

**TEACHERS/STAFF - EMPLOYMENT INFORMATION**

**A warm xin chao from Hanoi**

**NEW STAR ELT CENTER:**



We are fast-growing from a small school (established Jan 2001) to becoming one of the major ELT providers in the Hanoi market. We have a staff of 10 foreign English teachers, 4 Vietnamese language teachers and 15 local staff.

With our student numbers growing (averaging over 300 public and 200 students from corporate training contracts) we will train over 2,000 students this year and have recently

opened a Branch in HCMC.

New Star ELT Center is 100% foreign-owned and operated originating from Australia. We have three directors – an American, an Australian and a Korean.

In policy and practice, we aim for high ethical standards with personnel, management and in business activities. We embrace Total Quality Management (TQM) principles striving for an environment of continuous improvement.

Enrolments are expected to increase by 100% over the next 12 months and we have mid and long-term goals for expansion into other regions in SE Asia.

**QUALIFICATIONS AND OPPORTUNITIES:**

In the interests of maintaining sound pedagogical and international standards, all teaching staff are required to hold university level post graduate TESL/TEFL. Ideally, the minimum qualification will have come from a course consisting of at least 100 hours and included a teaching practicum component of a minimum 10 hours that was assessed by an appropriately qualified EFL/ESL overseer. We do try to recruit teachers as a preference who hold full university post graduate certificate, post graduate diploma, MA in TESOL or MA in education with TESOL major. We also accept Cambridge RSA, CELTA and some others that consist of the components as mentioned above.

New Star ELT Center offer a range of public, business and academic courses and services in most areas of ESL/EFL learning areas for adults and children at all levels. 50% of our business consists of providing professional content and language training to the corporate, commercial, institutional and government sectors.



We are proud of our long standing relationship as the official appointed agent for USQ in Northern Vietnam. USQ was voted in 1999 as the world's best dual-study mode university, and in 2000/2001 University of the year in Australia. Some of our teachers are currently studying for the Master TESL degrees through New Star/USQ.



New Star ELT Center is also an official TOEIC training preparation center. This has served to enhance our service and strengthen our reputation.

As we are moving into becoming a significant provider of all of these services, we are particularly concerned about being on the leading edge of this industry as it pertains to the specific requirements of the VN market. This leads us to be innovative in our approach to our business rather than inflexible.

Our offering of courses are derived from a collaborative knowledge base from innovative staff intimately familiar with Vietnamese society, applied linguistics, and other fields of expertise. They are intelligently and expertly designed aimed at learners' needs and for achieving genuinely effective learning outcomes - quality is our primary concern.

We provide teachers with the tools of great resources which give you up-to-date applied linguistic knowledge of methods,

choice of materials, computer lab, and other resources. We are acutely aware, as is the market that teachers then, are effectively our end product.



We appreciate your qualifications and experience in education,

work, business and life. It is our great concern that teachers and all other staff at our center are happy in their personal and professional experience while in VN working for New Star and we are committed to that end.

**JOB APPLICATION FORMS:**

After receiving a CV/Resume along with the completed Job Application Forms, short listed candidates will usually be sent:

1. a teaching practices outline
2. a sample Contract
3. a Terms and Conditions of Contract
4. a budget guide for living in Hanoi

**PAY CONDITIONS:**

All Staff are paid either in US Dollars (USD) or equivalent Vietnamese Dong (VND) on the 10<sup>th</sup> of each month.

Categories:

**Rate of pay 1:**

**CASUAL ESL/EFL TEACHERS** Appropriately qualified:

- 15 USD hourly per teaching contact hour for general and business English (most classes are course book oriented with clearly defined curriculum reducing preparation to a minimum).
- 18 - 20 USD per contact teaching hour for ESP, EAP, TOEFL, IELTS, SAT classes
- Free Internet is available
- Visas are sponsored by New Star, but paid for by teacher (unless otherwise negotiated) - these are usually around 110 USD for a 6- 12 month multiple entry visa

No other conditions other than leave for normal holidays (which are unpaid) apply. Teachers must take care of their own insurance.

Often casual teachers are employed from the people-pool within Vietnam. Others contact us and come to VN on a casual work basis. We occasionally make special negotiations for other conditions for casual teachers who wish to come to VN from other countries to teach e.g. provide airfares and other benefits depending on mutual agreements, amount of commitment, qualifications, experience etc.

Teaching hours for casual teachers can be whatever is negotiated depending on demand and contracts (often around 12 - 22 hours weekly).

**Rate of pay 2:**

**FULL - TIME ESL/EFL TEACHERS** Depending on experience:

Hours

- teaching contact hours would be around 22 hours weekly, or as negotiated, but would not exceed 24 hours per week (88 average per month); 4 hours of Placement testing weekly
- 6 or 12 month contracts

Salary

- salary ranges from 1,000 - 1,500 USD gross per month depending on experience, qualifications and position responsibility

The following benefits may also be provided:

- yearly return economy airfare (upon completion of contract)
- insurance allowance (300 USD yearly)
- 3 weeks total paid annual holidays
- 8 paid public holidays
- contract completion bonuses (1,000 - 1,500 USD annually)
- full multiple entry working visa (we will organize visas for accompanying family members but they are paid by employee)
- free VN language lessons (4 hours per week)
- free internet usage
- motorbike hire allowance (for management staff only)
- sick leave pay up to 10 days
- accommodation allowance
- full assistance in needed areas concerning living

**Rate of pay 3:**

**MANAGEMENT POSITIONS**

These are as advertised or negotiated based on position, experience and qualifications etc.

