teacher. U.S. citizens can learn more: How Do U.S. Citizens Get a Criminal Background Check for Teaching English Abroad?

>> Reference Letter(s)

>> Cover Letter

In some cases, you may need to translate your cover letter into the local language for the country where you plan to teach.

>> International Resume (or C.V.)

You will need to write a customized resume for teaching English online or abroad. In many countries, employers expect a resume or C.V. to include information that is often left off resumes in the U.S., including your age and marital status. In some cases, you may need to translate your resume into the local language for the country where you plan to teach. For more, check out How to Write A Killer Resume or C.V. for Teaching English Abroad.

>> Photos

Make sure they're professional-looking! Most jobs want two pictures: a headshot and a 2nd as a full body shot (to see you dressed professionally).

Some potential employers, particularly in Asia and the Middle East, will also need additional documents, including some or all of the following:

>> College Transcript and College Diploma

In some cases, originals are required; in others, copies will suffice. For transcripts, they should be in a sealed envelope, do not break the seal. Contact your college or university to obtain these. You should order two or three to have a backup, and they typically cost $ 6-8.

>> Medical Forms

Some countries require medical forms to obtain an entry visa; requirements may vary. In Saudi Arabia, for example, an HIV-AIDS test is required. Japan is known to need a TB test and chest extra. In other countries, such as South Korea, you may be required to undergo a physical and a drug test upon arrival.

>> Apostille & Notarization

Usually, your documents will require an international notarization known as an apostille. Use Google or contact a local government body such as the secretary of state to learn where and how you can get your documents apostilled in your area or through an online service.

Make sure you speak with your TEFL advisor about these questions before enrolling in a TEFL class. All ITA graduates also receive extensive job guidance from the Student Affairs Department to help you with document questions when looking for your English teaching job.

CHAPTER 6
APPLYING FOR JOBS
& INTERVIEWING

APPLYING FOR JOBS & INTERVIEWING

RESOURCES FOR FINDING JOBS

There are numerous ways to find jobs abroad & online, and as part of your International TEFL Academy job search guidance, you will learn about each one:

>> **Job Boards**

There are hundreds of ESL online job boards listing tens of thousands of teaching opportunities worldwide. Examples include Dave's ESL Café and ESL Authority. Some job boards As a student and graduate of International TEFL Academy, we'll provide you with a comprehensive list of these websites. Also, if you seek private tutoring opportunities, you will often advertise your services on job boards.

>> **Contacting Schools Directly**

Many individual schools, online teaching companies, and international chains of language schools advertise jobs on their websites. International TEFL Academy provides you with an international school directory with contact information for tens of thousands of educational institutions worldwide.

>> **Placement Agencies & Recruiters**

In Asia and the Arab Gulf countries, many schools recruit teachers through recruiters and placement agencies. International TEFL Academy can refer you to the most reputable agencies.

>> **Networking and Word of Mouth**

Contacting other English teachers can be a great way to learn about schools and job opportunities, mainly if you are already on the ground in the city or region where you want to teach. As an ITA student, you will be able to share job tips with ITA alumni all over the world on our exclusive Alumni Facebook group.

>> **Teaching English Online**

Most major online teaching companies have links and forms on their website where you can apply for positions. Many also advertise jobs on major ESL job boards like ESL Authority and Dave's ESL Cafe. There are also online networks and job boards where you can market your teaching services as an independent teacher to individual students looking for private lessons.

For top options, check out ITA's Teaching English Online Employer Index.

Don't have a degree but want to teach English online? Check out 10 Companies That Let You Teach English Online Without a Degree.

PRIVATE TUTORING OPPORTUNITIES

In most countries, you can find opportunities to teach private lessons to individuals, families, or small groups. Giving private lessons is especially popular in Europe and Latin America, where many teachers work multiple part-time teaching jobs or they want to make extra cash on the side.

Here are some essential tips for marketing yourself as a private tutor:

>> **Highlight Credentials**
Of course, you want to highlight your credentials as a professionally trained English teacher with an accredited TEFL certification. People want to take lessons from a professionally trained English teacher with recognized credentials.

>> **Fliers**
Post fliers for your services in English and the local language if possible on bulletin boards at universities, community centers, etc.

