



# JÜRGEN MATTHES STUDENT ORGANISATION

Teaching Guidelines 2024

Update: 31.10.2023

# INTRODUCTION TO JÜRGEN MATTHES STUDENT ORGANISATION (JM)



- Jürgen and Meike Matthes have been bringing students to Eastbourne **since 1982** and have developed an excellent course programme.
- Our courses take place **mainly during the Easter and Summer months** plus some **smaller groups in June and October**. The courses last between one and three weeks.
- The programme comprises morning tuition, afternoon social and sporting activities, trips to London and Brighton and evening entertainment.
- As well as the JM Eastbourne office team, the organisation employs German leaders to help with the students during their stay who are responsible for the students' welfare when they are not at their host families. They are responsible for dealing with any problems the students may encounter. In addition, there are Family Leaders that are based in the Eastbourne Office who are on call 24 hours a day dealing with problems that students face whilst staying in Eastbourne.
- **The office in Eastbourne is the main point of contact for all students, teachers, host families and leaders.**

over  
**35**  
Years  
in Eastbourne  
**155.000**  
J.M. students  
since 1982  
**26.000**  
returned  
for another stay

# THE JM EXPERIENCE

- It is important to understand how the JM School works in relationship to other "language schools". The JM Experience is an all-around vacation/learning experience for our mostly German students. As such the school portion of the trip is an important, but not the single most important aspect of the overall experience that the students will enjoy whilst visiting Eastbourne.
- We try to give the students a learning experience that differs from the English lessons in their German schools. The German system concentrates on the teaching of very correct English. The teachers usually have been trained in a correct some might say "old fashioned" style of English.
- Here we have native speaking English teachers, and it is the "Use of English" that we concentrate on. We try and encourage the students to be adventurous with their English and not to worry about making mistakes. That is not to say that there is no place in our lessons for good old style reading and writing exercises, but these are best when mixed with elements of fun and adventure.

# JOB DESCRIPTION

- As a teacher, although employed on a temporary basis, you are an important part of the organisation and your actions in and out of the classroom reflect upon the organisation. In order to be employed in a teaching capacity you have to meet certain educational requirements and qualifications.
- As a **classroom teacher** you will teach three classes comprising up to 15 students per teaching morning. They all will have a similar level of English what makes it easier to prepare your lessons. You will teach the **same three classes** during the whole teaching period.
- As a **minigroup teacher** you will teach a group of up to 5 students from your home. You can only become a minigroup teacher if your home is suitable for this type of teaching.



Minigroup teaching



Classroom teaching

# TEACHING DATES

- You will find our teaching schedule with all meeting, teaching and London days on our website on [www.matthes.de/uk](http://www.matthes.de/uk)
- Approximately 2 to 3 weeks before the start of your group, you will receive a programme with the latest dates.
- Before a particular course can be confirmed for you to teach please make sure you have **no other commitments during school times**. You will not be allocated a course if you can't work every teaching day and attend both meetings. It is not permitted to ask a friend or another teacher to 'fill in' for you on a particular lesson. Obviously there may be unforeseen circumstances such as illness by which you might be physically unable to teach. If you are too ill to teach **you must inform the Head Teacher**.

# MEETINGS

- On every course there is an arrival and departure meeting which the teachers are required to attend.
- At the arrival meeting, the teachers and leaders are introduced to the students as a whole.
- **Minigroup teachers: Please meet your students personally and ensure that your students know exactly where to go on the first morning of teaching.** You will receive 5 address forms to hand out to your students.
- At the departure meeting, the teachers say farewell to the students.



# THE SCHOOLS

- Additional to our own JM classrooms in Cornfield House and our Gildredge House we hire rooms at schools and colleges in Eastbourne.
- In most of the cases you will teach at
  - Eastbourne College (Blackwater Road/Old Wish Road),
  - Beresford House (Summerdown Road),
  - East Sussex College (King's Drive),
  - Gildredge House (41 Gildredge Road) or
  - Cornfield House (16 Cornfield Terrace)

# PHOTOCOPYING

- A system is in place whereby all teachers are able to give each and every student a copy of the work material at no expense to themselves. It is beneficial for both students and teacher if everyone in class can compile a folder of English material. Students should be able to take a work folder back to Germany with them and revise from this in the future. All teachers should make the effort to give students material since it proves your competence as an educator (there is a photo copier at the JM Office for preparing your lesson plans).



