

Aston

Introduction Pack 2019

Aston Educational Group



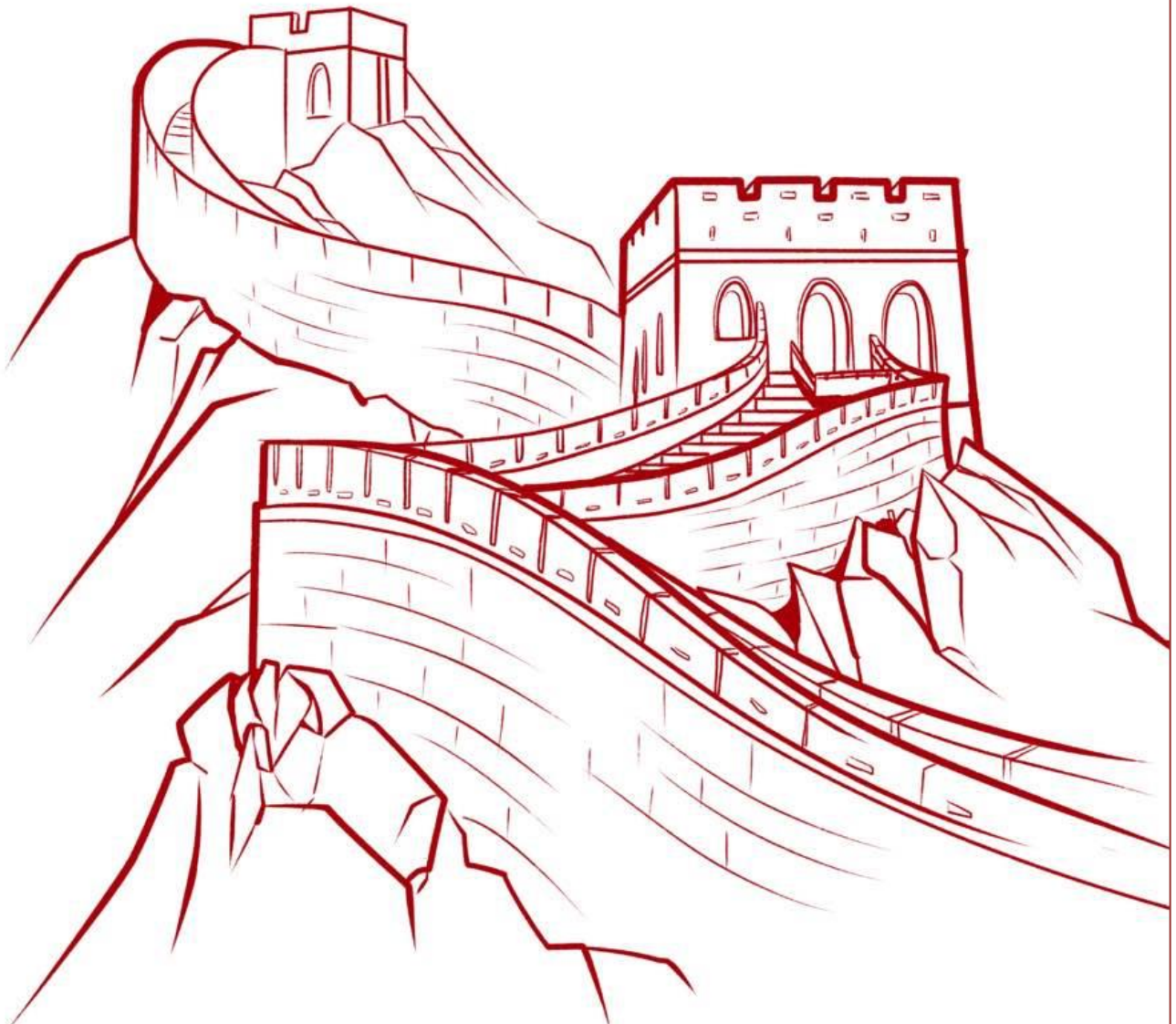


Thank you for your interest in Aston Educational Group.

This document should provide you with a deeper understanding of [Aston Educational Group \(AEG\)](#), as well as our employment opportunities and application process.

