

## What is First Leap?

First Leap is an English language training school which provides children with high a quality English education in China. The school has internationally leading educational products and services since 2008. At First Leap, teaching English is not the only purpose; the school also encourages and cultivates children's self-confidence, happiness, and comprehensive quality leadership, which benefits them in this new generation of global competitiveness.

First Leap has opened **more than 100 teaching training schools in more than 30 cities across China**. The full curriculum system is based on the CLIL education concept, which can help them when attending an overseas high school. With a focus on technology to enable education, First Leap classrooms integrate cutting edge SmartBoard technology, and has built custom apps for students to reinforce their learning at home on mobile devices.

**First Leap employs more than 400 international teachers from all over the world.** With continued training for its International Teachers, First Leap gives young teachers the experience and opportunity to grow within the company to possible Senior Management positions.

### Senior Levels Positions Include:

- International Academic Assessor
- International Academic Trainer
- Super Start Program Manager
- Baby Start Program Manager
- First Leap TV Personalities
- Curriculum Developer
- Senior Managers



### Quick Digital RESOURCES:

#### BLOG:

The Story of First Leap told by CEO, Charlie Can - <http://firstleap.me/founder-first-leap-china-charlie/>

#### VIDEO:

The Story of First Leap - <https://youtu.be/twXDTYHDe3I>

ESL Teacher in China Interview (Myles in Hefei) - <https://youtu.be/qhbhYsc1hCk>

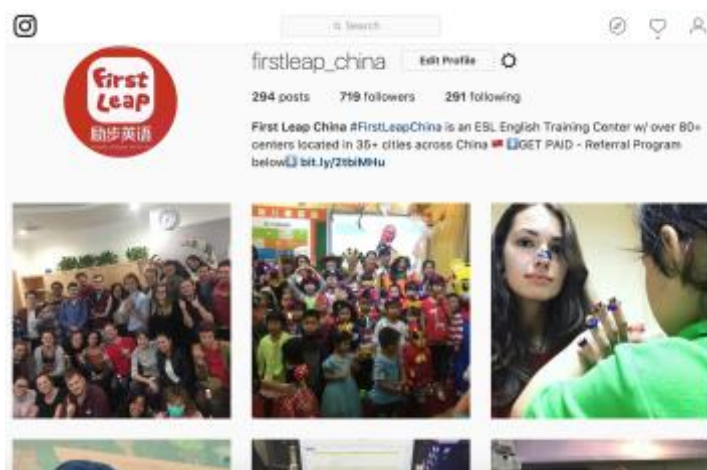
**Search Instagram hashtags to connect with current teachers at First Leap**

**#FirstLeapChina**

**#FirstLeap**

**#MyStoryInChina**

<https://www.instagram.com/explore/tags/firstleapchina/>



## Job Responsibilities

### What are the working hours?

Week days	
Wednesday – Friday	14:30 pm– 20:30 pm
Weekends	
Saturday - Sunday	9:00am – 19:00pm

### Hours concerning training?

Week with training	
Training: 3 hours a week	Teaching & office: 33
Week without training	
Training: 0	Teaching & office: 36

### Do I have the same classes every week?

Yes, you have a set schedule with set classes. Classes may be added; every teacher should have around the same number of classes. If a class graduates from a stage and students leave they will be taken off your schedule.

Class Size	Class Length		
10 – 15 students	BS: 35 mins	K-12: 35 – 40 mins	SS: 50 mins – 1 hour

### How many classes do I teach a week?

You will teach between 18 – 20 classes a week, this may vary depending on how many sessions your classes have that week.

### Are there any special classes apart from regular classes?

#### 1. Demo classes:

Demo classes are free classes provided to potential new students coming to the center. There are set demo classes that cannot be changed, but teachers can incorporate their own ideas to help students to learn. These lessons have been designed for students who do not already attend First Leap, so they are structured slightly different. Phase 2 training includes extensive training on the demo classes.



