Work in Malta's Language Travel Industry

elt council MALTA

Malta's language travel industry is an important contributor to the economy. Around 85,000 students from more than 40 countries visit Malta every year to learn English and benefit from a range of leisure and cultural activities. More than 32 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 in this brochure.

Careers in Language Travel

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 Award
- 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

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

Licensed ELT Schools

A CLASS ACADEMY OF ENGLISH

STC, Block A, Alamein Road, Pembroke
(+356) 2137 4588
info@aclassenglish.com
www.aclassenglish.com

ACE ENGLISH MALTA

Bay Street Complex, Level 4, St.George's Bay, St. Julian's, STJ 3311
(+356) 2713 5135
info@aceenglishmalta.com
www.aceenglishmalta.com

ALPHA SCHOOL OF ENGLISH

Arznell Street, St. Paul's Bay, SPB 3232
(+356) 2158 1474/5
support@alphaschoolmalta.com
www.alphaschoolmalta.com

AM LANGUAGE

299, Triq Manwel Dimech, Sliema, SLM 1054
(+356) 2132 4242
info@amlanguage.com
www.amlanguage.com

ASCENCIA MALTA LTD

23, Vincenzo Dimech Street, Floriana
(+356) 2034 1784
info@ascenciamalta.mt
www.ascenciamalta.edu.mt

ATLAS LANGUAGE SCHOOL

Alamein Road, Pembroke
(+356) 2138 2045
info@atlaslanguageschool.com
www.atlaslanguageschool.com

BELS GOZO

Triq ta' Doti, Kercem, KCM 1721, Gozo
(+356) 2156 4333
info@belsmalta.com
www.belsmalta.com

BELS MALTA

550 West, St. Paul's Street, St. Paul's Bay
(+356) 2755 5561
info@belsmalta.com
www.belsmalta.com

BERLITZ | ENGLISH LANGUAGE ACADEMY

65, Birkirkara Hill, St.Julian's, STJ 1143
(+356) 2577 4000
info@elamalta.com
www.elamalta.com

CAVENDISH SCHOOL OF ENGLISH

124, Melita Street, Valletta, VLT 1123
(+356) 2122 0230
info@cavendishschool.com
www.cavendishschool.com

CLUBCLASS ENGLISH LANGUAGE CAMPUS

104, Triq is-Sidra, Swieqi, St. Julians, SWQ 3150
(+356) 2377 1000
info@clubclass.com
www.clubclass.com

CROSS COLLEGE ENGLISH LANGUAGE SCHOOL

Level 2, The Landmark, Triq l-Iljun, Qormi, QRM 1000
(+356) 2122 6025
contact@crosscollegegroup.com
www.crosscollegegroup.com

EASY SCHOOL OF LANGUAGES

21, St. Ursula Street, Valletta, VLT 1230
(+356) 2122 5505
info@easysl.com
www.easysl.com

EEC-ITIS MALTA TOURISM & LANGUAGES INSTITUTE

9, EEC - ITIS Building, Triq San Pietru, San Gwann, SGN 2310
(+356) 2137 6868
info@educationmalta.com
www.educationmalta.com

EF INTERNATIONAL LANGUAGE CAMPUS – MALTA

The Golden Mile Business Building, Triq id-Dragunara, St. Julian's, STJ 3148
(+356) 2033 2000
ils.malta@ef.com
www.ef.com

ENGLISH DOMAIN

Domain Building, 102/104, Constitution Street, Mosta, MST 9055
(+356) 7990 1233
sales@domaingroup.com.mt
www.englishdomain.eu

ENGLISH PATH MALTA

Level 4/6 (West Block), Marguerite Mangion Street, St. Julian's
(+356) 2743 2278
alofaro@englishpath.com
www.englishpath.com

EUROPEAN SCHOOL OF ENGLISH (ESE)

ESE Building, Paceville Avenue, St. Julian's, STJ 3103
(+356) 2137 3789
study@ese-edu.com
www.ese-edu.com