Please also take some time to check our [recruitment website](#), where you can read about our [schools](#) and the [cities](#) they are located in, as well as about life in China. We also have a [blog](#) and we post regularly on [Facebook](#), [Instagram](#) and [WeChat](#) (a Chinese message and blogging service).

If you have any questions, or would like to discuss our opportunities in more detail, feel free to contact us. Please send your application to recruiting@astonschool.com.



What is Aston Educational Group?



Aston Educational Group (Aston) is an international educational group which began in the United States in 1991, and made its way to China in 1996. Aston Educational Group provides language training, K-12 education, and educational and cultural exchanges for millions of students around the world. Aston's primary businesses include:

Aston English Schools - Language training for children aged 3 to 18, this is Aston's most well-known and widespread brand with 130+ locations across China

Balboa International School – Private K-12 school Located in San Diego, California, serving kindergarten through 12th grade students with a strong focus on college preparation

Balboa International School Sino-US Dual Diploma Program – Provides accredited American educational programs and resources to public and private elementary, middle and high schools in China and Vietnam

Aston New Horizons – SAT and ACT Test preparation and language arts study

centers located in Shanghai, China

Aston Vietnam – Provides English-as-a-Second-Language programs for students in Vietnam

Aston USA - Provides intensive English language services to international students in the U.S. and overseas, focusing on university preparation

Aston Abroad - Aston Educational Group's professional overseas education services provider, offering students worldwide high quality educational opportunities to study in the US and beyond

The integration of these businesses makes Aston a leader in its field as a complete provider of American educational services operating in Asia.



Aston English

Aston English is the flagship division of the Aston Educational Group. Aston English came into being in the city of Dalian in 1996. From the humble beginning of a single school it has flourished into one of China's largest ESL operators in China with over 130 schools spread across 22 provinces.

The majority of our schools are in Shaanxi

and Shandong province, though we are spread across the whole of China, from Inner Mongolia to Guizhou, Xinjiang to Jiangsu. We have no schools in Beijing or Shanghai as our main focus has been to bring English to people in central China, in the smaller 2nd and 3rd tier cities.

Students & Schedules

Aston has 5 levels of proficiency: Foundation, Beginner, Elementary, intermediate, and Advanced. Students attend once a week, with classes being held over the weekend or on weekday evenings after normal school hours.



The foundation level is called “Jungle Gym” which has 4 levels, and student ages range from 3-5. All classes have 10 students per class plus parents.

After “Jungle Gym” we have “PC” classes for students aged between 5 and 7. “PC” stands for Parent Child, as parents or guardians may attend the class (but not participate). There are 4 PC class levels: PC 1 and 2 have 10 students per class plus parents, while in PC 3 and 4 there are 12 students without parents.

For Foundation and Beginner classes the western teachers teach for 30 minutes, assisted by a Chinese teacher.

The Primary school to High school classes (ages 7 to 18) are divided into 3 levels of proficiency: Elementary (C1A-C4B), Intermediate (T1A-T4B), and Advanced. Students are placed according to their ability rather than their age, so there may be a range of ages in one class (within reason).

Foreign teacher (FT)/Chinese teacher (CT) time depends on the class level. C1A: FTS teach for 30 minutes assisted by a Chinese teacher and Chinese teacher teaches for 1.5 hours alone. From C1B to C4B, the FTs teach for 45 minutes assisted by a Chinese teacher and Chinese teacher teaches for 75 minutes alone.

From T1A to T1B, class time is divided 50/50 between the teachers: the FT teaches for 1 hour assisted by a Chinese teacher, and the Chinese teacher teaches a further hour alone. From T2A to T4B, classes are split 75/25 with the FT teaching one and a half hours assisted by a Chinese teacher and the Chinese teacher teaching the final 30 minutes alone.

Finally, advanced levels are taught by the FT alone for 2 hours. We teach all ages and levels exclusively through English so Foreign teachers are not required to speak Chinese - translation is provided by Chinese teachers only when necessary.

Classrooms

The Aston English classroom is very simple; each class has 15-18 desk chairs plus a whiteboard or glass board.