**TAX:**

Tax is taken out on a pro-rata basis according to VN law. Up to 500 USD no tax applies - the amount between 500 - 1,200 is taxed at

10% - The amount over 1,200 is taxed at 20% - (e.g. if you earn 1,300 gross, 500 is not taxed, 700 is taxed at 10% and 100 is taxed at 20% - there is no tax rebate provision in VN law.)

Unless otherwise negotiated, applicants pay for their own living expenses, and travel insurance. Air fares must also initially be paid for, (full reimbursement will be given upon completion of contract).

When formulating your thoughts about salary conditions in Vietnam please remember that it is a relatively inexpensive place to live, and money has a significantly higher relative value here than say for example, in the USA, UK or Australia - effectively your dollar goes significantly further (approximately 3-5 times further) which results in a greater ability to save more.

Teachers find New Star pay and conditions are better than much of South East Asia and **especially** adequate for Vietnam all things considered.

**HOURS and CLASS DETAILS:**

Most classes run for 1 1/2 - 2 hours with general and business English students attending 3 classes per week. Many classes are conducted from the afternoon to the evening, six days per week. The school offers alternating days for most classes e.g. Mon, Wed, Fri, or Tues, Thu, Sat. Some classes are held on Sundays or all-day on Saturdays. Other course classes vary from half to full day sessions running from a few days to several months being conducted either at our facilities or at a client's location.

New Star management are sensitive to overloading teachers and strive for a workable and harmonious relationship with staff at all times as we know this runs over to our valued clients, the students.

Due to the nature of the class schedules, and the likely hood of split shifts for most full-time teachers and management, average work-load equates to 5 1/2 days per week on-campus. You will always have at least one clear day off per week. We also try to accommodate an occasional break for two or three days to allow for a 'release'.

Usually with full time teachers and management, holidays need be taken around the Chinese New Year (Vietnamese 'TET'), not during Christmas which is not holiday season in Vietnam. The TET is the quietest period and usually falls in the month of February.

**FACILITIES:**

Our facilities in Hanoi consist of two modern multiple story buildings in a prime location. All buildings are fully air-conditioned, modern and very comfortable. The working



environment is pleasant. There are 10 classrooms with other offices, resource rooms, reception and guest area, modern multi-media equipment, a well stocked teacher's preparation and resource library and a small computer lab.



All equipment is modern and up-to-date with ample quality resources and teaching materials. We allocate generously in our budget for continual expansion of our resources regularly. Teachers will also have the shared use of several teachers' aids

who do all photocopying and assist in other areas to reduce workload. Most courses are designed with a base/core text and curriculum requiring minimum preparation. There are numerous choices of supplemental resources available which truly more than adequate.

Food is available nearby on the street at very cheap prices, or can be phoned in and delivered from Western-style or a local Vietnamese 'Quan An'; shop or cafe.

#### **ORIENTATION AND ESTABLISHMENT:**

Staff at the Center will arrange for the appropriate work visas for all employees as required by Vietnamese law. If required, we will meet new teachers at their point-of-entry into Hanoi and also pre-arrange comfortable, convenient and safe accommodation options (refer to conditions for casual and permanent teachers).

As mentioned, we will facilitate other establishment arrangements necessary for living here in Hanoi and throughout your employ with

the Center we will liberally provide assistance for any issues you may require help with.

- For further information please see a copy of the 'Terms and Conditions', and the agreement on your contract, available from New Star after receiving the requested information/application details.

**For information about Vietnam may we suggest a visit to the following web pages:**

[www.homevnn.vn](http://www.homevnn.vn)  
[www.fpt.vn](http://www.fpt.vn)  
[www.netnam.vn](http://www.netnam.vn)  
[www.vietnamnews.vnagency.com.vn](http://www.vietnamnews.vnagency.com.vn)  
[www.vneconomy.com.vn](http://www.vneconomy.com.vn)  
[www.medwebplus.com/subject/Vital\\_Statistics/Vietnam.html](http://www.medwebplus.com/subject/Vital_Statistics/Vietnam.html)  
[www.who.org.ph/country/](http://www.who.org.ph/country/)  
[www.vnagency.com.vn/index.htm](http://www.vnagency.com.vn/index.htm)  
<http://www.vietnamonline.com/vnypp/>  
<http://servercc.oakton.edu/~wittman/vietlink.htm>  
<http://www.vietnamebiz.com/>  
<http://vnexpress.net/Vietnam/Kinh-doanh/>  
<http://www.what-s-on-vietnam.com/>  
[http://www.ivietnam.com/eng/travel/CI TYGUIDE/HCM/Service\\_HCM.asp](http://www.ivietnam.com/eng/travel/CI TYGUIDE/HCM/Service_HCM.asp)  
<http://www.saigonnet.vn/english/job/>  
<http://www.vietnamonline.com/employex>

**Please feel free to ask further questions.**

### **CONTACT:**

**Address your correspondence to:  
Operations Manger or Director of Studies (DOS)**

**E-mail Address:** [newstar\\_mos@fpt.vn](mailto:newstar_mos@fpt.vn) \* (*from August 1<sup>st</sup> the new email : [dos@newstarelt.org](mailto:dos@newstarelt.org)*)

**Web Page:** [www.65.108.161.193](http://www.65.108.161.193) \* (*from August 1<sup>st</sup> the new web address : [www.newstarelt.org](http://www.newstarelt.org)*)

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