

# PREPARATION FOR TECS CAMP 2012



## LOCATION

**TRAINING FOR ALL CAMPS TAKES PLACE IN FAMILY CAMP IN EL PUERTO DE SANTA MARIA. FOR THAT REASON ARRIVAL FOR WORK, UNLESS OTHERWISE STATED, SHOULD BE TO EL PUERTO DE SANTA MARIA.**



El Puerto is located in the Northeast part of the Cadiz province (but NOT in the city of Cadiz) in the "comunidad" of Andalucia in southern Spain, on the Guadalete River outlet, right in the Cadiz Bay.

**THE JOURNEY:** Here are some tips concerning your arrival:

The most economical air fare offers are generally to Jerez or Seville. There are also flights scheduled to Malaga Airport but this is further away and would require you to take a train or bus journey of about 3 hours. All year round there are direct flights from Stansted to Jerez or from Dublin to Seville ( [www.ryanair.com](http://www.ryanair.com) ). You can also fly to Gibraltar (from Gatwick) or Jerez (from Manchester) with easjet ( [www.easyjet.com](http://www.easyjet.com) ) and Monarch ( [www.monarch.com](http://www.monarch.com) ) respectively or BA to Gibraltar or Malaga. EasyJet also offers many UK flights to Malaga.

- From **Seville** airport you can take a taxi or a bus to the Sevilla Santa Justa Train station. Trains run regularly to Puerto from 06.35 until 21.27 and cost around 15 euros one way, it usually takes just over an hour.
- From **Malaga** airport you can catch the airport bus service to Malaga bus station and then another bus to Cadiz. Buses to Cadiz leave approximately hourly from 6.45a.m to 20.00 and take about 3 hours to reach Cadiz, some of them also stop in El Puerto de Santa Maria but NOT all do so make sure to ask.. The train from Malaga takes around the same time but is a little more expensive, you have to change trains in Dos Hermanas and get the train, direction bond Cádiz, and GET OFF at El Puerto Train Station.
- From **Madrid** you can take the AVE train from Atocha Train Station which takes 2 and a half hours to Seville and then take a train direction Cadiz, getting off at El Puerto Train Station. There are trains every hour. To get to Atocha train station, first take a bus from the airport to the Plaza de Colon. From there take another bus (numbers 27, 45 and 14) to Atocha station.
- From Gibraltar you need to walk or take a taxi across the frontier to La Linea Bus station and take the Bus to Cádiz and then a train or bus to El Puerto de Santa Maria.
- Useful Web Sites: Trains (Spain) [www.renfe.com](http://www.renfe.com), Trains (Cadiz Province) <http://www.renfe.es/cercanias/>.
- Planes: [www.ryanair.com](http://www.ryanair.com); [www.easyjet.com](http://www.easyjet.com); [www.globespan.com](http://www.globespan.com) and [www.air-scotland.com](http://www.air-scotland.com) (flights from Scotland to Malaga); [www.sidestep.com](http://www.sidestep.com) (cheap flight search engine) [www.iberia.com](http://www.iberia.com); [www.britishairways.com](http://www.britishairways.com); [www.monarch.com](http://www.monarch.com); <http://www.aerlingus.com> (Dublin to Malaga); <http://www.vueling.com/> (cheap internal Spanish flights to Seville); [www.spainair.com](http://www.spainair.com) (okay priced internal flights to Jerez).
- Buses: <http://www.tgcomes.es/>;

We will pick you up from anywhere in **El Puerto de Santa Maria and from Jerez Airport**.

