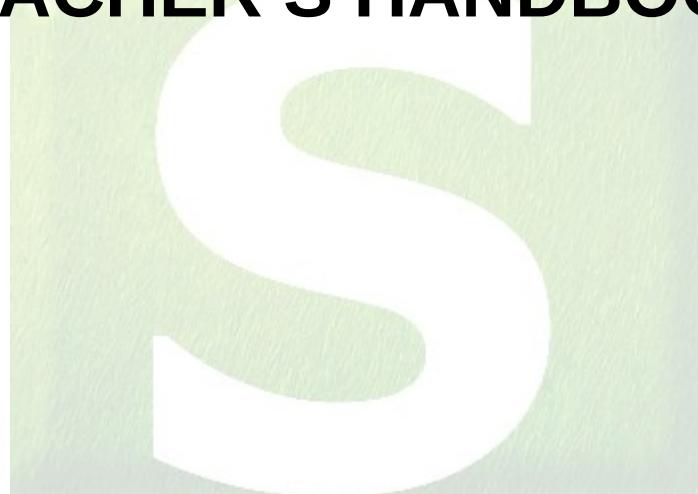




**Smyth Academy S.L.**

# **TEACHER'S HANDBOOK.**



**V: 1.1.2018**



**Smyth Academy S.L.**

## **Contents Page:**

### **Centre Identity and Organisation pg 2-5**

**-Calendar and holidays**

**-Classrooms in the academy**

**-Books and CDs**

**-Photocopies**

### **Instructions for Teachers pg 5- 12**

**- Language Studies**

**- Exams**

**- Keeping Records**

**- Reports**

**- Attendance and Cancelled Classes**

### **Administration, Teacher Coordinator and other resources pg 13-20**

**- Online academy**

**- Summary**

**- Useful websites**

**- Template of Monthly invoices**



**Smyth Academy S.L.**

## Calendar and Holidays

Firstly, and most importantly, Smyth Academy is a study centre and not a school. As a centre of learning, we are tailored to the needs of businesses and individuals as well as school students. As such, the school calendar for the community of Madrid does not apply to our entire schedule. This calendar is specific to state schools and therefore certain private or semi-private systems may modify holiday dates. Company classes follow the working year calendar from January through to December, although there may also be some slight modifications.

Although there may be occasions when certain students will not be able to attend class due to school holidays or “*puentes*”, the centre will normally remain open and cater for those students who require classes. The centre is, however, officially closed during both Public Holidays celebrated nationally and those specific to the community of Madrid. Classes which fall on these dates are lost and **do not need to be made up**.

It is a characteristic of Smyth Academy that, if sufficient notice is given (at least 24 hours notice), students who miss class due to unavoidable circumstances may be offered the opportunity of changing the class to another day. This option assumes that the receptionist/coordinator and teacher in question can arrange a convenient replacement date.

**All changes must be notified and confirmed by administration at Smyth Academy.**

We ask all teachers also consult the secretary and/or the studies organiser before booking any trips or holidays which may occur during the academic year, even if you are not expecting to have any classes during this period (Christmas, Easter etc.). **This is compulsory** when the dates involve class hours. Holidays have to be confirmed by the employer as stated in the labour agreement.



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## **Classrooms in the academy**

Teachers should know beforehand in which room their subsequent class is to take place (ask at reception if you are unsure). If an unexpected change of room is necessary, the secretary should be informed of the change. This also applies when a teacher wishes to use a class (computer room included) out of normal schedule. Whoever has booked the class has preference.

Neither students nor teachers should eat or drink at any time in the classrooms while a class is taking place, as this can easily distract from lessons, dirty the rooms and give an awful impression of our center and the teacher.