## 2 FORMS OF TEACHING: CLASSROOM/MINI GROUP

- The different classes/mini group numbers reflect the number of years the students have been studying English and the results of a test taken before departure from Germany.
- Nevertheless, in some cases a student may have been placed in a class which is too easy or too difficult for them. In such cases, if a student wishes to move or you as a teacher think it will be beneficial for the student to move, then you should speak to Roger, Headteacher and/or a leader to arrange this.
- It is important that the maximum number of 15 students per class / 5 students per minigroup is not exceeded due to a change!

## LESSON HOURS

- Classroom:
  - Session 1: 08.20am – 09.50am
  - Session 2: 10.00am – 11.30am
  - Session 3: 11.40am – 01.10pm
- Minigroup:
  - 1 Session from 9.00am to 12.10pm
  - You may adjust these times slightly to take into account bus times etc. providing the students are still taught full 3 hours and have a 10 minute break.



# LONDON JOB



- Extra London teachers are often needed to accompany the group on their London trips.
- All London teachers meet the JM leaders at **6.15am (for London 1 (Sightseeing) and 7am (for London 2 Shopping) at the Pier.**
- It is the teacher's first duty to take and carry his/her mobile phone **fully charged** (if it is a pre-paid phone please make sure you have sufficient credit on it)
- As a London teacher you are expected to wear your **yellow JM T-Shirt** so the students can easily recognise you. Failure to wear this T-Shirt will prevent you working on future trips. If you do not have a T-Shirt yet, please ask the Headteacher in the office 2-3 days before for a T-Shirt.
- If the coach is driven by a German coach driver you may be asked to help read the map on the way to London and also to help guide the driver on the sightseeing tour when actually in London.
- You should **help the leader wherever you can**, for example: helping to control students whilst queuing for Madame Tussaud's, making sure the students know what time to meet. Please use your common sense when working on a London trip and don't leave young students to get lost in the city. London teachers are not paid to have a free day in London!
- Should a student not turn up on time for the departure, the coach will wait 10 minutes and then leave for Eastbourne. **It is the teacher's job to stay behind in London** after the coach has left to wait for the student and travel back by train (fares will be paid by JM of course – Please keep all receipts!).

# AIRPORT JOB

- **On arrival and departure days we may require additional staff** in order pick students up from the airport or drop them off (Heathrow, Gatwick or Stansted).
- For a **pick up**, please make sure to be at the airport at the given time and **meet the students in the arrivals area**. A coach will then take you and the students to Eastbourne. A JM representative (Andy) will also be in the arrivals area to assist you.
- For a **drop off**, please be at ASDA carpark at the given time (30 min before departure). A coach will take you and the students to the airport. Once arrived, you will **check in all students and make sure that they drop off their baggage**. If you do not have any juniors (i.e. children under 12 travelling without a parent or appointed person) in your group, **your job is done as soon as all students are through security**.
- Most airlines do not allow children under 14 to travel alone and may only fly unaccompanied if they are using a supervision service or if they are travelling with someone who is at least 14 years old.
- **Please ask at the counter what the airline requires if you have children under 12 on your list.** You may be asked to wait with the child or children until a staff member of the airline accompanies them onto the plane. On rare occasions, you may be asked to remain at the airport until the flight is airborne.
- **It is important that you wear your yellow JM T-shirt to be clearly visible to the students at all times!**
- To travel to or from the airport please buy your own train tickets. In order to be reimbursed, please keep all your receipts!



# BAKING WORKSHOP



- Another job for our teachers is the **baking workshop**, we offer to our students.
- You will get the date/dates in advance and usually there are **4-5 students** per workshop, sometimes 6 as an absolute maximum.
- The baking session will take place at your home from **2:30pm to 4:30pm**. We are providing a workshop sheet for the students with your address and the correct bus they can take.
- **You provide all the ingredients** (it doesn't have to be the most expensive stuff like decoration) and **choose the recipes**. Feel free to choose your favorite ones or what you think works best with the students. You can also do some typical English treats like for example scones with clotted cream.
- One or two days before the actual date you will receive the **register** via email, so you can tick everybody. If someone's missing, you can always call the head leader (you'll find the number on the register) of the group to inform her or him and they will call the students to make sure, they're alright and on their way.
- After the workshop please keep the register. If you're a teacher on a course at the same time, you can hand it in to Roger at the departure meeting. Otherwise you can send it via email, post or drop it in the office.
- You'll receive the payment via bank transfer at the end of the course. We issue the money on the day of the departure meeting and then it takes up to a week, until it is in your account.

