

Student Welfare

Ensure that students are well looked after and enjoy a positive experience during their stay in Malta.

Responsibilities:

- Co-ordinate an ice-breaking activity to welcome students once weekly
- Inform students about leisure activities and accommodation regulations
- Address students' queries and complaints
- Act as the contact person for emergency calls outside normal school hours
- Ensure that students' accommodation is always kept clean according to required standards

Requirements:

- Excellent command of written and spoken English
- Excellent people skills
- Excellent managerial and time-keeping skills

Front Office

Interact with students when they approach the desk for information and undertake school administrative duties.

Responsibilities:

- Answer student queries on non-academic matters
- Input data on all school activities using different software packages
- Oversee the utilities on school premises
- Supervise housekeeping
- Handle student invoicing issues
- Co-ordinate the programme evaluation process
- Check arrival and departure transfers
- Conduct basic accounting tasks

Requirements:

- Excellent command of written and spoken English
- Excellent people skills
- Excellent organizational skills
- Excellent ICT skills

Contact us:

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CAREERS IN
LANGUAGE TRAVEL

In collaboration with:



Work in Malta's Language Travel Industry



MINISTRY FOR EDUCATION AND EMPLOYMENT

Malta's language travel industry is an important contributor to the economy. Around 75,000 students from more than 40 countries visit Malta every year in order to learn English and benefit from a range of leisure and cultural activities. This growing sector is responsible for around 5% of all tourist arrivals to Malta. More than 40 schools offer students a host of services and these require hundreds of people employed in a variety of roles. If you are looking for a career that is guaranteed to provide you with job satisfaction and various prospects, consider stepping into one of the roles outlined below.

Teacher

Teach English as a foreign language and ensure that students enjoy a positive experience during their stay in Malta.

Responsibilities:

- Plan, prepare and deliver learner-centred lessons to diverse age groups
- Prepare, set and mark tests and examination papers
- Provide appropriate feedback to students on oral and written classwork and homework
- Monitor students' progress and inform the Director of Studies if a student is experiencing difficulties or missing lessons
- Ensure that students are learning in the most effective manner possible

Requirements:

- An A-Level in English (minimum Grade C) or a pass in the Test of English for Teachers (TELT)
- TEFL Cert
- Spoken English Proficiency Test for Teachers (SEPTT)
- A valid ELT permit issued by the ELT Council

Group Leader

Ensure the safety and well-being of students at all times.

Responsibilities:

- Safeguard students' wellbeing while on leisure and cultural activities, during school hours, and in places of accommodation
- Assist in welcoming and integrating new students, especially on first day of arrival
- Act as a point of contact, especially in case of emergencies
- Oversee students' punctuality for both lessons and leisure and cultural activities
- Initiate games and activities during leisure time
- Report disruptive or unruly behaviour to the Juniors Programme Manager

Requirements:

- Excellent knowledge of English, both spoken and written

Sales and Marketing

Create and implement public relations and marketing strategies.

Responsibilities:

- Build strong relations with key contacts
- Prepare presentations to promote the company's services and product offering
- Represent the company at local and international fairs
- Conduct post-promotional evaluations and present findings
- Conduct market research to determine market share and define current and future trends/requirements
- Improve company services via web marketing tools

Requirements:

- Certification in sales and marketing
- Excellent grasp of languages, namely English, Italian, French, and preferably German

Academic Management

Manage teachers, monitor their performance, and ensure the smooth running of the school's academic programme.

Responsibilities:

- Recruit teachers and manage their performance
- Manage student placement, school resources and materials
- Oversee course planning and timetabling
- Organise and manage continuing professional development
- Conduct appraisals of all teachers

Requirements:

- Level 7 qualification in English Language Teaching (e.g. M.A. TESOL, DELTA or Dip. TESOL), or first degree in English and Level 5 qualification in ELT (e.g. CELTA or Cert. TESOL)
- Valid permit issued by the ELT Council