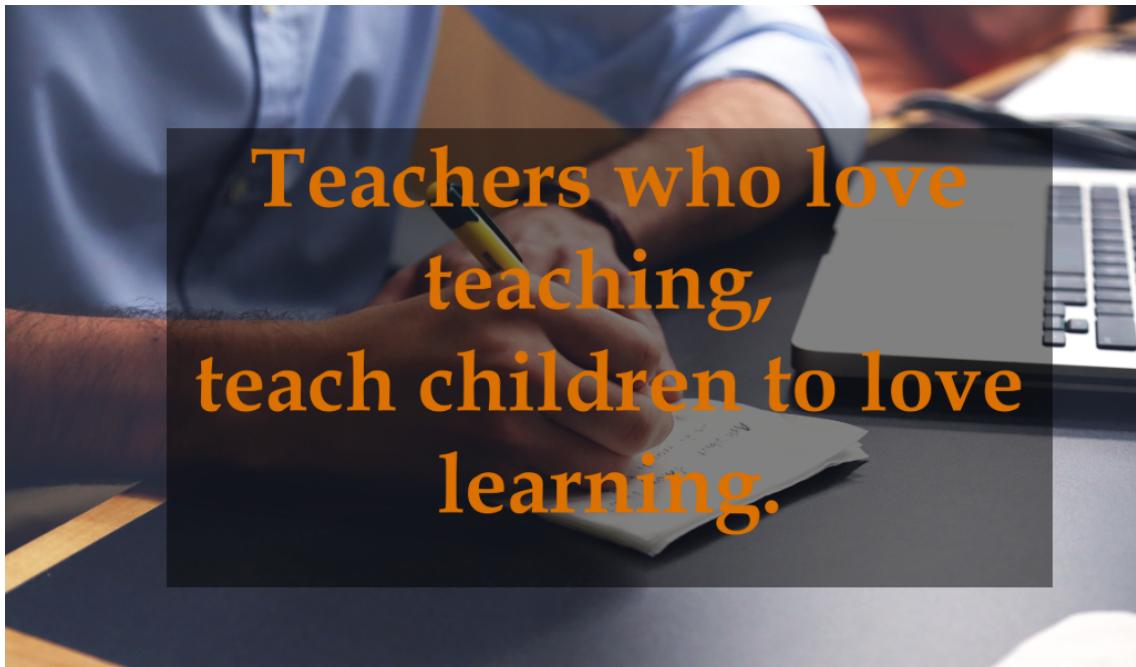
Teachers must not leave students unsupervised during class time unless absolutely necessary, in which case the secretary should be informed. Students should receive the full attention of the teacher for the duration of the lesson.

Always ensure that the whiteboard and tables are clean, the chairs are in place, and that lights and air conditionings are switched off before leaving a classroom. If you are the last person to leave that day, make sure that the windows are fully closed, the blinds are down and the heating and teacher's computer are switched off.

Entry into private areas is not permitted to students at any time. Should a student request a glass of water before or after class, then it must be the teacher who uses the kitchen facilities. Any glasses, plates, cutlery etc. must be washed up and tidied away after use. Food belonging to an individual member of staff should be clearly labelled.



**Smyth Academy S.L.**



## **Books/CD**

The Centre has an extensive range of books available for use by teachers and students alike. The books are arranged first into subjects and then into level of study, (e.g. material relating to preparation and examination in Cambridge Advanced can be found in the English language section, between First Certificate and Proficiency.)

Many of the workbooks also have an accompanying CD which can be used in conjunction with the book for listening exercises. These CDs can be found on the shelf of the cabinet opposite the books and are split into three separate boxes. The first box contains CDs to be used with the Cambridge *Main Suite* (KET, PET, FCE, CAE, and CPE) and the second contains CDs with material for the Cambridge Business and other Exams. You should also be able to find the CDs for each of the past exam paper books taped to the back cover. All other non-examination material will be stored in a third box.

All teachers should ensure that books and CDs used during class or otherwise are returned to their appropriate place. A great deal of effort has been put into the



## Smyth Academy S.L.

organisation of these so please return them to their allocated place (indicated by number order).

Teachers are permitted to take books away from the Centre, assuming that there **is a second copy available**, should anyone else need to use the same material. However, it is compulsory that all books removed from the Centre are first signed out, and then signed back in once returned to the shelves. The signing in/out book can be found at the reception desk.

## Photocopies

If you require any material to be photocopied, either for use in class or for students' homework, the necessary work should be left on the Secretary's desk or e-mailed *at least* one day before the material is needed. You should also leave a clear note of the pages and number of copies required. If a student or students are going to be using a set course book, they should purchase this themselves once they have the teacher's approval. This can be done through the center.