>> **Offer your first session free**
When advertising your services, a great way to attract students is to offer your first session at no cost. This is an excellent way to meet your student in a low-pressure situation to see if it will be a good fit for both of you.

>> **Offer a free class for a referral**
As an incentive, if one of your students refers a new student, offer them a free or discounted session.

>> **Get a local phone number**
Potential students will be wary of calling an unknown international phone number from New Jersey, Ontario, or wherever it is that you call home.

>> **Discount Offerings**
Offer discounts to students who purchase multiple lessons at a time and those who pay a portion of their fees upfront. Students are a lot less likely to cancel or skip a class for which they have already paid.

>> **Create Policy Wording**
While this may not be common practice in every market, you may consider drafting a contract or "terms and conditions" that outline your agreement with your students regarding matters like pricing and cancelation policy.

>> **Word of Mouth**

If you have friends or relatives in the location you are living, let them know you are looking for students to tutor, and encourage them to tell their friends, relatives, and coworkers.

>> **Job Board Listings**

Post listings for your services on local job boards. As an ITA student, you will gain access to loads of job boards worldwide, in addition to guidance from expert advisors about the process of marketing yourself as a private tutor.

For more tips and insights into marketing yourself as a private tutor, check out Can I Make Money as a Private Tutor Teaching English Abroad?

HIRING SEASONS

Many countries have specific hiring seasons in which they seek to fill vacant teaching positions. While openings for jobs may become available at any time of year, following these hiring cycles and interviewing in advance for a position is critical to your success in finding a great job abroad.

Below are the hiring seasons for private language schools in various regions of the world:

>> Europe: Main: September/October Secondary: January
>> Central America: Main: June/July Secondary: January/February
>> South America: Main: February/March Secondary: July/August
>> Asia: Year-around
>> Middle East: Year-around and May-August
>> Teaching English Online: Year-around.

Read More:

- What are Hiring Seasons for Teaching English Abroad

INTERVIEWS

Interviewing in advance from your home country

In many countries, it is standard to recruit, interview & hire new English teachers in-advance over the phone/Skype/Zoom, or in some cases, in-person (typically through recruiters at job fairs). Expect this approach throughout Asian countries like South Korea, Japan, China, and Taiwan. It is also standard in many Middle Eastern nations, especially those in the Persian Gulf like the United Arab Emirates (including Dubai & Abu Dhabi), Saudi Arabia, and Oman.

In Europe, you will typically find opportunities for interviewing in advance in Central and Eastern Europe in countries like Russia, Poland, and Hungary. To learn more, check out Where Can I Interview in Advance for Teaching English in Europe?

For popular government programs around the world, expect to apply and interview in advance. These positions typically entail teaching in a public grade school or high school, and participants are assigned to positions in different cities. Be aware that these popular programs only have one or two application windows a year, and the process of applying, interviewing, and getting accepted and placed last anywhere from 6-12 months.

>> Cultural Ambassadors Programs in Spain accept applications between January and April for positions starting the following October.

>> TAPIF Program in France accepts applications between October and January for positions that begin the following October.

>> JET Program in Japan is open to new applicants during the fall application period in October with a November application deadline. Interviews start in Jan-Feb for a July departure.

>> Public School Programs in Korea, including the famous EPIK program, typically accept applications 1-2 times a year, depending on the program.

Advantages of applying for teaching jobs in advance:

>> You will save on start-up costs, and these are usually (not always!) better-paying jobs.

>> You can apply for more jobs in more countries, giving yourself more options and opportunities.

>> You can give yourself more time and flexibility to find the best possible job for yourself.

To learn more, check out Where Will Schools Hire Me in Advance to Teach English Abroad?

Going to your destination country and interviewing locally in person

It is common practice in many countries for language schools to recruit and interview locally. This is standard practice in many Western European nations like Germany, Italy, Spain; Latin America; and Southeast Asian countries like Vietnam, Thailand, and Cambodia.

Pro Tip! A key for getting a job in countries where you interview locally is to be on the ground, ready to interview during major hiring seasons. Read More: What Are Hiring Seasons for Teaching English Abroad?