EXECUTIVE TRAINING INSTITUTE (ETI MALTA)

ESE Building, Paceville Avenue, St. Julian's, STJ 3103

(+356) 2379 6321
info@etimalta.com
www.etimalta.com

FUTURE FOCUS SCHOOL OF ENGLISH

8, Magazines Street, Floriana, FRN 1119

(+356) 2122 1371
info@schoolofenglishmalta.com
www.schoolofenglishmalta.com

GATEWAY SCHOOL OF ENGLISH (GSE)

1, Bosfru Street, San Gwann (St.Julian's), SGN 1953

(+356) 2137 5086
info@english-malta.com
www.english-malta.com

GV MALTA ENGLISH CENTRE

St. George's Street, St. Paul's Bay, SPB 3476

(+356) 2157 3417
info@gvmalta.com
www.gvmalta.com

INTERNATIONAL HOUSE MALTA

Triq id-Dragunara, Paceville St. Julian's, STJ 3141

(+356) 2138 4139
info@ihmalta.com
www.ihmalta.com

INLINGUA SCHOOL OF LANGUAGES

92, Tigne Street, Sliema, SLM 3172

(+356) 2010 2000
info@inlinguamalta.com
www.inlinguamalta.com

INSTITUTE OF ENGLISH LANGUAGE STUDIES (IELS)

Mattew Pulis Street, Sliema, SLM 3052

(+356) 2132 0381
info@iels.com.mt
www.ielsmalta.com

LANGUAGE CONNECT

128, Triq is-Sirk, Swieqi

(+356) 2124 9400
info@lclanguageschool.com
www.lclanguageschool.com

LONDON SCHOOL OF COMMERCE (LSC)

3rd Floor, Europa Centre, St.Anne Street, Floriana, FRN 9020

(+356) 2122 6200
info@lscmalta.edu.mt
www.lscmalta.edu.mt

MALTALINGUA SCHOOL OF ENGLISH

2, Birkirkara Hill, St. Julian's, STJ 1141

(+356) 2742 7570
hello@maltalingua.com
www.maltalingua.com

MALTA UNIVERSITY LANGUAGE SCHOOL

Campus Hub, Block O, Level 6 University of Malta Tal-Qroqq, Msida

(+356) 2132 2785
info@universitylanguageschool.com
www.universitylanguageschool.com

NSTS ENGLISH LANGUAGE INSTITUTE

12, Taliana Lane, Gzira, GZR 1723

(+356) 2558 8500
eli@nsts.org
www.nstsmalta.org

SPRACHCAFFE LANGUAGES PLUS

6, Alamein Road, Pembroke, PBK 1776

(+356) 2137 3574/5/6
info@sprachcaffe-malta.com
www.sprachcaffe-malta.com

UNILANG INTERNATIONAL SCHOOL OF LANGUAGE

Workers' Memorial Building, Level 2, South Street, Valletta VLT 1101, Malta

(+356) 7904 8110
marketing@unilangeducation.com

OPERATORS:

Home Tuition Providers:

TA ÓNEIRA
Tranquility, Triq Liberat Grech, Xagħra, Gozo
(+356) 7707 9953 / 42
english@taoneira.com
www.taoneira.com

ZETH ENGLISH MALTA
91, Unicorn, Triq Mikiel Ang. Grima, Pembroke, PBK1203
(+356) 2137 6900 / 9984 2913
zethenglishmalta@gmail.com
www.zethenglishmalta.wordpress.com

Distance Learning Providers:

ONLINE TEFL TEACHER
(+356) 7940 5865
karl@onlineteflteacher.com
www.onlineteflteacher.com

Contact Us:

ELT COUNCIL
Bice Mizzi Vassallo Complex,
Triq Alamein, Pembroke,
PBK 1773
(+356) 2598 1240/1/2/3/4
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www.eltcouncil.gov.mt

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