**JOB DESCRIPTION: Assistant Tutor (Winter Internship Placement)**

Between July and September of 2017, five undergraduate students from leading British universities (Oxford, Imperial College and the London School of Economics) were offered work placements of up to 12 weeks at FG Academy, Beijing.

**Following the success of this summer programme, FG Academy are now opening up this programme to students from leading Australian universities.**

**We are looking to invite 2 or 3 outstanding Australian university students for an all-expenses-paid educational, cultural and work experience trip to Beijing.** Students of all disciplines are welcome, as long as they are comfortable teaching at least one of FG Academy’s core subjects (see the Candidate Profile below). The internships will start in November or December and run for up to 12 weeks.

Based in the He Gezhuang (traditional courtyard) branch initially, these positions may also involve working in the new Shunyi Branch (luxury villa), therefore giving students a taste of both old and new China in a safe and structured environment.

Interns at FG, as Assistant Tutors, will gain experience in all aspects of life in an elite GCSE/A-Level tutorial academy. The focus will initially be on the academics, but after the induction period there may also be the opportunity to get involved with marketing and sales activities, to gain a holistic experience of life in a modern international education organization.

Interns will work a standard 5 day per week, 40-hour work week (seven working hours per day, plus one hour lunch break/dinner break). There will be two full days off per week, though not necessarily Saturdays and Sundays.

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*This document provides a job description, a broad outline of the duties involved, a candidate profile, and a breakdown of the benefits offered, as well as exclusions.*

*It should be read alongside the Contract, the Consultant’s Handbook, and the FG Academy Buyers’ Beware Guide. The Contract is the final document that takes precedence over the others; supporting documents are provided for clarification and information purposes.*

*FG Academy, October 2017*
INTERNSHIP OBJECTIVES & DUTIES

1) Interns will start with a 1-2 week induction period, similar to the programme that all new tutors at FG receive. This is an intensive, structured programme that starts with interns shadowing and observing FG Academy's existing senior tutors, before moving on to their own lesson planning, practice lessons in their chosen subjects, and finally a series of observed lessons with real students. Constructive feedback is provided by senior tutors to facilitate continuous improvement. Interns will also create their own resources under the supervision of the academic management team. Guidance and instruction will be provided regarding the British education system, and interns will be expected to become familiar with how schooling, exams and university applications work.

2) Once graduated from induction, interns will become Assistant Tutors, and have the opportunity to assist tutors in group classes and in some cases teach their own students on a 1-to-1 basis. Interns will follow FG Academy's own system of course planning. For those interns particularly interested in teaching, there will be the opportunity to gradually build up their teaching schedules, up to 16 contact hours per week (2/3rds of a regular tutor's timetable). Please note that teaching assignments very much depend on the demand from students for particular subjects at any given time, and are not guaranteed; however, all assistant tutors from our first cohort did manage to gain some valuable and interesting teaching experiences.

3) Other duties assigned may include:

- Developing academic resources
- Briefing sales and marketing staff on latest trends in GCSEs/A-Levels
- Assisting marketing staff with English-language resources
- Assisting sales staff in open days and promotions
- Participating in supplementary and extra-curricular activities

4) During the second half of the internship, interns will be given the opportunity to work on a personal project according to their interests. This could be related to teaching, course design, marketing, sales, or any other relevant area. They will be assigned a supervisor and have the opportunity to pitch the project to FG management; if the project is approved, they will be given the resources and support to help them make their project happen.

5) At the end of the internship, interns will receive a detailed reference to help with future opportunities. The best performers may also be offered paid training and full-time contracts with FG Academy for the following year (July 2018).

All HR, finance & contract issues should be directed to the Academic Administrator, Venco. Please send your CV to yuwenke@fg-academy.com if you are interested in this vacancy.

Day-to-day, interns will report directly to the Academic Supervisor, Edwin. Interns may be assigned to shadow or assist other members of FG Academy staff as needed, including the Subject Coordinators, Tutors, Sales and Admin staff.
CANDIDATE PROFILE

The ideal candidate for the Assistant Tutor summer internship will:

1) have a genuine and proven interest in pursuing education as a career

2) be a current undergraduate at an Australian university, on course to graduate in 2019

3) be a graduate of the Australian secondary school system, or have at least 4 years full-time English-medium education

4) have a strong academic track record

5) be confident in their subject knowledge of at least one of FG Academy's core academic subjects (Maths, Chemistry, Physics, Biology, English, Economics, History, Geography)

6) be a quick learner and able to work under pressure to deadlines

7) be flexible and open-minded about working in a different culture

8) be able to provide an academic reference from a current tutor

9) be able to obtain a recent police check proving no criminal record

10) be able and willing to obtain a valid visit visa to China on their own (FG Academy will provide assistance and this is not a difficult process for an Australian national; however, candidates should be aware that they will need to make the application on their own, either directly to a Chinese embassy or consulate, or through a visa agency)
BENEFITS

- Round-trip economy class ticket provided from closest Australian airport to Beijing
- Monthly living allowance of 1890 RMB*
- 1000 RMB cash advance on monthly living allowance, provided on arrival
- Furnished, air-conditioned bedroom, with shared bathroom and kitchen
- Free broadband wifi provided
- Healthy, home-cooked lunch & dinner provided 7 days a week, plus tea, coffee, drinking water etc.
- Airport pickup & drop-off (meet & greet) in Beijing
- Free local sim card with phone number & data plan
- Beijing Metro travel card pre-loaded with 200RMB credit
- Any other transport that you are required to take during the course of your duties is provided/reimbursed

- Two hours a week of small-class Chinese tuition provided by qualified professional teachers, plus the opportunity to practice more for those interested
- Weekly cultural activities, e.g. guided tour to the Great Wall & Forbidden City, tea ceremony, archery demonstration, Peking Opera, Beijing bicycle tour, cookery classes, Hutong tours etc.
- Assistance with obtaining visa & itinerary planning
- 2 full days holiday per week, plus one additional day off per full month worked
- Comprehensive reference provided upon satisfactory completion of the internship

*The living allowance is not a salary; it is a lump-sum payment to cover all your essential expenses that are NOT INCLUDED, for example:

- Transfers to and from the airport in Australia
- Travel/medical insurance (you will not be
- Visa processing costs, including agency fees if applicable
- Police certificate costs within Australia
- Smartphone (essential for work; you can bring your own, or purchase one locally for cheap)
- Breakfast (however, coffee, western & Chinese tea, milk, sugar etc are all provided)
- Other incidental expenses e.g. drinks, snacks, nights out, cultural excursions outwith the weekly programme etc.
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