The Aston 4.0 and Aston A+ classroom are similar, with the addition of interactive whiteboards installed with audio and video capabilities.



Contract options

Regardless of how long you're planning to spend in China or what kind of work load you are interested in taking on, Aston probably has a contract to suit you.

We offer 6 month and 12 month contracts starting on the 1st of March or September, as well as 7.5 month and 13.5 month contracts beginning mid-January or mid-July. However, we usually have a limited number of positions available year-round.

Occasionally a teacher may wish to arrive at a certain time, but finds all of our positions are filled. In these cases we may be able to offer an "open city" contract.

With these contracts we don't assign you a city until after (or just prior) to the contract start date. Teachers then arrive in one of our larger locations for training, and will then be placed in an Aston school with an available position. The contract is exactly the same as a normal contract except no city is indicated initially.

Our schools will offer two contract hour options:

28 hours per week

- 25hrs teaching + 3hrs Office

23 hours per week

- 20hrs teaching + 3hrs Office

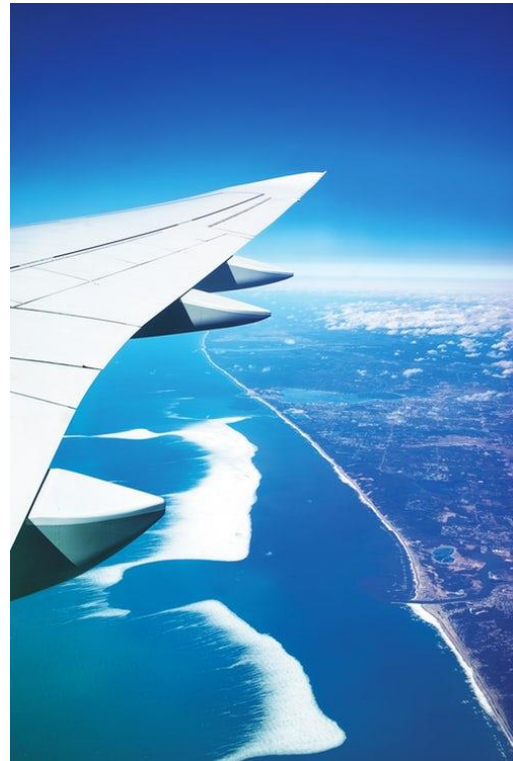
Teaching hours include regular scheduled classes, promotional events, demonstration classes and English proficiency interviews, while office hours are used for trainings and meetings, and lesson planning.

28-hour teachers work five days per week while 23-hour teachers work three to four days per week. Days off may or may not be consecutive, depending on the local school's schedule.

 **Personal Leave**


The amount of leave varies according to the type and length of contract. Please contact your recruiter or check our website for more information.

In addition to personal leave there are three major holiday periods in China: Labor Day (May 1); National Day (October 1); and Spring Festival (Chinese New Year, which takes place in late January and/or early February). Exact dates vary according to the schedule of the school you are assigned to. There are a few other minor Chinese holidays and festivals throughout the year which may also result in time off.



Personal leave should be taken in full blocks rather than a few days at a time. Approval must be obtained from school manager at least one month in advance.

Personal leave covers both vacation time and sick leave. Teachers can choose to have sick leave counted against vacation time or deducted from salary at an hourly rate.

 **Working with Aston****Training**

Aston believes in the ongoing professional development of its team - and teachers are a core component of that team.



Before starting, teachers are required to attend a free training course called TCERT. This is an induction and orientation course where the newly employed teachers are introduced to our materials, classrooms and teaching methods. It also provides an opportunity to share ideas in workshops and deliver practice classes to get warmed up and gain some classroom experience.

Aston offers this 28-hour course for all new teachers to help you understand who we are as a company, help you build your confidence in the classroom, and introduce you to our IPA methodology. With three and a half days of training being packed of useful teaching techniques and team participation, we would like to wish all new arriving teachers a successful term of teaching.

Teaching

We have spent many years developing our own curriculum and syllabus. Our primary focus is on spoken and listening skills, with reading and writing secondary. Teachers are provided with a teacher's guide, text book and workbook for each level they teach.