**\*Teachers can earn extra money (60RMB) from kids that sign up from your Demo class. You do not do any of the selling, you only teach the International Teaching portion of the class.**

## 2. Open classes:

There are 3 open classes per stage, these classes are for the parents to come and watch, as well as be involved. These open classes have been chosen and designed to show what the students have learned previously.



## How old are the students?

First Leap student age range is 1.5 – 15 year olds, these are split into different stages and departments:

**BS (Baby Start):** 1.5 – 3 years old, teachers will teach BS once they have been trained in their curriculum, teachers will not teach these classes straight away, some may never teach these classes.

**K-12 (Kick Start, Jump Start, Early Start):** 3 – 10 year olds, all teachers will teach this age range, this is the main group of stages, their curriculum is based on CLIL (Content learning integrated language)

**SS (Super Start):** 10 – 15 year olds, this department specifically recruits for SS teachers, teachers can move to this department if they work well with older students. They have a different curriculum specifically designed for this age group and the exams they will take.





## Other Duties Besides Teaching

### Training

Training is a vital part of being a teacher, learning new skills and techniques to help the students learn and grow is important in First Leap. Individual schools may have their own schedule for short training. Headquarters will arrange the 5 Phase training plus standard lesson procedure training once a month.



### Meetings

Teachers are expected to attend meetings in their individual schools if asked to do so, these will usually be to divulge information about events, holidays, feedback and general information. Once a year every teacher is expected to take part in an annual year meeting to learn about the company.



### Assessments

Every teacher will be assessed on their teaching by their assigned Assessor, teachers will be assessed every 2 – 3 months. Assessments are a way to help teachers improve their own teaching and for First Leap to assess the lessons in the curriculum.



### Marketing activities

These could be for potential new students or for students who already attend First Leap. Individual schools will have their own marketing events, these could vary from making pizza's in a restaurant to festival activities i.e. Halloween, Christmas etc.



### Birthday Parties

Every month each school will throw a big birthday party for all students who had a birthday in that month. Teachers may be asked to take part in these parties by assisting in games or hosting the party.



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## Curriculum

First Leap has a curriculum that has been designed and created based on content language integrated learning (CLIL), it includes ideas from American Montessori schools and UK curriculum and exam systems.

## Subjects

**BS:** six month rolling curriculum, topic based i.e. Autumn, doctors etc.

**K-12:** teachers will teach subjects: Art, Music, Global Leadership, Science, Logical Thinking (Maths), V.P.E (virtual physical education), Reading, World Culture and Drama. Subjects vary from stage to stage; older stages have more subjects.

**SS:** Life skills in subjects of English, Maths and Science.

## Resources

**For classes;** you will have lesson plans, worksheets, interactive flipcharts of lessons.

**In the office;** you will have your own computer and access to a materials cupboard for any craft or activity in the classroom.

**In the classroom;** you will have a computer, interactive whiteboard, interactive pen.

## Books

**International teachers do not use books in their lessons,** you will just use the lesson plans and interactive flipcharts. Chinese teachers will use specifically made First Leap books designed with the curriculum.

## Sequence of lessons

Every stage has 128 sessions and all lessons taught by International teachers are integrated with the lessons that the Chinese teachers have taught. The curriculums are designed to flow and make sure students are learning the English language whilst learning to express themselves in different subjects.



## Quick Digital Reference:

### BLOG:

- What It's Like Teaching English in China at First Leap - by Josh Tasman <https://careerchina.com/blog/teaching-english-in-china-at-first-leap.html>

### VIDEO:

- Interview an ESL Teacher in China (Keegan) - <https://youtu.be/rT9DcqJkNGg>

## Inside the classroom

### Layout of classroom

BS: Classrooms have an interactive whiteboard and computer, toys for play time and useful for motor skills, soft mats to sit on. Students will sit on the soft mats in a circle or semi-circle around the interactive whiteboard.