\*\*Please note pick ups from Seville or Cadiz city will not be possible.\*\*

## PREPARING YOUR SEFL FOR THE CAMP EXPERIENCE

### “Survival” tips for “surviving” the challenging world of Summer Camp.

#### “The “do” list”

1. **Forget the outside world.** This is not the world of 9-5 living, camp is a 24 hour commitment, 6 days a week.
2. Be prepared to **re-find the child inside of you.** If you enjoy the activities, the children enjoy them more!
3. **Bring reserves of energy and enthusiasm,** coca-cola, red-bull, whatever you need, because the camp day can at times seem endless and being enthusiastic is usually the best way to get through stressful and exhausting situations.
4. **Get ready to be a parent, sibling and leader figure** all rolled into one. The more adaptable the staff member, the better the relationship with the kids.
5. **Be the patient wise one.** Remember the children are from a different culture and often their English is limited, you must inspire not discourage their usage of English.
6. **Be prepared for the unexpected.** Despite programmes and extensive planning, because of the 24/7 nature of camp, some decisions do end up being spontaneous and flexibility and ability to adapt are essential qualities on camp.
7. **Be ready for ups and downs.** Everyone will experience both on camp and the key to there being more “ups” is being optimistic and focusing on what is good, as there is always good in everything!
8. **Be ready for new cultural experiences and different customs.** Working with children of another culture and language has different challenges to those of working with children in your own language. Therefore learning on the job new ways of communicating with and controlling foreign language children in their L2 (second language) will be essential to your success.
9. **Teamwork, teamwork, teamwork.** The key to camp is everyone pushing in the same direction. Always remember you represent the team and if you don't do all required you do let others down. Seeking help and advice when you need it is also essential.
10. **Get ready for a personality changing experience.** Nobody forgets camp: the little smiley faces, the staff-bonding, the sunshine, the colour war/house competition.....it's all going to change you, believe me!

**Take responsibility of enjoying this summer and prepare yourself well for the challenges of camp. Below is at list of some things you should do before camp:**

#### 1. Teaching (Only TEFL Teachers):

The planning that teachers are required to do is outlined in the “Teacher Preparation Document”. In addition to this we advise that all teachers start devising their own personal “survival kit” of activities/games/grammar and vocabulary exercises/realia/etc (however do bear in mind you are provided with TECS Master Packs on camp – see teacher manual and preparation doc for more info on these). The more back-up resources and ideas a teacher brings with them, the less they should feel the “pressure” of delivering well-planned, memorable lessons during the course.

Although we provide our own level material, we expect each teacher to come with enough material and ideas to complement this. **In your contract offer you should have been informed about your age group and level but if you do not have this info, please do email us.**

We also especially ask teachers to remember to psychologically prepare themselves for camp life in general. This job is not just about TEFL teaching (as you should well know from all the documentation and from your interview). Teachers will also be responsible for running Arts and Crafts/Project Classes, being a leader partner for a group of 8-14 kids, going on excursions, helping out with evening entertainments etc... so preparing yourself to take on this mix of responsibilities is another vital thing for teachers to do prior to camp.

#### 2. Sports (Only Monitors):

A monitor's job differs per camp programme, see general manual and general information doc for more specific info. However in general at some point of time, each monitor will be responsible for running activity or sports sessions so familiarising themselves with the following sports will help: basketball, football, tennis, uni-hockey, badminton, rounders, table tennis, swimming and volleyball. Some camp monitors will be specialist monitors, and will be responsible for supervising and participating in a specific sport (i.e. Water Sports). We don't expect anyone to be an expert in all of them but we will expect you to know the rules of each and feel comfortable instructing them before you arrive, so if you don't know the rules or drills to teach these sports get learning them now, you can find a guide for each sport in the sports manual, <http://www.tecs.es/employment/>, through the box entitled “view manuals”.

Coming with knowledge of lots of games to add as fillers, when sessions end early or need demands it, will be also be essential to allowing you to meet the demands of the job. Remember you will also be responsible for controlling and providing welfare care to a leader group at all times, so thought should be put into these areas as well because a great monitor is a surrogate mother or father as well as an inspirational activity leader.

3. Arts and Crafts/Projects (monitors and teachers):

We have our own programme, but at times you will be required to run some things off the cuff, so coming equipped with ideas of A+C and Project activities you could run will be helpful. Check out our A+C and Educational Project manual at the link as below. We of course would be delighted to add any new ideas of A+C and Project activities that work well to our existing programme.

4. Evening Entertainment (monitors and some teachers):

Reviewing the manual in the staff zone will help familiarise yourself to the dynamics of the evening entertainments. Also any ideas you have of great ents will always be appreciated. Leave your mark on camp forever, like many have already done, and add an evening entertainment to our programme!! **Teachers** should bear in mind that in all camps, they introduce the even. ents this during class time.

5. General daily routine and responsibilities (monitors and teachers):

Get reading the general manual. We will expect you to have a good knowledge of how camp works before you arrive. Not informing yourself well about the structure of camp, will make it more difficult to integrate yourself smoothly when you arrive.