The prospect of going abroad without having a job lined up may seem daunting. Still, demand for teachers in these countries is high, and ITA will provide you with the contact information to reach out to potential employers and access to resources like job boards. Typically, you will want to set up at least 5-10 interviews to start and for most first-time teachers, expect to spend 2-3 weeks interviewing before accepting a job offer.

Those interviewing for jobs locally in most of Europe and Latin America should expect to work part-time at more than one company and teach English online. More jobs will be full-time in Southeast Asia, though teaching English online on the side is still common.

Interview Tips for TEFL Jobs

>> Set Up Professional Email Accounts

Set up at least two professional email accounts and include them on all correspondence in case one filters out or blocks essential correspondence.

JamesDavis@gmail.com is professional. JimmyboomboomDJRapper@gmail.com is not going to get you a job. Also, be sure to check your "junk" and "Promotional" mail folders frequently when you begin corresponding with schools or recruiters in case emails get directed into those folders.

>> Look professional

This should go without saying, but in this day and age, when casual dress has become more common in the U.S., bear in mind that formality is still considered standard practice in most nations around the world.

>> Interview Environment

When interviewing through a webcam, it's crucial to have good lighting, a clean background, and a strong internet connection.

>> Be Prepared to Answer the Right Questions

As in any interview, you need to be ready to explain your teaching experience and training, personal and professional background, and why you want this job.

Typical questions may include:

- What are your strengths and weaknesses as a teacher?
- What ages and levels of students have you taught in the past?
- How would you handle a class of students of mixed abilities?
- Why are you interested in teaching in (name of the school's country)? Showing some interest and knowledge of the country will help, but avoid bringing up sensitive matters like politics.
- Have you lived or traveled abroad before?
- Can you prepare your materials and develop your own curriculum?
- **Pro Tip! Be ready to provide a teaching demonstration. Have one on video prepared to go, and be prepared to give a live one, whether you are interviewing in person or over a webcam. In many cases, prospective employers will provide you with a heads-up, but not always, so prepare yourself!**

>> Be Prepared to Ask the Key Questions

Undoubtedly you will have questions for your potential employer, and there will be essential matters regarding any job you will want to confirm. Asking questions will also indicate to them that you are serious about the position. Ask all of the questions you need to have answered to feel comfortable and confident before accepting a job.

- Are there other foreign teachers working at the school?
- Are they expecting you to accept a job offer without seeing a contract?
- Are they asking you to send them money? (There should be no reason for this).
- What are the working days and working hours? (Will I be expected Saturdays or weekends?)
- How many contact teaching hours will be expected from me?
- Will I be paid overtime if I teach more than this number of hours?
- What non-teaching tasks will I be required to undertake?
- What is the salary structure? (This should not be the first question you ask!)
- How will I be evaluated, and is there an opportunity to receive a raise or bonus?
- Is there a dress code?
- Will the school sponsor a visa?

Pro Tip! Ask for a Job Description/Contract in Writing. Before accepting any job, make sure that you receive a contract and job description that clearly outlines employment terms like salary, benefits, and workload expectations before accepting a job offer. International TEFL Academy students and graduates can ask for advice and assistance from experienced job search advisors with reviewing contracts and job offers.

Interview Tips for Teaching English Online

Like any job interview, it's key to be prepared to answer some basic questions about yourself and have questions that you want to ask any prospective employer. Here are some basic examples to consider.

Be prepared to provide relevant information and answers the following questions and queries:

>> Explain all relevant teaching or other professional experience that has prepared you to teach English online.
>> What is your educational background? How has it qualified you to teach English online?
>> Why do you want to teach English online & what are your goals?
>> Why do you see yourself as a good fit for teaching with this company?

Questions you may want to ask of prospective employers:

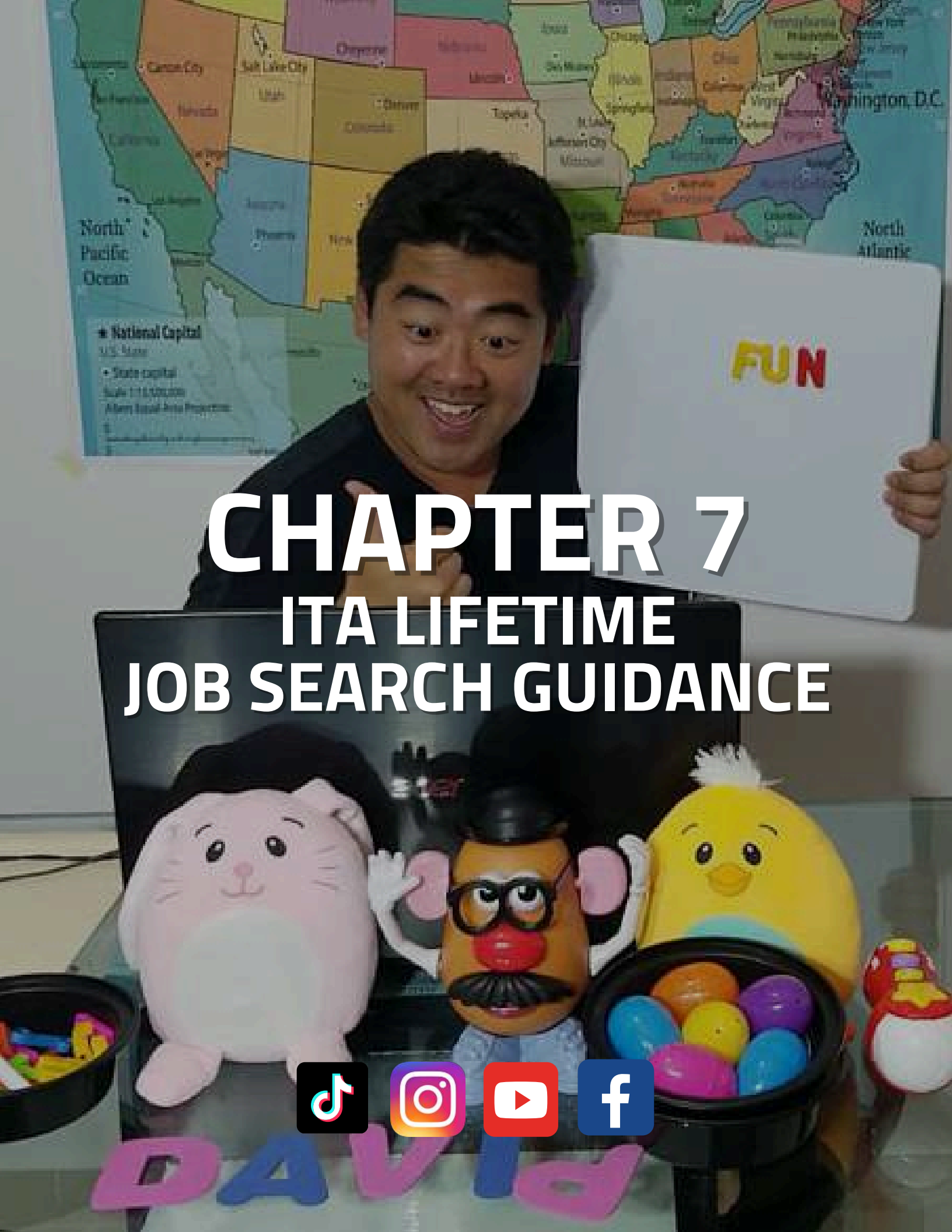
>> Can you set your own hours, and how does scheduling work?
>> How do salaries and bonuses work?
>> Are there long-term prospects for growth and professional development?
>> What sort of time commitment is expected?

Be prepared to teach an online English class demo lesson. This is a vital part of the interview process for many online ESL teaching jobs. Here are some essential tips to bear in mind:

>> Set up a proper online teaching virtual classroom with an appropriate backdrop and good lighting.
>> Make sure your internet connection is dependable and fast (many prospective employers will run a test).
>> Ask if they will give you a lesson to teach in advance and make every effort to familiarize yourself with that company's online platform. For smaller companies in particular, you may just be teaching over Skype or Zoom.
>> Have any teaching props ready to go.
>> Dress like a professional teacher.

Read More:

- Example Online English Teaching Job Interview Process
- Teaching English Online: How to Write a Killer Cover Letter
- Teaching English Online: How to Write a Killer C.V.(Resume)



CHAPTER 7
ITA LIFETIME JOB SEARCH GUIDANCE

ITA LIFETIME JOB SEARCH GUIDANCE

Navigating the international job search and moving abroad can be intimidating, no matter how much experience you have. Countries and schools worldwide maintain different expectations and requirements, and with so much to prepare, it is easy to feel overwhelmed.

