



TEFL Jobs in Indonesia



Country overview

The following section provides useful, practical information about your destination country. It includes heaps of information about the local cuisine, cultural taboos and travel safety, so that you can make the most of your overseas teaching experience.

Basic Facts

The 13,000 plus islands that make up the Indonesian archipelago stretch almost 5,000km from the mainland of Asia into the Pacific Ocean. The abundant natural resources found on many of the islands have contributed to the country's turbulent history, having been fought over by armies, settled on by missionaries and over-run by traders, adventurers, archaeologists and artists. These days, Indonesia offers much to the newer breed of invaders; the tourists and travellers, the wonders of the religious monuments and beauty of its beaches and peoples attracting ever larger numbers of people. The Bali bombings of 2002 had a serious effect on tourist numbers but travellers are now returning there in force. In recent years, Indonesia has had to contend with economic woes and natural disasters, and is building itself back up from the catastrophic affects of the 2004 Tsunami. Current president Megawati Sukarnoputri has sought to bring stability and economic growth as the country continues to face challenges from separatist guerrillas and the threats of terrorism.

Indonesia is the fourth most populous country in the world and its history of governmental instability and financial crisis has caused much hardship to its 245 million inhabitants. As the country struggles to build itself a stable and prosperous future the work of TEFL tutors becomes ever more important.

Society and culture

Despite much modernisation Indonesia remains one of the most traditional countries in South East Asia. Traditional values of family and religion are maintained and the concerns of the individual are less important than those of the village. Indonesians make allowances for western visitors, especially in the main tourist areas but there are a few things to consider when dealing with people:

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Courtesy

Politeness is highly valued as is "keeping face" - criticisms are not spoken directly and people will tend to agree with what you say rather than risk offending you. This can be troublesome when asking for directions!

Never use your left hand to give or receive things – it will cause offence as the left hand is traditionally used for ablutions and is considered unclean.

Talking to someone with both hands on your hips is impolite and considered a sign of contempt, anger or aggression. Beckoning people should be done with the hand extended and a downward waving motion of all the fingers (except the thumb), which looks almost like waving goodbye. The western method of crooking the index finger is considered rude and won't be understood.

For westerners, bathing costumes, shorts and strapless tops are all considered impolite, except for in major tourist resorts like Kuta. You should try and look respectable. Women travellers in Indonesia, solo Western women will attract a fair amount of attention from the local men. You will find that men stare at you, smile at you, try to talk to you, and, in some cases, try to touch you. The best way to deal with this is to dress appropriately, act confidently, and ignore them. Read the travel safety section below for advice for women travellers, and take note of the advice of your overseas team as to how to behave. Western womens' looks are considered to be highly attractive and this, combined with a reputation that some western tourists have built up, can mean that women get plenty of attention from Indonesian men trying their luck.

Religion

Religion is an every day part of life for most Balinese and you simply cannot escape from it. Although Indonesia is predominantly Muslim, the principal religion on Bali is Hindu, albeit far removed from Hinduism in India. You will see offerings everywhere to placate both the good and the bad spirits. These latter offerings are simply placed on the ground and you will see the little cardboard baskets on every street corner.

Anyone can enter a Balinese temple but you do need to be politely dressed and to wear a temple scarf- a sash tied loosely round your waist.

Communications

Mail can be received at the mailing address of your accommodation. Sending international mail from Indonesia is fairly cheap, but it may take a week or two to get there. There are plenty of internet cafés, especially in the cities and tourist towns, and internet access is cheap but slow. Public phones can be either coin, card or chip-card operated, although coin and card phones generally do not allow international direct dialling. The cheapest way to call will probably be to use your mobile phone. If you want to bring your mobile phone, please contact your service provider to see if it will work in Indonesia and to have it unlocked. You can then buy a local SIM card to put in it.