K-12: Classrooms have an interactive whiteboard and computer, chairs put into a semi-circle around the whiteboard, two tables that are used when making crafts. Classrooms are big with wooden floor and cupboards for storage, you can put student work on the walls. Classes are used by many different classes and stages.

SS: They have their own school specifically for the SS department, the classes are big with individual desks for students, they have access to different resources when doing experiments, crafts, reading tasks etc. Classes all have an interactive whiteboard and computer for lessons.



## What is expected of a teacher in the classroom?

Teachers are expected to be active and positive in the classroom, they should encourage students with good classroom management skills by using positive reinforcement. Teachers should be caring and playful with students. Chinese culture is different, so teachers should adapt quickly and understand that Chinese students like, and are encouraged, to hug and be playful before and after classes.



### ○ What classroom management is used?

Teachers can use their own reward systems in the classroom, the schools have different resources to use and a whiteboard to write and draw on in class. First Leap supports positive reinforcement, trainers and assessors will train and help teachers on First Leap philosophy and give advice and ideas on how to help students learn in a fun and effective way.

- **Is there a Chinese teaching assistant, what do they do?**

There are Chinese teaching assistants in every class, usually they will sit on a chair with the students in the Foreign teacher's class. They will encourage students to speak up, participate and behave. Chinese teachers know the students well, they are the class's regular teacher whom they spend majority of their time at the school with. They can give you information about student attitude and progress.

- **Are there lesson guides and resources to access them in the classroom?**

Yes, all curriculums have lesson guides and flipcharts to use on the interactive whiteboards provided by the research and development department. Teachers will have access to these in classrooms and in the office at their school, each teacher will have their own computer in the office.

- **How much flexibility does a teacher have on the lesson and activities?**

Although First Leap provides lesson guides and flipcharts, teachers can follow these step by step but also are encouraged to think outside of the box and adapt their own ideas to their student's needs. First Leap just expects all teachers to stick to lesson objectives as the curriculum needs to be followed as it has been designed in a specific way. Teachers can add in activities of their own.

## How does Payment work?

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### What is the structure?

Payment is split into three different sections: **base pay, housing and KPI** (key performance indicator). This is shown and explained in your contract.

- Base salary and housing are the same every month.
- KPI payments are based on how you performed in that month.

### How does my KPI bonus work?

You get a monthly bonus (KPI), this is based on three different types of feedback:

- Open class feedback (parents give a score)
- Assessor feedback (score from class assessed)
- Chinese teacher feedback (give a score)

### When do I get paid?

You will get paid between the 10<sup>th</sup> and 15<sup>th</sup> of every month. Payments are processed on the 10<sup>th</sup> hence why you will receive them between 10<sup>th</sup> and 15<sup>th</sup>. You will not receive payment later than 15<sup>th</sup>.

### Do I get a pay slip?

Every teacher who arrives with First Leap will receive a pay slip, the pay slip will show your monthly salary and the breakdown. If you have done any extra hours or need to be reimbursed for something this will show in your payslip. You will receive your payslip before you get paid so you can check it. If there is a problem and it cannot be fixed before the 10<sup>th</sup> of the month your payment for the next month will be adjusted, if a mistake is not noticed before the 10<sup>th</sup> then First Leap can not change it until the month after.

## Quick Digital Reference:

**Blog:** Save With a Great Lifestyle: Expat Cost of Living in China (and example budget) -

<https://www.careerchina.com/blog/Expat-Cost-of-Living-in-China.html>



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## Housing



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### Is housing provided?

Corporate Schools: Beijing, Nanjing, Hefei, Shenyang and Chongqing

- All do not provide housing, you will receive a monthly stipend in your salary to pay for housing.

Franchise: Other cities

- Some provide housing, some give a housing stipend you will receive in your monthly salary.

All teachers will fill out a housing form during their training, this will be given to the teacher's specific city or school and they will begin to look for an apartment based on your preferences.

- For teachers who are provided housing you will still be given a choice of a few different apartments.

### Do you provide assistance?

For all teacher's, we provide assistance either through a housing agent or a Chinese English teacher at your school will assist you in finding an apartment.

