



Get a job!

Following are some general guidelines for those entering the industry and wishing to teach abroad, with no previous experience. Experienced teachers with good references may find work even if they do not meet these requirements.

Overview of TEFL job Requirements:

- Aged between 18 and 65
- English first language proficiency
- General suitability requirements – Health, appearance, in some cases gender
- Hold a valid police clearance certificate
- Hold a valid passport with at least two years still to run

Furthermore many jobs will require:

- A valid TEFL qualification
- A degree or equivalent (NQF level 6, three-year diploma etc.)

Additionally, you must supply:

- A concise CV
- References
- Optionally, a photo – if you think it will help!
- Cover letter

The current global climate means there is a lot of competition in the industry, so it pays to meet, or preferably, exceed the requirements of the post you are applying for.

Finding work:

Deciding whether to go it alone or use the services of an agent comes down to personal choice. Finding work off your own back is definitely the more strenuous option but it can be rewarding in terms of choice and flexibility of your contract. If choosing to go with an agent, check out the terms and conditions carefully as they vary greatly depending on the agent and the destination.

There are many websites which are updated daily with jobs. Visit some of the links below where we have showcased a number of job feeds that are updated continually. This a good place to start looking for work and to gain an idea of what is available.

Your application:

Once you have everything together and in the correct format, you are ready to start applying to potential employers. Documents should be submitted in a popular format – Word, Acrobat, JPEG etc. Use the following checklist as a guide:



- Application/cover letter
- CV
- Copy of the front page of passport
- Photo (optional)

Employers will contact potential candidates to request further details and often a scanned image of relevant certificates – originals may need to be couriered to verify authenticity, in some cases. Additionally, you may need to present your police clearance certificate before being granted a work visa and formal offer of employment.

The Job Bank – job vacancies

Asia and worldwide:

<http://www.eslcafe.com/joblist/>

<http://www.eslcafe.com/jobs/korea/>

<http://www.eslcafe.com/jobs/china/>

<http://www.esljobs.com/esl-tefl-jobs/>

<http://www.eslteachersboard.com/cgi-bin/intl/index.pl>

<http://www.tefljobs.asia/>

<http://www.saet.co.za/englishjobs.aspx>

<http://members.cois.org/im/vacancies/vacancies.aspx> Site for teachers of all subjects

<http://www.careerjet.com/> Global job search engine, searches 60,000+ job sites and feeds. Enter type of job eg: 'TEFL' and country of choice; hit search!

South America:

<http://www.eslemployment.com/esl-jobs/south-america/>

<http://www.transitionsabroad.com/listings/work/esl/latinamerica.shtml>

<http://southamericanjobsite.com/>