Food and drink

In western and central Indonesia the main meal is usually cooked in the late morning, and eaten around noon. In many families there is no set meal time where all members are expected to attend. For this reason, most of the dishes are made such that they can last and remain edible even if left on the table in room temperature for many hours. The same dishes are then re-heated for the final meal in the evening. Most meals are built around a cone-shaped pile of long-grain, highly polished rice. A meal may include a soup, salad (or more commonly sautéed vegetables with garlic), and another main dish. Whatever the meal, it is accompanied by at least one, and often several relishes that are called sambals. The most popular dishes that originated in Indonesia are common across most of Asia, with beef and sambals favored in Malaysia and Singapore. Soy-based dishes such as variations of tofu (tahu) and tempeh are also very popular. In fact, tempeh is an adaptation of tofu to the tropical climates of Indonesia.

In most cities it is common to see Chinese dishes such as buns and noodles sold by street vendors and restaurants alike, often adapted to become Indonesian Chinese cuisine. One common adaptation is that pork is no longer used since the majority of Indonesians are Muslims. Street and street-side vendors are common, in addition to hawkers peddling their goods on bicycles or carts.

So-called 'Padang' restaurants (Rumah Makan Padang) are found in many parts of Indonesia. These restaurants serve the cuisine of the Minangkabau people. In such a restaurant, many small dishes are brought to the table. The diners eat only what they want from this selection of dishes, and they are charged accordingly. Padang food is typically spicy, a favourite being Beef Rendang. Indonesian meals are commonly eaten with combination of spoon in the right hand & fork in the left hand, although in many parts such as West Java it is

also common to eat with your hands. You will almost certainly eat Nasi Goreng, a classic rice dish and drink some of the Indonesian-brewed lager beer, Bintang, during your time in Indonesia.

Transportation

Indonesia's islands are connected by various ferry operators, Pelni being the main company covering an extensive network with its fleet of luxurious passenger ships that include twobed cabins. The main ports are in Jakarta, Bali, Medan and Batam. Buses, meanwhile, take care of long distance overland travel for the most part.

Luxury air-conditioned buses are available and are worth the extra cost, particularly when inevitable traffic jams add a couple of hours onto the journey time; Jakarta to Bali takes around two days depending on traffic. The cheapest buses, known as Ekonomi, are slower than their Express counterparts but it's not unknown for both types to carry various livestock to liven things up a bit. Java boasts some of the best roads in the country, with Bali and Sumatra also featuring roads of respectable quality. During the wet season, however, some roads get flooded and can be rendered impassable.

Car rental is only worthwhile (and relatively safe) if you hire a driver as well since driving on the country's roads can be a stressful experience. Outside of the major cities, a 4 wheel drive vehicle is needed.

To traverse short distances, there's a hotch potch of colourful vehicles that chug around the towns and cities. Bajajs (motorised rickshaws), becaks (pedicabs; unavailable in Jakarta), ojek (motorbike taxis) and dokers (horse-drawn carriages) make up the transport mix. Bemos, small buses, are also available but Jakarta is the only city with an established bus service and double-deckers also operate.

Taxis are readily available and the reputable Blue Bird Group operates taxis in Jakarta, Bali and Surabaya. Whichever taxi company comes your way, it's always best to negotiate a fee before the journey begins.

Climate

Indonesia is blessed, or cursed depending on your temperature threshold, to hot and humid temperatures year round. The coastal regions are the hottest with temperatures hovering in the low 30'sC while inland areas are a few degrees cooler. Its annual weather system is distinguished by a wet season (October to April) and dry

season (May to September). The wet season affects certain areas more than others; an umbrella is handy in the mountainous regions of Maluku and Irian Jaya and travelling around can be hindered by rainfall, but the central islands of Bali and Sulawesi are usually afflicted with short sharp periods that rarely threaten travel. Western Indonesia, meanwhile, which encompasses Java and Sumatra isn't clearly defined by wet and dry seasons since rainfall is common year round. As a safe bet, the May to October is the best time to visit to avoid the worst of the wet weather.

