

Job Description

Overview

Every summer Headstart Group offers opportunities for talented and high caliber university students to join the company and experience how a pre-eminent organisation conducts itself, how it professionally coordinates teaching assignments and how it effectively operates business processes and logistics. This is an extremely valuable experience and promises to set our alumni apart from their peers after summer.

Summer Internship – Stream A	
Job Title:	Summer Intern – Steam A
Department:	Teacher Recruitment and Allocation Department or Quality Management Department
Reporting to:	Line Manager
Working Location:	Office
Contract:	Full-time
Internship Period:	2 nd July, 2019 – 30 th August, 2019
Hours of Work:	Monday to Friday from 9am to 6pm
Offers:	<ul style="list-style-type: none"> ➤ Comprehensive orientation and training ➤ Regular feedback by mentor and mentor recommendation letter ➤ Certificate of Achievement ➤ Conditional full-time job offer will be awarded to the selected intern ➤ Salary, transportation allowance and all out-of-pocket expenses
Application Method:	Please send with full resume, cover letter and stream preference by email to hr@headstartgroup.co ; or apply via online http://hkmacau.headstartgroup.co/internship/
Company Website:	www.headstartgroup.co

The Company

Founded in 2006, Headstart Group is Hong Kong's pre-eminent English educational institution. The company is dynamic, driven and a market leader in the industry. It offers bespoke English curriculum development, in-class and after-school English programmes, UK study tours, teacher training and native-speaking English teacher (NET) recruitment services for its clients. The company serves more than 250 schools and universities, and is well-known for its superior quality of services all round. Beginning 2018, the company expands its business to offer high quality and comprehensive services to the learning centre market.

The Internship Programme

We are looking for applicants to 2019 Headstart Summer Internship – Stream A. Successful candidates will work in either Teacher Recruitment and Allocation Department or Quality Management Department. Our Internship Programme has the following **Objectives**:

- Immerse students in a professional workplace where ‘culture and nurture’ is the rule
- Allow students to gain insight into their career aspiration
- Stimulate students’ positive approach to life such as sense of ownership, drive for excellence and lead by example to significantly strengthen their career prospect
- Put students’ language and communication skills to use

The Job and the Person

Key Responsibilities

- Support the recruitment and selection process of NETs
- Execute quality control measures on teaching standards
- Assist in the management of teaching assistants
- Carry out operational tasks for educational programmes
- Conduct evaluation data analysis and issue certificates
- Handle ad-hoc assignment as required

Eligibility

- 2nd year or higher university degree students
- Excellent command of English both written and verbal
- Creative, adaptable, a fast learner and a team player
- Previously held student leadership position an advantage

Sexual Conviction Record Check may be applied for adult employees with substantial access to students or who are likely to be with under 18s unsupervised.

Headstart Group is committed to supporting, developing and promoting diversity and equality in all of its recruitment practices and activities while aiming to establish an inclusive culture free from discrimination based on the values of fairness, dignity and respect.

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Summer Internship – Stream B	
Job Title:	Summer Intern – Stream B
Department:	Educational Services Department
Reporting to:	Line Manager
Working Location:	Schools
Contract:	Full-time
Internship Period:	8 th July, 2019 – 16 th August, 2019
Hours of Work:	Monday to Friday from 8am to 5pm
Offers:	<ul style="list-style-type: none"> ➤ Comprehensive orientation and training ➤ Connection to educator community ➤ Certificate of Achievement ➤ Regular feedback and Company recommendation letter ➤ Conditional full-time job offer will be awarded to the selected intern ➤ Salary and all out-of-pocket expenses
Application Method:	Please send with full resume, cover letter and stream preference by email to hr@headstartgroup.co ; or apply via online http://hkmacau.headstartgroup.co/internship/
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The Internship Programme

We are looking for applicants to 2019 Headstart Summer Internship – Stream B. Successful candidates will work at schools and rotation may be applied. Our Internship Programme has the following **Objectives**:

- Immerse students in a professional workplace where ‘culture and nurture’ is the rule
- Allow students to gain insight into their career aspiration
- Stimulate students’ positive approach to life such as sense of ownership, drive for excellence and lead by example to significantly strengthen their career prospect
- Put students’ language and communication skills to use