## Language Studies

All teachers should familiarise themselves with the learning objectives and levels of each of their students in order to administer correctly to all needs. They should also know the current Syllabus of their subject. Some students may need paper qualifications, whereas others may simply love learning languages. Some may need to

cover work, social or conversational needs, or any combination of the three. Materials used in class and the approach to lessons and timing will vary according to these needs.



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Each client demands a specific service which should be provided as far as is possible, whether he/she is in a group class or not.

**Always give homework to students.** They might or might not do it, but students should always have some work to take home with them.

We follow Cambridge's syllabus as it's a proven method which we have been teaching for years, with lots of teaching material, exercises for students and a well-known reference of their level. And they can certify their level with an external exam **if they wish so.**

**IMPORTANT:** following the syllabus doesn't imply just teaching exam preparation or that the students have to take an exam. The exam is an option they can take advantage of.

Within the syllabus, each teacher is given freedom to use their materials and methods. We believe a teacher should have an objective and a roadmap, but then they must be allowed to teach freely and enjoy their classes.

In order to be fully prepared to take one of the Cambridge Exams, students should be capable of demonstrating control in each of the areas assessed. **Past examination papers** are available to ensure that students are reaching a high enough level (see [pass grades for each exam here](#)) to pass the exam; however, this should not be the sole means of preparation. **Grammar books** are available to boost knowledge of the fundamental rules of English grammar (which will be essential in the exam, especially in the part titled *Use of English*) and **course books** built specifically around the exam syllabus can also be found on the shelves. A **vocabulary book** should also be used.

A combination of **Reading, Writing, Listening, Speaking and Grammar** should be employed in **all classes**, but is especially important for students wishing to take an exam.



## Smyth Academy S.L.

When making use of the past examination papers, teachers should begin the course with the books marked “OLD”. Although it is possible that changes have been made to the format of the exam since the publication of these books, most of the material is of the same difficulty and is of equal use as material found in the more recent books. In this way, as the examination date draws nearer, students can move on to the more up-to-date material, found in the newer Cambridge books, and familiarise themselves completely with the tasks which they are required to complete in the current exams. It is important that teachers do not run out of material before the exam itself, so an appropriate level of planning ahead and time management should be employed.

### English Examinations offered

#### - Cambridge Main Suite Examinations-

It is very likely that at least some of your students are to be sitting an exam during or at the end of their period of study. Although classes held in the Centre preparing students for the *Main Suite* Cambridge Exams are organised by the secretary and study co-ordinators, it is essential that you, as a teacher, are informed as to when your students are to sit their exams. As such, you will be able to plan lessons accordingly and ensure that all students are fully prepared before the day of the exam. It is also necessary that you are in constant contact with the secretary or with the studies co-ordinators, advising them of the progress and readiness of your students to take an exam.

Although the number of examination sessions may vary each year according to demand, there are generally two or three opportunities to take the exam per year. **There is a regularly updated list of exam dates for the course on the teacher's notice board.**