Travel Safety

Indonesia is a safe country to travel in but as in every country, be careful with your belongings particularly mobile phones, wallets and cameras.

- Be careful of pickpockets, especially on public transport and in tourist areas.
- Carry your passport, credit cards, travelers' cheques and most of your money in your money belt, and only keep a small amount of cash in your wallet. A guy on a motorbike can grab a mobile phone as going past, so be aware when talking while walking.
- If you are carrying your valuables with you, keep them in your day bag and lock it with a small padlock. Never leave your valuables unattended and never trust anyone you don't know to look after them for you.
- Don't flaunt your relative wealth by wearing expensive clothes or jewellery.
- Don't resist muggers - give them the money in your wallet. Should you be unlucky enough to become the victim of a robbery, do not panic and calmly let them take what they want
- Where possible travel with others and avoid deserted areas, especially at night. Women in particular should avoid travelling alone and dress responsibly to avoid attracting unwanted attention.
- Don't get involved with drugs, and avoid any political demonstrations.
- Don't do anything you wouldn't do at home. In fact, you need to be even more vigilant as unfamiliar situations can sometimes catch you off-guard and make you more vulnerable.
- If you ride a motorbike during the day the police will often try to fleece you for trivial offences and charge \$5 or threaten to take you to the police station for an increased fine but if you are patient and smile you can usually get away with 1000r or

a few cigarettes. The trick is not catching their eye in the first place.

Money and budgeting

The unit of currency in Indonesia is the rupiah, which is not divided into any smaller units. You will find it hard to obtain Indonesian rupiah outside Indonesia, but if you bring cash or travellers' cheques in US dollars, you will be able to change them at any bank or exchange bureau. Rates vary widely and not all travellers' cheques are accepted.

The most widely accepted ones are American Express, Thomas Cook and Visa. Expect to be charged a small commission for changing them into rupiah, and remember to take your passport to the bank with you. There are also many moneychangers in tourist resorts, where rates can be better but you are more likely to be ripped-off or charged an extortionate commission charge which was not mentioned in the original discussion. Beware!

Festivals and holidays

There are thousands of festivals in Bali and the best way to enjoy them is by getting a list of current festivals and events from the tourist office when you arrive.

Even without checking the calendar, you will mostly likely come across a festival or ceremony during your stay on Bali. Temples are decorated liberally with flowers, palm leaves, flags and bamboo towers, and crowd's throng noisily parading, offering food and prayers. Balinese ceremonies are normally held during late afternoons or evenings when the day is cooler. If you see a procession of women garbed in traditional wear, carrying small bowls or balancing towering offerings on their heads, or a group of batik-clad men with head-cloths, just pull on a shirt or sarong to make yourself respectable, grab your camera and join the crowd - you will always be welcome.

Public holidays are as follows:

January 1 New Year's Day (Western Calendar)

Feb 20, 21 Idul Fitri Festival

March 21 Seclusion Day / Saba New Year

April 5 Good Friday

April 28 Idul Adha Great Day

May 16 Ascention day of Christ

May 19 Hijriah New Year

June 2 Waisak Day

July 28 Maulid of Prophet Mumammad

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August 17 National Independence Day
December 8 Isra Miraj of Prophet Muhammad
December 25 Christmas Day

What you can expect in Indonesia

- **Salary:** up to IDR7,850,000 / \$860(USD) / £440 / €660 / CAD\$1000 / AUD\$1100 / NZD\$1230 per month based on a 23 hour week (except for teachers in Bogor who will earn up to 20% less than this).
- **Accommodation:** If you choose to live in the accommodation subsidised by the school this will be your own air-conditioned room in a shared house. Houses have telephones, televisions, hot water and a maid and are within walking distance or a short journey by public transport to the school. The exception is for teachers in Bogor who will find their own accommodation (first 30 days will be provided for you).