Don't panic! The Student Affairs Department is here to help. Our expert team will educate and empower you to make your move abroad with confidence.

NOTE: International TEFL Academy students are eligible to receive Job Search Guidance as soon as they register for their class, including full payment of tuition and returning enrollment documents. That means that you can begin prepping for your job search, or even interviewing for jobs in some cases, while you are taking your TEFL class.

Here are just a few of the resources and services that are available for alumni and current students of International TEFL Academy:

- ✓ Personal guidance from an experienced Job Search Advisor: Our expert Job Search Advisors are available to speak with you and correspond by email to address all of your questions and to assist you with every aspect of your job search. From writing your resume/CV and cover letter, coaching you on the interview process in different markets, and assessing which destinations might be the best fit for you, we are here to help!

- ✓ Detailed video webinars on the job search process: We provide live and taped webinar workshops on the process of resume/cover letter & interviewing, continent-specific talks for job hiring practices in Europe, Asia, Latin America, the Middle East.

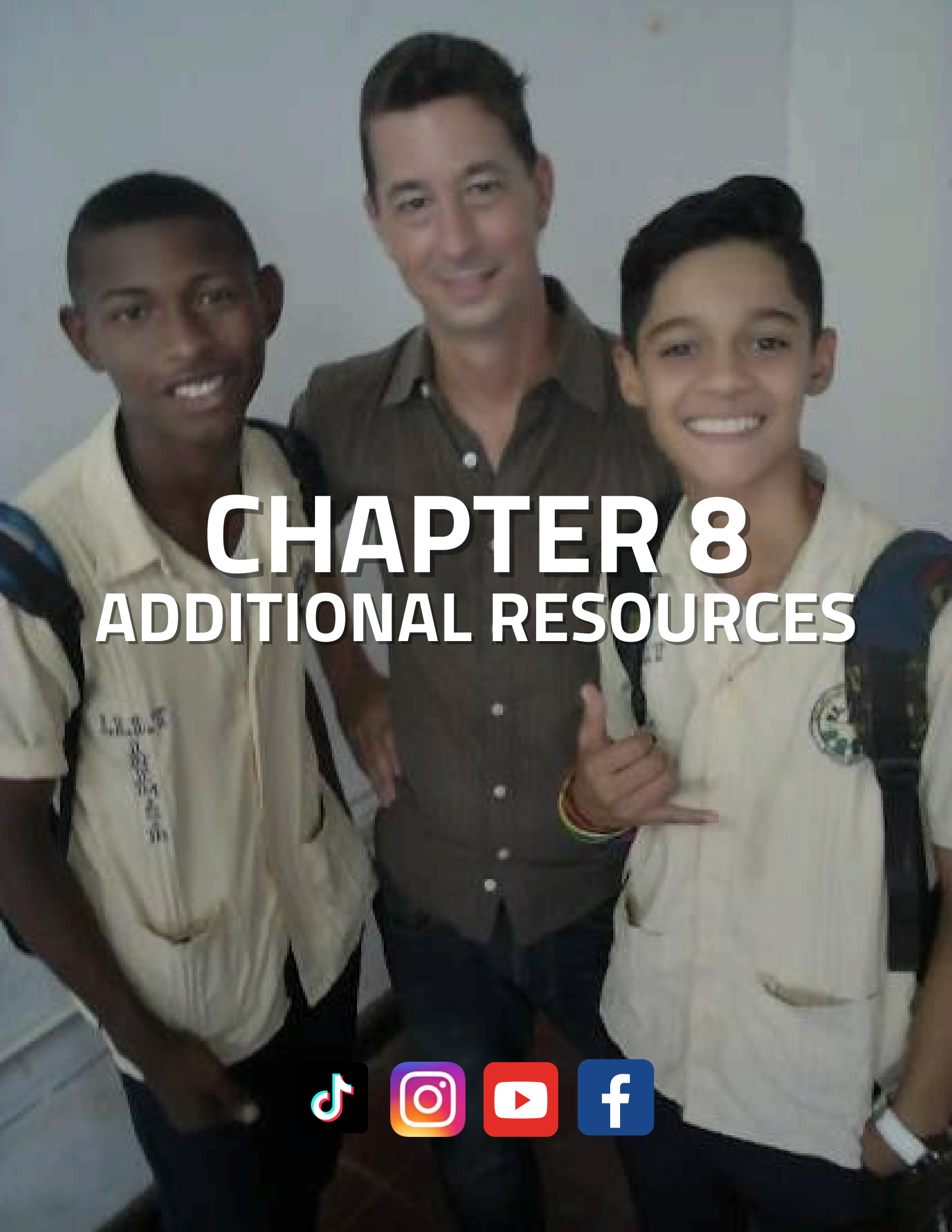
- ✓ ESL job search manual: All of our graduates receive a 400-page manual containing all relevant information for major job markets worldwide, including hiring seasons, academic standards, and the interview process for teaching English abroad. Templates for successful resumes and cover letters are also included. This manual incorporates extensive listings of online resources, including more than 100 ESL international job boards, in addition to individual "How-to-Guides" for getting jobs in individual countries around the world.