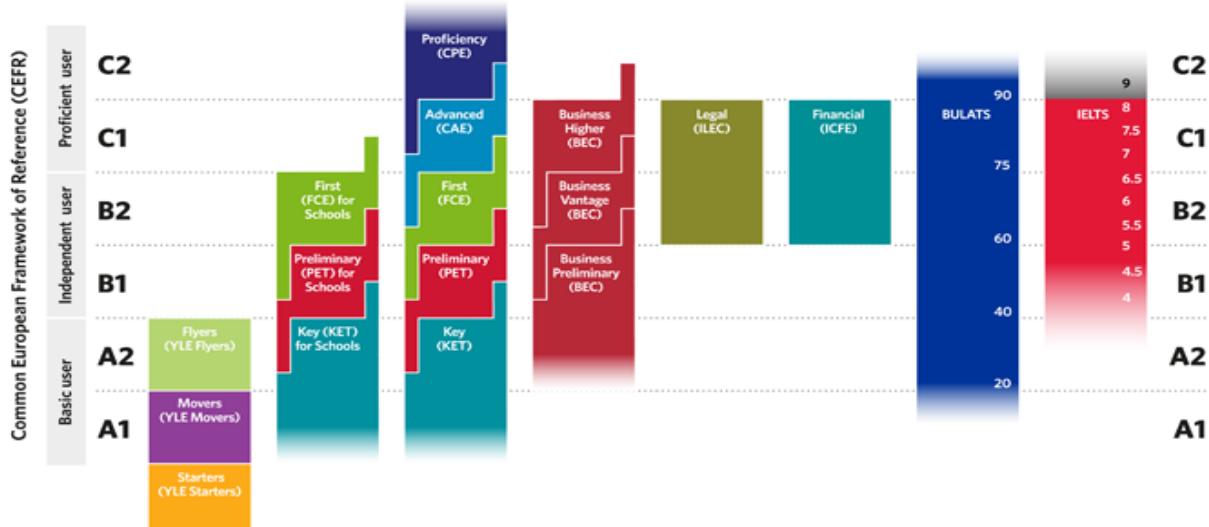


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It is essential that students are registered for these exams some three months in advance, although in this case the Centre will take care of the necessary arrangements. The timetable for examinations can be found on the notice board and you should always seek information from the secretary, teacher coordinator or David if you have any doubts.

# Cambridge English

A range of exams to meet different needs



- Cambridge BEC (Business) Examinations – (for companies)



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If you are teaching classes in Business English, especially if these classes take place outside of the Centre, it is important that all students are offered the opportunity to prepare themselves for a BEC Exam. However, as these students are rarely (or never) present in the Centre itself, it is up to the individual teacher to provide them with information regarding the exams and examination periods. This material exists in the handbook, in the text books and on the websites. They may also be advised to enter our website regularly for up-to-date information.

At companies, teachers should send the academy a list with students who they consider can take an exam (their level or the previous one). The academy should always give that option to the client. It is up to the company to decide if they want to offer that option to the students.

Dates for the Cambridge BEC Exam sessions also vary according to demand but there is an updated list of examination sessions available on the staff & students notice board and on the company website.

If a student shows interest in taking any one of these examinations, a document with more detailed information can be found at reception. This must then be presented to the relevant student(s) so that they can fill in their personal details and arrange payment for the exam with the secretary. There are strict deadlines for payment and registration, information of which can be found on the notice board. If in doubt, contact the secretary or studies coordinator. Students should also be made aware that their individual code (issued with the registration form) allows them to view their results on the Cambridge website – a link to which can be found through our company website. This, together with the downloading and printing of the marks sheet, is the responsibility of the individual student.

### **- Other English Language Exams -**



### **Smyth Academy S.L.**

The centre also offers students the opportunity to prepare for exams such as TOEFL, IELTS, Legal English and IGCSEs/A-Levels in English (as a first or second language) and in English Literature. Resources for these classes can be found either on the Smyth Academy bookshelf or online. If in doubt ask either the receptionist or the studies coordinator.

#### **Terminology for Language Groups:**

Preliminary Groups	Intermediate Groups	Advanced Groups
Pre-Interm.	Upper-Interm.	Proficiency
Preliminary	Intermediate	Advanced
Starters	Lower Intermediate	

#### **Online Level tests group classification:**



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GRUPOS	Prueba nivel PET, BEC Preliminary	Prueba nivel FIRST, BEC Vantage	Prueba nivel Advanced, BEC Higher
Proficiency	X	X	X
Advanced	X	X	85% or more CAE
Upper-Interm.	X	95% or more	30%-84%
Intermediate	X	84%-94%	29% or less
Lower Intermediate	94% or more	30%-84%	X
Pre-Interm.	82-93%	29% or less	X
Preliminary	30%-81%	X	X
Starters	30% or less	X	X

## Keeping Records

As you go through the academic year, it is highly recommendable that you keep detailed records, not only of the hours which you have taught (use online timesheets or a physical timesheet we can provide), but also of class attendance and of the material which you cover in each class. In this way, should there ever be a doubt on the part of anyone about any class which you have given, you will be able to refer to your records and give precise information regarding that class. Keeping records of topics covered in class will also ensure that you do not repeat material and will allow you to explain quickly to another teacher what you have been working on, should a class need to be covered.