### How much on average do apartments cost?

**Corporate Cities:** Between 2,000 rmb per month – 9,000 rmb per month

- Lower range: Hefei, Shenyang, Chongqing 2,000 – 3,000 rmb per month
- Higher range: Beijing 3,500 – 9,000 rmb per month / Nanjing 2,500 – 6,000 rmb per month

**Franchise Cities:** 1,500 – 2,000 rmb per month

*\*Prices vary depending on how far you live out of the city center.*

### How much do I pay upfront?

In China, you should pay up front:

- 3 month's rent
- 1 month's deposit
- If using an agent then the agency fee (could be half a month or a whole month's rent)

Usually, Landlord's will allow you to pay 1 month's deposit and 1 month's rent until you get your first payslip but then you must pay the rest of the rent owed.

Most apartments you must pay every 3 months, in bigger cities you can rent by month but it is more expensive. Some Landlord's may ask for 6 month's rent up front but this is unusual.

### How do I pay?

You must pay in Chinese RMB, if you need to take money from your home bank account then please be aware of the daily allowance your bank gives you. Until you have a Chinese bank account, which you have either put money into or get paid into, you will need to pay your rent in cash.



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## How do I pay bills?

When you move in and sign a housing contract your landlord will give you information on how to pay your electricity, gas and water bills. They will usually have a number you must keep to top up and pay at a bank or over your phone using APP's such as; Alipay or WeChat.

## What to expect in an apartment:

Furniture	Bed, wardrobe, fridge, gas hob, sofa, TV, washing machine – no oven or dryer.
Air Conditioning	Yes – has heating and cold settings for different seasons
Carpet	No – Wooden or laminated flooring usually
Internet	Yes – you pay yearly
Bathroom	Separate shower in bathroom or commonly found in China a wet-room (shower head with no divider or curtain.

## Quick Digital Reference:

### BLOG:

- ATMs and Banking in China - What You Need to Know - <https://careerchina.com/blog/ATMs-and-Banking-in-China.html>

### VIDEOS:

- A Look Inside a Chinese Apartment - <https://youtu.be/8TL9eDUbx1o>
- \$250 vs \$500 Chinese Apartments - <https://youtu.be/biqMR--4CB4>

## Lifestyle for Expats

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### What you can find in China, which you may not have expected:

- Cinema
- Foreign food stores
- Gym
- Bars
- Restaurants: Western and other types of cuisine
- Karaoke bars (KTV)
- Amusement parks
- Theatre productions (Western and Chinese theaters)

## Quick Digital Reference:

**Video:** Interview and ESL Teacher in China (Thea) - <https://youtu.be/6Dax64xHrdo>

### Remember to have:

- VPN
- Travel insurance
- Medicine you might need
- WeChat (Chinese APP that can be used for everything)

## Quick Digital Reference:

**Blog:** An English Teachers Packing List for China - <https://www.careerchina.com/blog/Packing-list-for-China.html>

## First Leap Community

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To learn more, please connect with First Leap's online community. We have a lot more information to share, and we also have First Leap Ambassadors who are happy to answer any questions.

Website: [www.firstleapchina.com](http://www.firstleapchina.com)

Instagram: [https://www.instagram.com/firstleap\\_china/](https://www.instagram.com/firstleap_china/)

**\*Hashtags:** #FirstLeapChina #FirstLeap #MyStoryInChina

Facebook: <https://www.facebook.com/FirstLeapChina/>

LinkedIn: <https://www.linkedin.com/company/17879297>

YouTube: [https://www.youtube.com/channel/UCYsBck3TU\\_evd8hBVStQzuw](https://www.youtube.com/channel/UCYsBck3TU_evd8hBVStQzuw)

Twitter: [https://twitter.com/FirstLeap\\_China](https://twitter.com/FirstLeap_China)

Join our Facebook group: <https://www.facebook.com/groups/1475799385825930/>

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