- ✓ ESL worldwide school directory: We will send you a directory of over 20,000 schools & online teaching companies worldwide to contact directly regarding employment opportunities.

- ✓ Referrals to preferred recruiters, placement agencies, online teaching companies, and language schools: International TEFL Academy enjoys a strong relationship with schools, recruiters, and placement agencies worldwide.

- ✓ Job interview assistance for International TEFL / TESOL course participants: For students that take our four-week TEFL / TESOL course at an international location, the site director can arrange interviews or provide local contacts for your job search both during and after the training course.

- ✓ Contract reviews & job offers: Once you begin receiving job offers, our resources and advisors will provide you with the guidance you need to determine that they are legitimate and worthy of acceptance.



CHAPTER 8
ADDITIONAL RESOURCES

ADDITIONAL RESOURCES

>> **Downloadable Brochure**
A 30-page guide to all aspects of teaching English abroad & TEFL certification.

>> **Country Profile Index**
Find out all the nitty-gritty details about requirements and processes for teaching English in various countries around the world here.

>> **Country Chart**
Compare all aspects of teaching English in more than 50 countries, including salaries, hiring requirements, cost-of-living, interview seasons, start-up costs, the potential to save, and more.

>> **The ITA Blog + Alumni Stories**
Check out tons of articles and FAQs about all aspects of teaching English abroad as well as alumni Q&As and stories of their experience teaching English online and around the world.

>> **The ITA Video Library**
Watch day-in-the-life videos from ITA alumni living and teaching English both online and in-person in tons of different countries.

>> **ITA Job Search Guidance Overview**
Learn more about the ITA Student Affairs department and all the ways they will assist you in your job search.

>> **TEFL Course Index**
Learn more about TEFL classes online & around the world.

>> **TEFL Courses Dates & Tuition**
Check out dates and pricing for our online TEFL courses as well as our in-person TEFL courses.

CALL 773 -634-9900

OR VISIT WWW.INTERNATIONALTEFLACADEMY.COM FOR MORE INFORMATION!

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Attend ITA Meetups Around the World

Watch Hundreds of Alumni Story Takeovers On Our Instagram Channel

Join Our Latest Article, Video, and Photo Contests

Be Part of an Award-Nominated Alumni Community

Celebrate ITA World Alumni Day

Enjoy Our Competitive Alumni Referral Program

HUNDREDS OF FIRSTHAND ARTICLES, STORIES, Q&AS, AND VIDEOS FROM PEOPLE JUST LIKE YOU!

SO... WHAT'S NEXT?

SPEAK WITH AN EXPERT ADVISOR

Get Your Questions Answered By An Experienced Advisor Who Has Lived & Taught Abroad.

SPEAK WITH AN ITA ADVISOR

ATTEND YOUR FREE TEFL WEBCAST

Attend a Free 1-Hour Webcast About The Basics of Teaching Abroad & TEFL Certification.

SAVE MY SPOT FOR WEBCAST

WATCH FREE ITA ALUMNI VIDEOS

Watch Hundreds of ITA Alumni Video Testimonials & Get a Firsthand Look at Life Abroad!

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