## Smyth Academy S.L.

Students in language classes should normally practise **Reading, Writing, Speaking, Listening and Grammar each week**. As these should be drilled and revised regularly, and tested at frequent intervals, these records play a vital part in the organisation of class and term time.

Failure to keep records and reports up-to-date may delay the verification of your monthly pay, as it is costly in terms of administration and billing.

## Reports

At the end of each term (December, March and June/July) a brief, yet informative report should be compiled for each of the students you have taught during that period. We will provide an online link for ease of use, but teachers can send their reports by e-mail if they wish. Although it is not necessary to write extensively, comments should be made on material covered, improvements/weaknesses and a brief overview of ability in Reading, Writing, Speaking, Listening, Grammar, Attendance and evolution. Please, watch the deadlines.

## Attendance and Cancelled Classes

As mentioned above, it is important that a record of attendance is kept for every one of your classes. Although it is more likely that absences will be noticed for classes within the Centre itself, the receptionist cannot be expected to remember all of them. As such, it is important that you make a note of any student(s) absent from class and then include this information on the *hours sheets* provided. If you are teaching classes at a company, they may require their employees to sign an attendance sheet or click online attendance at our platform each time they attend a class. All teachers should make sure that they are aware of any such attendance register at the beginning of the course and ensure that students remember to sign when present in class. This record should



## Smyth Academy S.L.

coincide fully with the teacher's own attendance record.

**With companies working with the Tripartita this is of utmost importance.**

Occasionally, it is possible that a class may be cancelled. If the students inform the centre of this cancellation in advance, and are able to agree to another time and date, the class will be made up accordingly. If a class is cancelled with less than 24 hour notice, teachers will be paid for the class. However, we do require the teacher to contact the coordinator for work that can be done during that hour (from home or from the academy).

There are various jobs, completely necessary for the smooth running of the centre, our online academy or for resource building, which always need doing. This could include translations, exercises for the online academy, corrections, helping the coordinator organise courses... If in doubt, ask!

Should a student be late for class, after 7-10 minutes, please inform the secretary in case it is necessary to telephone him/her.

## Administration, Teacher Coordinator and other resources.

At Smyth Academy we believe that teachers should dedicate all their efforts to teach. For that, we have our person at administration and our teacher coordinator, who are always ready to help you with any non-teaching issues. They are also aware of aspects teachers might/should not be aware of (demands from the client, price, politics in companies etc...)

Please ask clients to contact them, or the human resources department at their companies, with any doubts, questions or requests.



## Smyth Academy S.L.

**Bounce, politely, any questions to HHRR , to secretaría**

([secretaria@smythacademy.com](mailto:secretaria@smythacademy.com)) or our coordinator ([estudios@smythacademy.com](mailto:estudios@smythacademy.com)).

Or have them call us at 914023332 or 637493182.

If you have any doubts on how to proceed, **ASK them.**

**IT Support:** We have an IT team at our disposal. Call us with any IT issues related to the academy and they will solve it. Our teachers get a discount from them if they want their personal computers repaired/looked at.

If a teacher wants to learn, or practice other languages, for example Spanish, the academy will try to provide that service, if possible. The price will depend on the availability of our teachers...and sometimes it can even be at no cost.

## Online Academy

We now have an online version of Smyth Academy at <http://aula.smythacademy.com>. Its uses are:

- Level tests.
- Practice tests for all subjects (real past papers from Cambridge).
- Grammar revision theory (phrasal verbs, irregular verbs, etc).
- General grammar exercises. Specific vocabulary and grammar for each level.
- Audio and video podcast with online lessons and lessons on subjects (going shopping, at your work place, buying plane tickets, etc).
- Online courses with our method.
- Material for teachers (syllabus, teaching guides, this handbook...)

Teachers will be asked to help uploading materials, correcting essays, doing exercises to be uploaded, organising material, etc. It can be done from home or at the academy. All



### Smyth Academy S.L.

those hours are normal working hours and will be paid as such. Please contact the center if this option hasn't been offered to you.