With shared accommodation-is it always with other teachers, and if so how many teachers in the house, also age group?

Yes, it is always with their fellow teachers. In our Jakarta school we normally have a six room house so they share with 4 or 5 other teachers. In our other School, we have a huge two floors house with 6 rooms on the second floor and 4 rooms in the first floor. The house is spacious and located in a nice and quite modern residential area. 60 % of our teachers are in their 20s and the rest in their 30s, 40s and 50s.

- **Arrival:** You will be picked up at Sukarno-Hatta airport (Cengkareng) in Jakarta by a member of your school's management team. You will be taken to your house where you can rest until the following day when you will go to the school for your orientation.
- **Locations:** Schools are located in the city or outskirts of Jakarta, or in the suburb of Bogor.
- **Contract lengths:** 1 year
- **Departure dates:** There are departures every month except October and December (subject to availability).

Requirements

- Native English speaker with British, Irish, Canadian, Australian, American or New Zealand nationality.
- TEFL qualification (Essential TEFL Plus course included)
- Educated to the age of 18.

Frequently Asked Questions

- Application
- Pre-departure
- Indonesia - Employment | Teaching

Application

1. What are the application requirements?

- Native English speaker, TEFL qualified.
- You do not need to be a university degree holder, but educated to the age of 18.
- Open to applicants holding a passport from: UK, USA, Canada, Ireland, Australia, New Zealand and South Africa. There is very limited availability for other NATIVE English speaking nationals to apply.

Following your initial application, you will need to submit the following documents:

- CV/Resume
- Covering letter
- Scanned copy of the information page of your passport
- Passport photograph

2. Can I apply with someone else?

Yes, in most cases!

3. Can I choose where I teach?

In Indonesia please specify in your covering letter which location you would like to be placed in:

Jakarta city, outskirts of Jakarta, suburb of Bogor.

4. When are the start dates?

There are monthly start dates in most cases. It is suggested you apply as far in advance as possible.

5. What is the project length?

12 months

6. When should I apply?

It is best to apply as early as you can to secure your application. We recommend applying a minimum of three months in advance. However, depending on availability it is sometimes possible for us to fast-track applications in 4 weeks.

7 How do I apply?

Call your nearest i-to-i office or www.onlinetefl.com/jobs and apply now.

8 What happens if I apply and don't get accepted?

We have a 90% success rate for applicants who meet the basic application criteria. If however, you are not accepted, you will be refunded the full project fee.

Pre-departure

1. How do I get my visa?

For UK, USA, Canada, Australia passport holders, it is possible to get a visa on arrival at a cost of US\$25. The visa is valid for your first month, during which time the school will prepare your work visa, which involves sending you to Singapore.

2. Which airport should I fly into?

Sukarno-Hatta Airport also called Cengkareng (CKR) in Jakarta

3. When and how should I book my flights?

Please wait to book your flights until you are advised by our in-country agent to do so.

4. Do I need to take out travel insurance?

We strongly recommend that you take out adequate travel insurance for the entire duration of your stay. For details of travel insurance for UK citizens, please visit www.endsleigh.co.uk. For citizens from outside of the UK, please visit: www.statravel.com.

5. Do I need vaccinations?

We strongly recommend that you visit your GP or specialist travel clinic before you start your course of inoculations. They will give you professional advice particular to your circumstances and the latest health recommendations. You should also arrange a general health check-up before you go.

Inoculations

The following list of inoculations is based on information from the Centres for Control and Prevention and should be used in conjunction with your doctor or travel clinic.

- Yellow Fever (a certificate is required if you are travelling from an infected area)
- Polio (recommended)
- Tetanus (recommended)
- Typhoid (recommended)
- Diphtheria (sometimes recommended)
- Hepatitis A (recommended)
- Hepatitis B (sometimes recommended)
- Rabies (sometimes recommended)
- Japanese Encephalitis (sometimes recommended)

Malaria

There is a malaria risk throughout Indonesia all year round but the risk is small in all large cities and the tourist resorts on the islands of Bali and Java. Travellers should be aware that the malaria risk is substantial in islands close to Bali and Java which may be visited on excursions e.g. Lombok and West Papua (previously Irian Jaya). Consult your doctor for recommended medication.