# GAMES AFTERNOON



- The second afternoon activity we need teachers for is our games afternoon.
- It takes place in the basement of Cornfield House, where you find several board- and cardgames, some other activities like a little billiard table and a Wii with some common games.
- Usually just a few students show up to use the opportunity of talking in English a little bit more.
- It takes place from 2pm to 4pm. You pick up a key for Cornfield House at our office before and bring it back in after you finished. Then you can also pick up your cheque.
- If no one shows up, you just have to wait until 2:45pm and then you can leave. You will get full payment either way.
- Before you do it the first time, someone from the office will show you everything you need to know and if there is something wrong or you have a question, you can always give us a ring.
- After finishing, please make sure, that everything is tidied up and the room is ready to be used as a classroom again.
- You'll receive the payment via bank transfer at the end of the course. We issue the money on the day of the departure meeting and then it takes up to a week, until it is in your account.

# TEACHING SHORT STAYS

- We have additional short stays coming to Eastbourne out of season (peaks for the short stays are March, May/June and September) which differ from our normal holiday language courses.
- These groups come over with their own school teachers and stay five to six days. Most of them are here purely for a cultural trip and **only some groups have English lessons.**
- When allocated for a short stay you will receive the contract and a schedule where you will find the teaching days, lesson hours and the school.
- Our short stay groups usually have school at
  - Cornfield House (16 Cornfield Terrace),
  - Gildredge House (41 Gildredge Road).

## TEACHING BASICS

- Remember to speak clearly.
- Slow down your normal rate of speech.
- Be clear with instructions.
- Be prepared to repeat instructions slowly and clearly.
- Be prepared to repeat instructions several times.
- Don't speak with your back to the students.
- If you need help or advice, ask for it. There will be experienced teachers on every course and they or the Head Teacher Roger will be glad to help you.
- Get together with the other teachers during the break and seek their assistance with any problems.

## RULES IN THE CLASSROOM

- 1. Don't allow eating and drinking!
- 2. Please put the chairs on the table at the end of your course!
- 3. Before leaving the classroom at the end of the day, please make sure that ALL windows are closed!

# HOW IS THE ENGLISH OF THE GERMAN STUDENTS?

- Depending on the years the students have been studying English and the result of a test taken before departure, the students are classified into three main levels and then allocated into groups. The students you will teach will all have a similar level of English.

## **Lower intermediate (ages from 10 to 13):**

Understanding of basic sentence structures (short texts; simple dialogues and small presentation)

Grammar (basic tenses such as present simple, past simple or will-future; irregular verbs; direct/indirect speech; active/passive)

## **Intermediate (ages 13 to 16):**

Understanding of even complex ideas and sentence structures but often difficulties when formulating own sentences

Complex grammar (all tenses; more irregular verbs; countable/uncountable adjectives)

## **Upper/advanced (ages 16 to 19):**

Complex discussions and debates

Writing comments („letter to the editor“); summaries; characterisations; analyses; interpretations

Reading of proper newspapers and novels (Shakespeare; Yeates; Wild; modern classics)

Film analyses



# LEVEL APPROPRIATE TOPICS I

## Lower intermediate

- Family and friends
  - family members, family life in Germany vs. GB, idols (sport, music,...), friendships
- Education
  - School in Germany vs. school in Britain, school clubs, school uniforms
- Occupation and leisure
  - Sports/hobbies, people at their jobs , travelling
- Civilisation and Environment
  - city life vs. country life, means of transport, the weather, National Parks
- Public life
  - Neighbourhoods, youth centres, festivals/concerts, traditions and customs
  - TV and radio programmes, newspapers & magazines, video & computer
- Culture and history
  - Nationalities, ethnic food, famous people
  - Historic places in GB, historical events

# LEVEL APPROPRIATE TOPICS II

## Intermediate

- Family and friends
  - Parent – child relations, fashions, lifestyles, responsibilities
- Education
  - School exchanges, team/club members, problem solving
- Occupation and leisure
  - Job perspectives, careers and job profiles, different kinds of holiday
- Civilisation and Environment
  - Living conditions, pollution, disasters, drugs
- Public life
  - Democratic institutions, social services (welfare system), unemployment
  - Influence of media, advertising
- Culture and history
  - Introducing into literature (Shakespeare, ...), religions, migration and racial problems

# LEVEL APPROPRIATE TOPICS III

## Upper / Advanced

- Family and friends
  - family members, family life in Germany vs. GB, idols (sport, music,...), friendships
- Education
  - School in Germany vs. school in Britain, school clubs, school uniforms
- Occupation and leisure
  - Sports/hobbies, people at their jobs , travelling
- Civilisation and Environment
  - city life vs. country life, means of transport, the weather, National Parks
- Public life
  - Neighbourhoods, youth centres, festivals/concerts, traditions and customs
  - TV and radio programmes, newspapers & magazines, video & computer
- Culture and history
  - Nationalities, ethnic food, famous people
  - Historic places in GB, historical events

# RULES AND REGULATIONS I

## ABSENCE

Obviously there may be unforeseen circumstances such as illness by which you might be physically unable to teach. If you are too ill to teach you must inform the Head Teacher.