Students from companies will have free limited access. It will allow them to view general grammar theory and exercises and specific material for their level (FCE, BEC Vantage, BEC Higher, etc). Teachers can send homework through the online academy (it is corrected automatically), or ask students to review some grammar item.

Students who study IGCSE, AS and A-Levels will be given access to the courses for their subject at a lower cost. All other students will be given the option of acquiring access to the online academy at an extra cost.





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## **Summary**

- **Everything must go through the academy first. All communications, approvals, changes, ideas, suggestions etc. We've had cases where changes or communications to the clients had been made without our approval or knowledge. That cannot be. If/when in doubt ask.**
- **Teachers cannot change their timetable.** This has been set up for various reasons, between the client and the academy. If there is any request, there is a team here willing to help you. And if we can't solve it for the teacher, we will send another teacher.
- **Signature sheets MUST be sent in every month.**
- **Hour sheets MUST be filled in every week in order to be payed as soon as possible.** If someone sends their hours sheets at the last minute, expect a delay in your pay roll.  
Mari Cruz can't leave everything to check your hours.
- Teachers HAVE to fill in reports at the end of the term. We try to make a difference in quality. And reports are part of that.
- In companies, **we do an exam at the start of the year and one at the end.** To ALL students. This is also a MUST.  
They are part of the reports we send at the end of the year and are a way to show you've done a good job during the year.



## Smyth Academy S.L.

- In companies with the Tripartita, policies with the signature sheets, cancelations and changes are EVEN MORE strict. Teachers who can't follow the procedure will have those classes removed. Remember that you have to stay in the classroom even if no students show up. And if someone needs to change a class the Tripartita needs to know with more than 48 hours' notice, including a rescheduled date for that class.
  
- **The "convenio" says that holidays have to be taken when the academy is closed.** Christmas, summer, etc. One cannot just leave their classes to go on holiday.  
We accept certain exceptions in teachers who behave professionally, but require to be notified with at least a month's notice.  
If a teacher comes saying "I'm leaving on holiday next week" he's not helping us and we will have to find another teacher permanently.
  
- **We can't have a teacher asking for a substitute frequently.** It can't be that every personal issue has to be resolved during Smyth Academy's hours.  
We've already had complaints from clients and if it happens frequently, we will have to assign the group to another teacher.  
Again there are exceptions to the rule...but occasional ones.
  
- **We follow the 24-hour rule.** Cancellations by a client with less than 24 hours will be payed to the teacher. Specially if they are in the academy or client's office. If not, contact the academy and we will set some work to be done (correction, online academy etc). That way we obtain something from that hour.  
Again, there may be exceptions to the rule... but occasional ones.



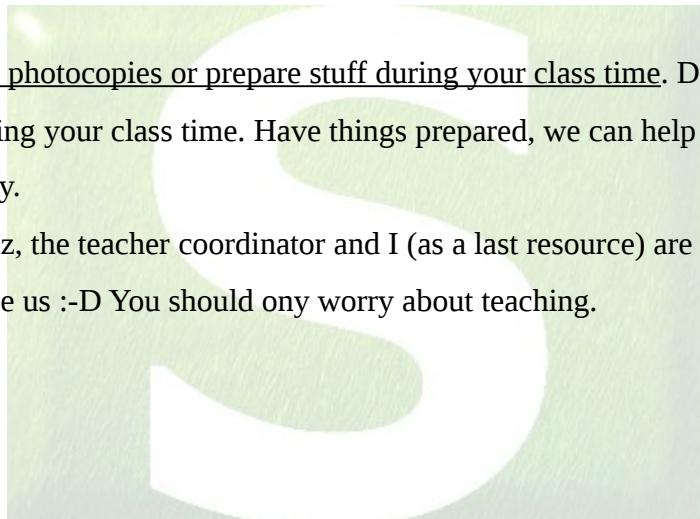
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- If the class is cancelled with more than 24 hours the teacher can choose to find an alternate recovery date/time. We do that so that the teacher doesn't lose the hour.

If he can't (timetable is full or can't do it when the client wants) contact the academy and we will find a substitute teacher.

We will always appreciate the teacher doing it (less hassle) but can find another solution. Don't let the hour be lost!!!