Aston requires teachers plan for each lesson and keep records of classes. Teachers are also responsible for the

assessment of students, through ongoing assessment and formal examinations (provided by our education department).

While a professional presentation is expected, we do not require teachers to dress formally or wear a uniform – 'smart casual' is acceptable.



Please note: Aston does not get involved in the affairs of China, therefore lesson plans should not include political or religious content and teachers should avoid commenting on the policies of the Chinese government.

If you cannot teach at certain times due to religious or personal reasons please inform your recruiter beforehand as Friday, Saturday, and Sunday are our busiest days.

Housing

Schools will provide teachers with a shared or single apartment (dependent on local conditions and current employed staff). In cases of shared apartments, the teacher will have their own private bedroom with a same-gender Aston roommate. All apartments are fully furnished and include a kitchen, a living

room, and a bathroom with a western toilet.

Teachers are responsible for utility costs (electricity, gas, water, etc.), administered by the school and deducted from the teacher's salary.

Pay Days

Salaries are paid monthly for the period from the first to the last day of the month - on the 15th of the following month. The final month's salary, as well as the flight allowance, are paid on the final day of the contract, if the teacher is not staying on.

Teachers are subject to personal income tax. Income tax will be deducted directly from the teacher's salary and a record made on the pay-sheet. Income tax rates are determined by the Chinese tax authorities and may be subject to change. Government receipts noting salary earned and tax paid can be provided if required.

Transportation to & from China

We offer a flight allowance which is designed to cover some of the cost of traveling to China. Please note that different contracts offer different flight allowances so please choose your contract length and hours per week carefully. You can also speak to your recruiter about modifications to this flight allowance.

The Application Process

To apply please send all relevant documents to your recruiter. When your documents have been received and your application has been approved we will schedule a time for an interview.

After a successful interview your recruiter will let you know which locations are available to you. We will do our best place you in your preferred location if possible.

The following is a list of the required documents:

1. Cover letter explaining why you would like to teach in China, and containing the type and length of contract, as well as the location you would prefer to work at.

Select three locations and note them in your cover letter. Our [website](#) has in-depth information on each location. If you are unsure, please let us know your preferences, and the type of experience you are hoping for. For example: big city with lots of amenities; smaller location with a more traditional Chinese feel; North/South; climate, etc. We can then recommend suitable locations.

2. Your CV/Resume

This should state your date of birth, country of birth, and native language. Detail your academic qualifications, and teaching experience, as well as any other experience you have had working with children.

3. Scanned information page of your passport

Make sure that the relevant information (full name, passport number, dates) is clearly legible.

4. Scanned copy of your college degree(s), and other relevant qualifications (TEFL cert, etc.)

Please note an original copy of your

degree may be required when applying for a work visa.

5. **Written employment references**

Employment references must be on official headed paper, signed by a manager or HR representative. Academic or personal references are not accepted. Please do not provide contact information only – full letters are required for a work visa application. Two references are preferred; otherwise a single reference covering a period of at least two years will be acceptable. Please note original copies may be required for work visa applications.

If you have not yet completed your bachelor's degree you may be eligible for one of our **intern programs**. Please contact us at recruiting@astonschool.com or your recruiter for further information.

If you have any questions or concerns during the application process, feel free to contact your recruiter.

The Visa Process

Getting a work (Z) visa for China can be a complicated process. Each province in China has its own requirements on what needs to be submitted by the teacher in order to obtain a Z-visa.

Your school will provide you with a list of documents which are required by the Chinese Public Security Bureau (PSB). When your documents have been received, your school will bring them to

the local PSB office to apply for your work permit and invitation letter.

Getting the work permit and invitation letter can be longest part of the whole process. This can take anywhere from 2 weeks to 2 months, every PSB is different.

When the school receives your work permit and invitation letter from the PSB they will post them to you. This just takes a few days. You can then take these documents to your nearest Chinese embassy/consulate and get your Z-visa. This generally takes 4-5 workdays, though Express services are available if time is an issue.

If you are far from an embassy or unable to attend, there may be agencies which can assist. They can be found through an internet search.

Note: In most cases you must be in your home country when applying for a Z visa. If you are a resident (permanent residency or valid work visa) in a third country, it may be possible for you to obtain your Z-visa in that country. However, this cannot be guaranteed and it is best to check with your recruiter and local Chinese embassy/consulate.