6. How much money should I bring with me?

We recommend that you bring approximately £500 / USD \$900 / €750 to cover all initial costs until your first payday. (You may be required to pay a bond on your apartment.) Always have access to

emergency funds (Monies that can be transferred to you at short notice from home)

7. Do I need to be able to speak the local language?

No, but learning some simple phrases will be very useful.

In Indonesia, the national language is now Bahasa Indonesian, which can be credited with creating and maintaining the sense of national identity across these diverse peoples.

It is almost identical to Malay and most Indonesians speak it in conjunction with their own regional tongue. Although many people in the tourist trade speak reasonable English you will get a lot more out of your teaching placement if you attempt to learn a little of the language. Some basics of Bahasa Indonesian are given below and the Lonely Planet guide to the language is also very good.

| | |
|----------------------------|-----------------|
| Good morning (until 11am) | Selamat pagi |
| Good day (before 3pm) | Selamat siang |
| Good afternoon (until 7pm) | Selamat sore |
| Good evening | Selamat malam |
| Goodbye | Selamat tinggal |
| Please | Tolong |
| Thank you | Terima kasih |
| Yes | Ya |
| No | Tidak |
| I'm sorry | Ma'af |
| Excuse me | Permisi |
| Help! | Tolong! |

8. Is there a dress code?

Smart casual / work casual

9. How long will it take to complete the TEFL training?

The course can be completed in a minimum of 2-3 weeks. Most people finish the course in 4-6 weeks. You have a maximum of 6 months to complete the course. You will be sent your certificate, letter of reference and hard copy of the course within 21 days of completion of all components of the course. (TEFL course outline)

10. What happens when I arrive?

You will be met at the airport/train station of your teaching destination and transferred to your accommodation. You will have two orientations: one to prepare you for teaching and one to show you around the school and city.

Indonesia: **Employment**

1. How much will I be paid?

Up to \$860(USD) / £440 / €660 / CAD\$1000 / AUD\$1100 / NZD\$1230 per month based on a 23 hour week.

If you live in subsidized accommodation this will cost approximately \$85 per month (including bills, except for the telephone) while normal rent could be twice as much as this. Other basic living expenses, including food, could be expected to cost around \$300 per month.

2. Do I receive a bonus or flight re-imbusement?

A return ticket (up to a limit and subject to guidelines) will be reimbursed on completion of your 12 month contract. For those working in Bogor half of your flight cost will be reimbursed after 1 month, the remainder on completion of the year.

3. How many holiday days will I receive per year?

You will receive 22 paid holidays, 10 to 13 of which must be taken over Christmas or for Muslim holidays.

4. What are my working hours?

Typically teaching hours will be 23 hours per week in the afternoon and evening, with occasional morning classes. You will work 6 days a week with 18 Saturdays off per year.

5. Can I renew my contract?

Your contract may be extendable; you would need to discuss this with your school.

6. What happens if I need to break my contract?

The total cost of your visa to the school is approximately \$1000 - if you break your contract you will need to return a proportion of this

money e.g. if you leave after 6 months you will pay approximately \$500. Also, your flight costs will not be reimbursed if you do not complete your contract.

Indonesia: **Teaching**

1. What age and level of students will I be teaching?

You will be teaching a mix of 5-9 year olds, 9-14 year olds and 14 years up. Levels can be from beginner to post-advanced.

2. How many students will there be in each class?

Minimum 5, maximum 14.

3. How long are the classes?

80 minutes with some 120 minute or 4 hour classes (with a break) for adults.

4. Are there any teaching resources?

Yes, there are extensive resources.