- **Be on time!!! And leave on time (not before).** We've had complaints about this too.
- Don't do photocopies or prepare stuff during your class time. Don't leave the class during your class time. Have things prepared, we can help you in any and every way.
- Mari Cruz, the teacher coordinator and I (as a last resource) are here to HELP.  
Please use us :-D You should only worry about teaching.





## Smyth Academy S.L. Useful Websites:

For constant updates see our website: <http://www.smythacademy.com>

Online Smyth Academy: <http://aula.smythacademy.com>

Cambridge:

- Past Papers and Syllabuses can be found on the following websites -

Cambridge *Main Suite* (FCE, CAE etc.) and Business (BEC) resources:

<https://www.teachers.cambridgeesol.org/ts/exams>

IGCSE: List of all available subjects with syllabus:

<http://www.cie.org.uk/qualifications/academic/middlesec/igcse/subjects>

International AS/A-Level: List of all available subjects with syllabus:

<http://www.cie.org.uk/programmes-and-qualifications/cambridge-advanced/cambridge-international-as-and-a-levels/>

Lots of Past Papers from various exam boards:<http://papers.xtremepapers.com/>

<http://maxpapers.com/>

<http://maxpapers.blogspot.com.es/>

<https://papacambridge.com/>

<https://justpastpapers.com/>

Edexcel:

List of Edexcel subjects with syllabus:

[www.edexcel.com/subjects](http://www.edexcel.com/subjects)

AQA:



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List of AQA subjects and syllabus:

[www.aqa.org.uk/subjects](http://www.aqa.org.uk/subjects)

Websites for Children and Young Learners:

[www.eslprintables.com](http://www.eslprintables.com)

[www.esltower.com](http://www.esltower.com)

[www.learnenglish.com](http://www.learnenglish.com)

[www.englishforeveryone.org](http://www.englishforeveryone.org)

**Check the website ([www.smythacademy.com](http://www.smythacademy.com)) regularly for an updated list!**



**Template for monthly invoices:**

**Nombre:** *Your full name*



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**Dirección:** Your full address

**NIE:** Your Spanish ID number

**Fecha:** The date on the day the invoice is written

**Numero de Factura:** The number of invoice (1, 2, 3...)

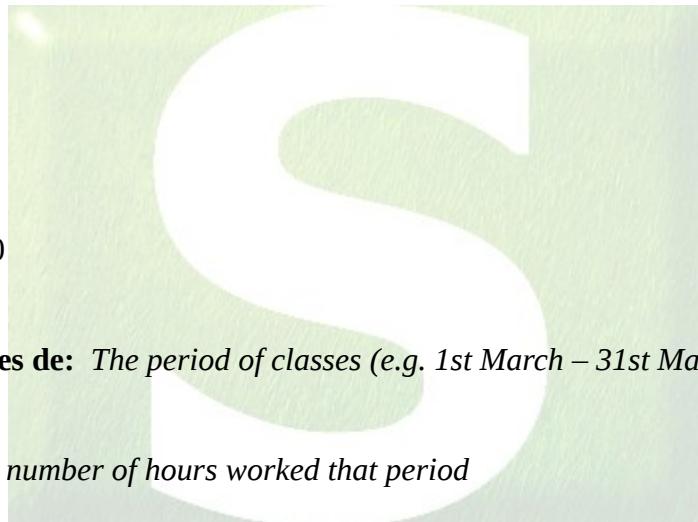
**SmythAcademy**

**Raimundo Fernández Villaverde, 26**

**Madrid**

**28003**

CIF: B83737080



**Clases por el mes de:** The period of classes (e.g. 1st March – 31st March)

**Horas:** The total number of hours worked that period

**Bruto:** Gross total (salary per hour x number of hours worked)

**IRPF:** The amount of tax to be reduced (e.g. 9 or 21% of gross total)

**Suplicado Transporte:** Any transport or other bonus you may be entitled to

**Neto:** The net total (Gross total minus tax and plus bonuses)



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**Cuenta:** *Your bank account details*

**Entidad:**

**Oficina:**

**D.C:**

**No.:**