If you are in a third country on a tourist visa, you will not be able to obtain a Z-visa in that country. You must either return to your home country or do everything by post. It is occasionally possible to apply for a Z visa in Hong Kong, again depending on the PSB in the location you are applying to.

Work with your school manager on your visa but also contact the consulate where you will be obtaining your work visa and find out if they have any special requirements. Here are some useful links, but it is always worth calling the Embassy/Consulate for current information.



AEG Career Path

Over the past 20 years, Aston Educational Group has grown into one of the largest and most successful companies in the Chinese educational market. As a result we have many employment opportunities for applicants interested in building a career in China.

Education

- Western Teacher (Aston English)
- Junior Western Teacher (Aston A+)
- Senior Western Teacher (Aston A+)

Management & Training

- Regional Support Officer
- Teacher Trainer
- Master Teacher Trainer
- Assistant Manager
- Location Manager
- Deputy City Director
- City Director

Senior Management

- Deputy Regional Director
- Regional Director



And finally ...

Since 1996 we have employed thousands of teachers and we are very proud of our record. Maintaining our brand name and good reputation with teachers is something we work on continuously.

We are here to make the application process and your transition to China as smooth and comfortable as possible. If you require any assistance, or if you would like to chat about what to expect, please feel free to contact us.

Address: Jun'An Building, 8 ChengYi Street, Dalian, Liaoning Province, P.R.China 116000

Email: recruiting@astonschool.com

Phone: (CN) +86(0)411 8376 9995



为阿斯顿推荐新外教可以 换取丰厚现金奖励哦!!!

Introduce a New Foreign Teacher to Aston and Earn Some Money!!!



谁能加入? Who can join in?

在职中方及外方员工均有资格参加!即使你已离职,若离职时长不超过三年,同样有资格参与此推荐计划!

Are you an Aston employee? Chinese and Foreign Staff are both eligible to receive a recommendation bonus for introducing a new Foreign Teacher to Aston. Even if you have left Aston, but worked for us in the last three years...you are eligible.



推荐奖金:5000元 How much is the Recommendation Bonus: RMB 5000

推荐外教成功入职人数达4个或以上,奖金额度增至6000元。

It goes up to RMB 6000 if the number of foreign teachers successfully hired through referral by the same person reached to 4 or above.

01

您只需要 All you need to do is

- 1) 确认潜在外教对阿斯顿(Aston)职位感兴趣;拥有本科或以上学位;同时来自以下英语为母语的国家:美国、加拿大、英国、爱尔兰、南非、新西兰及澳大利亚。
- 2) 确保此外教未曾有过在阿斯顿任职的经历。
- 3) 发送一封带有简历和具体联系方式的电子邮件到recruiting@astonschool.com

I) Make sure the prospective Foreign Teacher is actually interested in working for Aston and has a Bachelors degree or above, and is a native speaker from (USA, Canada, UK, Ireland, South Africa, New Zealand, or Australia).

II) Ensure the teacher does not, or has not previously worked for Aston.

III) Send an email with the CV and contact details to recruiting@astonschool.com

02

您何时可以得到奖金? When do you get paid

您将在所介绍的外教到达中国并在阿斯顿任教的一个月后得到奖金。

You will get paid 1 month after the teacher has arrived in China and taught for an Aston school.

Know someone who is interested in teaching abroad? Refer them! If they come to work as part of our Aston team you will receive 5000RMB as part of our referral program. All you have to do is send us their contact information, THAT'S IT!



TEACH TRAVEL AND INSPIRE

Join Aston English with educators, innovators and travelers like you.
Find more information on our website.

Send your application to recruiting@astonschool.com





OPEN UP A NEW CHAPTER IN YOUR LIFE WITH ASTON

Are you tired of current position? Have you ever thought about coming to China and experiencing a culture with 5000 years of history? Find more information on our website. Send your application to recruiting@astonschool.com





GO PLACES WITH ASTON

Indulge your passion for teaching and explore the Middle Kingdom.
Send your application to recruiting@astonschool.com