## CERTIFICATES

Every student receives a certificate from each of their teachers. Please write a brief summary of the student's performance and effort and tick whether the student received classroom or minigroup tuition. **The certificates will be handed out during the last day of school and NOT at the departure meeting.**

## CLASSROOM DISCIPLINE

It is important to set the parameters of acceptable classroom behaviour from the first lesson, i.e. no eating, no phones, etc. We expect the students to be polite towards each other and the teachers. We receive many complaints from the quieter students about the behaviour of other students and how the teachers fail to be strict with these unruly students and how this spoils the classroom atmosphere. Quiet students who want to work will often be unwilling to speak up in class and go against the views of a more vociferous minority, but will when alone with German speaking leaders or on the phone to their parents then voice their concerns.

# RULES AND REGULATIONS II

## FEEDBACK / MARKING SYSTEM

The best possible average result a teacher can reach is 1.0. We must keep all teachers results above 1.75 but ideally above 1.5 which most of our teachers achieve. If you get poor student feedback twice in a row we will not be able to offer you further employment.

You can find your feedback two working days after the course had finished on our web page ([www.matthes.de/feedback](http://www.matthes.de/feedback)).

## USE OF GAMES

Games can play a useful part in the learning experience, however it is easy for inexperienced teachers to get carried away by the urging of the students to "let us have a game, please ". The use of games should be balanced with the other aspects of the overall lesson experience.

## OUTDOOR LESSONS

Lessons may not take place outside the classroom. Furthermore, teachers are not permitted to send students on surveys and questionnaires around the town during class times, since these already form part of the activity programme in the afternoon.

# RULES AND REGULATIONS III

## PUNCTUALITY

Teachers are expected to adhere to the class times as stated in the course programme. If teachers are starting lessons late and finishing early it is the School-Head Teacher's and Head Leader's responsibility to inform the Head Teacher in the office immediately.

## REGISTERS

Class registers will be handed out at the arrival meeting. Please maintain daily and inform the Head Leader immediately if a student has not turned up 30 min after the lesson start. **The registers *must* be given to the Head Teacher at the departure meeting in order to receive your course wages.**

## ENGLISH SAYINGS

Please be careful with typical English sayings like **"You're being silly"** or **"You're being stupid"**. German students learn the words silly and stupid as insults. So for them, calling someone these words is similar to insulting them, because they don't understand the context.

# RULES AND REGULATIONS IV

## RELATIONSHIPS

Teachers are expected to maintain a professional relationship with the students they are responsible for. All teachers are in a position of trust and any personal relationships with students will result in instant dismissal.

## VIDEOS AND FILMS

Showing of films to the class is one of the biggest problem areas for inexperienced teachers. Films are only allowed **on courses of 8 or more teaching days**, films must be **less than 90 min** long so that the entire film can be shown in one lesson, films must be **age appropriate** (will vary from class to class) and there should be some specific point to the film that is chosen. The film must have an **educational motive**. "Gnomeo and Juliet" with many literary and Shakespeare references is appropriate, "Angus Thongs" a story about teenage girls living in Eastbourne, and largely filmed in Eastbourne, is also appropriate. "Hangover" for example is not appropriate. Each teacher must **submit the video lesson plan** to Heidrun two school days beforehand, in order to get permission for its use. You can get the forms either from Heidrun in the office or from the Head Teacher.



# MAJOR COMPLAINTS ABOUT TEACHERS

- At the end of each teaching group all students have the chance to write a feedback about their stay. They are allowed to grade the teachers (also leaders, host families etc) and write comments (German grades: 1 very good to 6 very poor). The most common complaints from students about their teachers could be summoned up as lack of interest and lack of professionalism:
  - Constantly leaving the classroom; starting lessons late and finishing lessons early.
  - Using the phone, reading magazines
  - Lack of leadership and/or motivation
  - Lack of preparation, irrelevant teaching material ("learned nothing")
  - Excessive use of games without students being made aware of what the purposes of the games were and often without even the participation of the teacher
  - Videos shown during class without any educational motive
  - Teachers not participating in class activities
  - Lessons too boring/easy.
  - Teacher speaks too fast/unclear.
- Remember that you are a teacher not a group leader, you are not in the class to be a friend to the students but to be a teacher. A teacher they like and enjoy being with but still a teacher who is respected!