The Job and the Person

Key Responsibilities

- Attend induction sessions held before the start of the Programme
- Organise / lead activities with our NETs in a fun and interactive manner
- Support our NETs with class operation
- Motivate and engage with the students to enhance their learning
- Manage student discipline effectively
- Handle ad-hoc assignments as required

Eligibility

- 2nd year or higher university degree students
- Excellent command of English both written and verbal
- Creative, adaptable, a fast learner and a team player
- Previously held student leadership position an advantage

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Summer Internship – Stream C	
Job Title:	Summer Intern – Steam C
Department:	Study Tour Division
Reporting to:	Line Manager
Working Location:	Office and UK Trip is required
Contract:	Full-time
Internship Period:	To be confirmed (4 weeks in July – August 2019)
Hours of Work:	40 hours per week (Sat/ Sun work during the UK trip will be required)
Offers:	<ul style="list-style-type: none"> ➤ Comprehensive orientation and training ➤ Work experience in the UK ➤ Regular feedback and Company recommendation letter ➤ Conditional full-time job offer will be awarded to the selected intern ➤ Salary, round-trip air ticket, full board and all out-of-pocket expenses
Remarks:	<ul style="list-style-type: none"> ✚ Successful candidates are required to complete the Certificate Course for Outbound Tour Escorts organised by Travel Industry Council ✚ Full reimbursement of the course fee when passing the Examination
Application Method:	Please send with full resume, cover letter and stream preference by email to hr@headstartgroup.co ; or apply via online http://hkmacau.headstartgroup.co/internship/
Company Website:	www.headstartgroup.co

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The Internship Programme

We are looking for applicants to 2019 Headstart Summer Internship – Stream C. Successful candidates will work in the office for 2 weeks and in UK for 2 weeks. Our Internship Programme has the following **Objectives**:

- Immerse students in a professional workplace where ‘culture and nurture’ is the rule
- Allow students to gain insight into their career aspiration
- Stimulate students’ positive approach to life such as sense of ownership, drive for excellence and lead by example to significantly strengthen their career prospect
- Put students’ language and communication skills to use

The Job and the Person

Key Responsibilities

- Attend induction sessions held before the start of the Programme
- Support students in the UK Study Tour and carry out duties including student orientations, organising student activities and events, and ensuring safety of students.
- Support our UK Teachers with class operations
- Motivate and engage with the students to enhance their learning
- Manage student discipline effectively
- Handle ad-hoc assignments as required

Eligibility

- 2nd year or higher university degree students
- Excellent command of English both written and verbal
- Creative, adaptable, a fast learner and a team player
- Previously held student leadership position an advantage

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Headstart Group is currently recruiting passionate and enthusiastic individuals to join its 740-member strong teaching community. This is a unique opportunity to become part of an established company that is well-known for its quality of services. At Headstart, we believe ‘**a company is as good as its people**’ and thus it strives to build a culture that is **warm, inclusive and open**, and in which staff feels **valued, appreciated and supported**.

Local English Teacher	
Job Title:	Local English Teacher
Team:	Teacher Team
Reporting to:	Line Manager
Working Location:	At School
Contract:	Part-time
Hours of Work:	To be confirmed (may vary upon school timetable)
Offers:	<ul style="list-style-type: none"> ➤ Comprehensive orientation and training ➤ Competitive remuneration package ➤ Great exposure to HK education system ➤ Excellent opportunity to develop skills and credentials as a teaching professional ➤ Social network connections and community participation
Application Method:	Please send with full resume, cover letter and expected salary by email to hr@headstartgroup.co ; or apply via online http://hkmacau.headstartgroup.co/net/
Company Website:	www.headstartgroup.co

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The Job and the Person

Key Responsibilities

- Teach English classes to students in our 250-school network
- Engage in lesson planning and teaching resources preparation
- Work with school teachers to develop strategies to enhance learning outcome
- Design activities to promote students' interest in learning English
- Handle ad-hoc assignment as required

Eligibility

- Degree holder preferred
- TEFL / TESOL certificate or equivalent qualification preferred
- Excellent command of English both written and verbal
- Open-minded, cheerful, dynamic, creative and reliable with professional work ethics
- Excellent organisation and time management skills
- 1-2 year teaching experience an advantage
- Undergraduate students (major in English Language or Education) are also welcome

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