Remember it is important to check out the camp web site at: [www.tecs.es](http://www.tecs.es) , don't forget to look at "TECS Life" part with photos of last year's camps, and the manuals at <http://www.tecs.es/employment/> (through the box entitled staff zone, with the log in "genstaff" and password "gen2012") in order to best prepare yourself for all the responsibilities you are taking on this summer.

## PREPARATION TICK SHEET (TICK WHEN DONE)

- (All) I have reviewed the general manual.
- (All) I have reviewed the Evening Entertainment, Arts and Crafts and Project Manual.
- (Teachers) I have reviewed the Teacher Manual and example camp lesson material.
- (Teachers) I have reviewed my level syllabus.
- (Monitors) I have reviewed the Sports Manual.
- (ALL) There are several Facebook sites set up and run by past TECS employees and many of these returnees would be more than willing to answer queries you might have (Please note however that these sites have no official connection to TECS so we do not take any responsibility for their content).
- (ALL) I have read the other manuals for my position as indicated on the last page of the job profile.
- (Teachers) I have sent to TECS ([tecscampdev2@tecs.es](mailto:tecscampdev2@tecs.es)), my completed "Teacher Preparation Document".
- (ALL) I have sent TECS my transport information prior to April (or with my contract if April has past).

## THINGS TO BRING WITH YOU TO CAMP:

We require that you bring the following with you to camp:

- \_\_\_\_\_ All the mental preparation as mentioned on the first page of this doc (it can not be underestimated how important this is to the success of **your** summer).
- \_\_\_\_\_ If you are from the E.U., an in date E111 form or European Health Insurance Card (EHIC) or collaborating document.
- \_\_\_\_\_ At least three pairs of beige shorts to be worn as part of the camp uniform (TECS supplies the camp t-shirt and polo).
- \_\_\_\_\_ A sleeping bag as you may be required to sleep in tents or a log cabin at some point.
- \_\_\_\_\_ For non E.U. staff, copies of degrees (current or past) to show that while working with us you will be part of an international exchange agreement.
- \_\_\_\_\_ Sport Shoes (staff can not run sports or active evening entertainments wearing sandals as it is a serious injury risk and a bad example to the campers).
- \_\_\_\_\_ Emergency contact data in case of problems.
- \_\_\_\_\_ Any needed medication and enough to last the summer.

We advise you to bring the following items:

- \_\_\_\_\_ For TEFL Teachers your "teacher survival pack", with as many of your TEFL materials as you can, because the more back up stuff you have the better.
- \_\_\_\_\_ For Monitors, any aids that you may have that will help you communication with foreign language students, realia, pictures etc...
- \_\_\_\_\_ **Lots and lots of sun screen**; the camp can not supply this.
- \_\_\_\_\_ Swimming gear (Spain is very hot and all camps have pools and most access to beaches).
- \_\_\_\_\_ Musical Instruments or items of personal or cultural interest. National flags, juggling balls and guitars etc... genuinely tend to be big hits with the campers.
- \_\_\_\_\_ Bug repellent as the hot climate means there are a fair number of mosquitoes, again camp can not provide this.
- \_\_\_\_\_ Pocket money or access to your bank as there will be limited times you are allowed to get advances from camp.
- \_\_\_\_\_ Clothes for time off or nights off. You do have some free time when you don't need to wear your uniform!

*AS A FINAL THOUGHT WE ASK YOU TO CONSIDER THAT IT IS IN OUR EXPERIENCE THAT THE **STAFF WHO ENJOY CAMP THE MOST ARE NEARLY ALWAYS THE ONES WHO PREPARED THEMSELVES THE BEST BOTH ON THE PRACTICAL AND PSYCHOLOGICAL SIDE (THIS IS ESPECIALLY TRUE FOR PEOPLE EMBARKING ON THEIR FIRST SUMMER CAMP JOB). SO PLEASE NOTE THAT A BIG PART OF YOUR ENJOYMENT OF THIS JOB IS DETERMINED BY WHAT YOU DO NOW IN PREPARATION FOR CAMP AND NOT JUST WHAT HAPPENS DURING THE SUMMER...IT IS IN YOUR HANDS...***

MOTIVATION, INSPIRATION, ENERGY, LEADERSHIP, FRIENDSHIP, COMRADSHIP,  
COLOUR WAR, HOUSE COMETITION, PASSION.....

**EXPERIENCE IT ALL.**