# SOME FACTS ABOUT SCHOOL IN GERMANY I

- The responsibility for the **German education system** lies primarily with the states (*Länder*) and not with the federal government.
- German secondary education includes 4 types of school:
  - **Gymnasium (Grammar School)** - prepares pupils for university education and finishes with the final examination (Abitur, A-Level) after grade 12 or 13
  - **Realschule** - broader range of emphasis for intermediate pupils and finishes with the final examination (Mittlere Reife, GCSE) after grade 10
  - **Hauptschule** - prepares pupils for vocational education and finishes with the final examination (Hauptschulabschluss, not existing in GB) after grade 9 or 10
  - **Gesamtschule** (comprehensive school) combines all approaches
- German schools usually start between 7.30am and 8.30am and finish between 12pm and 2pm.
- One lesson lasts 45 minutes.
- The school year starts after the summer break (different from state to state, usually end/mid of August) and is divided into two terms. Generally, there are 6 weeks of summer, 2 weeks of Christmas, 1 to 2 weeks of spring and autumn holiday.

## SOME FACTS ABOUT SCHOOL IN GERMANY II

- There are no uniforms or dress codes at German schools.
- The German marks range from 1 to 6 with 1 being the best and 6 being the worst.
- If the marks are too low the student has to repeat the school year.
- Exams are usually essay based rather than multiple choice.
- German students usually get more homework than English students do.
- German students start learning English at the age of 6.
- At every type of school, pupils study one foreign language (mostly English) for at least five years. The study of languages is, however, far more rigorous and literature oriented in *Gymnasium*.
- In *Gymnasium*, students can choose from a wider range of languages as the first language in 5th grade, and a second mandatory language in 7th grade.

# RATES AND PAYMENT

## Rates 2024

### 1. Long Stays:

- **Rates** for Classroom Teacher (08.20 – 13.10h, 3 times same lesson)
  - Teachers with TEFL or similar qualification: **£69.00** per teaching morning
  - Teachers without a teaching qualification: **£56.00** per teaching morning
- **Rates** for Mini-Group-Teacher (09.00 – 12.10h, 2 times different lesson)
  - Teachers with TEFL or similar qualification: **£63.00** per teaching morning
  - Teachers without a teaching qualification: **£51.00** per teaching morning
- **Rates Extras:**
  - Meetings: **£15.00** per meeting
  - London trips/Airport jobs: **£63.00** per trip
  - Baking Workshop (14.30-16.30h): **£49.00** (up to 5 Student); **£54.00** (6+)
  - Games Afternoon: **£33.00**; 13.45-16.15


### 2. Short Stays:

- **Rates** for Short Stay Classroom Teacher (09.00 – 12.10h, times could vary)
  - Teachers with TEFL or similar qualification: **£48,50** per teaching morning
  - Teachers without a teaching qualification: **£39.00** per teaching morning
- All teachers will be paid via bank transfer **at the end of each course**.
- As a **minigroup teacher** you are classed as self employed and are therefore responsible for paying your own tax and national insurance.
- The figures will be given to our accountant on the next Thursday after the course ended and the payment will hit your account the following week. It is essential to hand in a tax form which can be obtained from the tax office or the JM office. Please make sure to fill out the right tax form:
  - **P45 FORM:** If you have previously worked for someone else and have now left or if you have recently signed off the Job Seeker's allowance.
  - **P46 FORM:** If you are continuing to work for another employer whilst working for us or if this is your first job, the P46 also applies to you. If you are unable to get hold of a P45 from your last job, you can also fill in a P46.
  - **P38 FORM:** If you are in full time education until the following April.
- **If the JM office has not received your tax form by Wednesday 4pm, the payroll will be run without you and you will have to wait for payment until the following week.**
- If you are allocated to teach a **short stay course**, you will receive the money via bank transfer in the end of the course.


# CONTACT INFORMATION

*Head of Teaching (Office)*  
Tonja Neeff

*Head Teacher  
(during courses)*  
Roger

 Tonja: 01323-744024

 [tn@matthes.de](mailto:tn@matthes.de)

 Lutz: 01323-744026

 [ne@matthes.de](mailto:ne@matthes.de)

**When leaving a message or sending a text message,  
please ALWAYS state YOUR NAME AND YOUR GROUP!**



## **Jürgen Matthes Student Organisation**

25 Hyde Gardens,  
Eastbourne, BN21 4PX

Office hours:  
in season (during longstays)  
Mon - Fri: 9am – 5pm  
Sat & Sun: 4.30pm – 5pm

out of season  
Mon - Thu: 9am – 5pm  
Fri: 9am – 2pm  
Sat/Sun: closed