5. Will I be teaching alone or team teaching?

You will be teaching alone, although in the first few days you may spend some time team teaching, observing fellow teachers and receiving mentoring from more experienced teachers, to help with your training.

6. What kind of school will I be teaching in?

You will be teaching in private language schools.

TEFL certification

All our TEFL Jobs include the 40 hour Online TEFL course and the 20 hour Grammar and Language Awareness Module. These courses will give you the skills you need to teach English as a foreign language, so you can walk into your first TEFL classroom with the utmost confidence.

You'll be sent details of how to access your courses via email. You will have six months to complete the 40 hour course and extra time after that to complete the Grammar and Language Awareness Module. Both courses must be complete by the time you start your placement.

It's also an idea to take your TEFL certificate with you when you go. Some placements request it – and even if they don't it's always handy to have it with you.

It's not uncommon for applicants to desire extra qualifications to supplement their Online TEFL certification and further develop their skills. That's why we offer a range of specialist certificates that will help you tailor your skills towards a specific area of the TEFL business. As an i-to-i tutee you are entitled to 10% off any of these certificates.

Visit www.onlinetefl.com/online-tefl/certificates to find out more or call/email us at:

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Ireland: 058 400 50 ireland@i-to-i.com

North America: 800 985 4864 usca@i-to-i.com

Australia: 1300 556 997 australia@i-to-i.com

Surviving culture shock

Almost everyone experiences some degree of culture shock when they first arrive at their destination - even if they're a seasoned traveller. It may be felt as stress, frustration, anxiety or homesickness and is a perfectly natural reaction to encountering a new culture that looks, sounds and feels different to what you're used to.

Try not to worry if you feel overwhelmed at the start of your placement – just go with the flow and before you know it you'll start to settle in. The following advice will help you to overcome culture shock as quickly as possible.

Doing as much research as possible into your destination will help to reduce culture shock, as you'll be prepared for many of the differences you will encounter. The Lonely Planet and Culture Shock! Guides are good resources to use for this.

Try to arrive at your destination as fresh as possible. Avoid alcohol and caffeine on your flight, eat a light meal and rest as much as possible. This will give you the energy to get through your first day in-country. If you're exhausted when you arrive, everything will seem a lot more challenging.

Take it easy on your first few days, to give yourself time to adjust to your new environment and get over your journey. You don't have to see and do everything in the first few days – that's just the adrenaline talking!

A good tip is to observe the locals and do as they do. They are used to the heat, humidity and altitude and know how best to cope. Watch what they do and adopt their ways.

Remember that if you're finding things difficult at your placement, it may be due to culture shock. Try to keep an open mind and avoid making comparisons with how things are done in your own country – if you wanted everything to stay the same you wouldn't have gone overseas in the first place!

If you're going away for several months, budget for a well-deserved break halfway through your placement. Treat yourself to a night in a comfy hotel and a good meal, then return to your placement feeling refreshed. It's okay to want a few home comforts while you're away – something as simple as watching a movie in English in an air-conditioned cinema can make you feel much better!

Checklist for Paid Teaching Placements

We send you:

- Confirmation email of PTP placement
- Confirmation/login details email of Online TEFL course
- DVD and GAM for TEFL course

What you need to do:

- Send relevant documents to complete application:
- CV/Resume
- Cover letter
- Scanned copy of your University degree certificate or a letter from your university confirming your expected graduation (English translation required). Please note a degree is not needed for paid teaching placements in Hungary
- Scanned copy of the information page of your passport
- Arrange suitable travel insurance.

Documents will be sent to the in-country representative who will contact you about the application. Remember to complete your TEFL course!

Once accepted we send you:

- Terms and conditions to be signed.

In-country representative sends:

- Confirmation of placement contract
- Thailand/China - Employer will issue a visa invitation letter for you to apply for visa.

Next Steps:

- Once your visa has been accepted and returned, book flights

Enjoy your trip!