



Your Personal Guide

10 steps to teaching English online!

Learn to teach English online via **theteflacademy.com**
Use your teaching skills in an online context and teach anytime, anywhere!

Switch from in-person teaching to an online environment

Your step-by-step guide on how to teach English Online

Earn money from home and get real-life teaching experience

Digital Nomad (noun): someone who uses technology, especially a laptop and a wireless network, to work remotely from anywhere in the world.

Macmillian Dictionary



Working in yoga pants? Yes please! Go sightseeing during lunch?
Enrol me now! Earn money instead of commuting? Count me in!

If ever there was a time to become a digital nomad, that time is now. Working online is becoming a very popular way to make a living which is not surprising considering the lifestyle it can afford you. While there are a number of ways you can work online, teaching English online is a fun, interactive, flexible way to earn money.

Want to know more? Check out our guide for teaching English online and soon you could be earning dollars from the comfort of your home.





What do I need?

First things first, what do you need to teach English online? You must be:

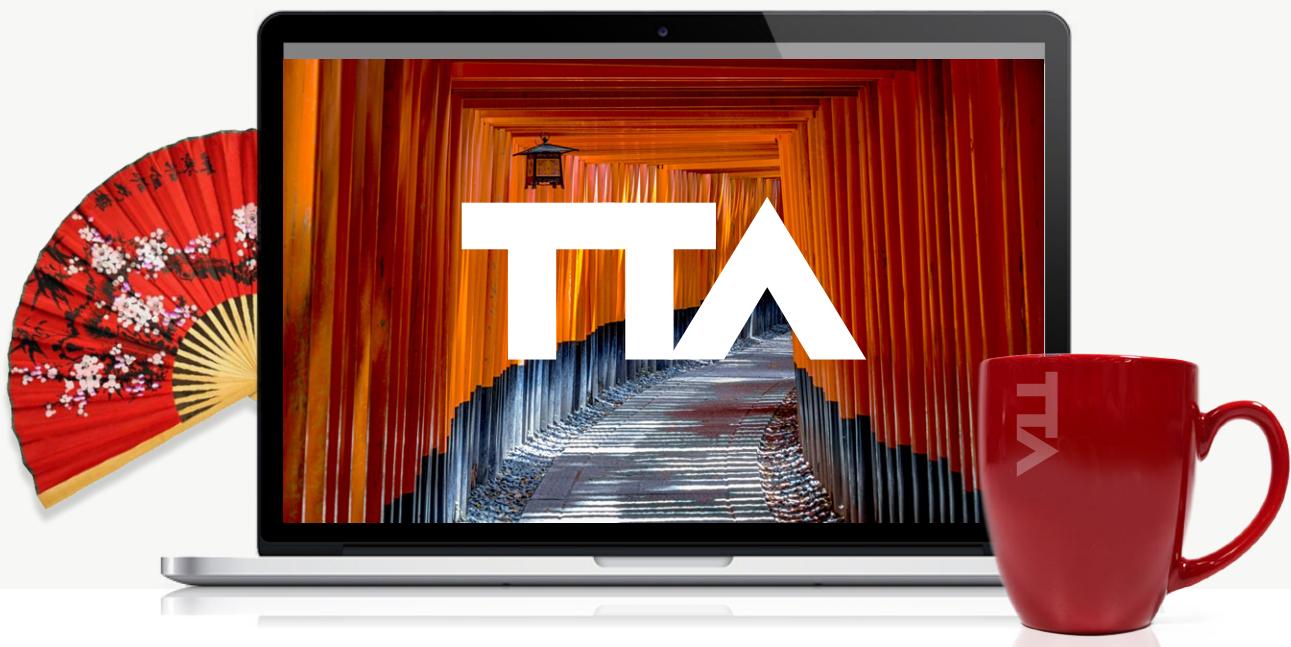
- ★ A native or near-native speaker of English Patient
- ★ Punctual
- ★ Enthusiastic
- ★ You need:
- ★ A stable internet connection
- ★ A headset and microphone
- ★ A quiet, light space
- ★ Props
- ★ To get the best-paid online TEFL jobs you should have a Level 5 TEFL qualification

*Sound like you?
Great! Let's go to
Step #2...*

Note: some companies require a Bachelor's degree (in any subject) but this is not needed for all jobs.

Step #2

How do I get qualified?



Choosing a TEFL provider can be overwhelming, but don't let that put you off. There are just a few boxes your TEFL course needs to tick. Firstly, your TEFL course should be a Level 5 TEFL qualification and it should be accredited.

Is that it? Yes, that's it! The TEFL Academy's Level 5 course is internationally recognised, regulated by Of qual (UK government), accredited by Qualif i and approved by the DEAC (US Department of Education-recognised awarding body).

It will prepare you for teaching English as a Foreign Language in a real or virtual classroom by giving you a solid grounding in theories of learning, teaching methods, and the English language.

Plus it includes a FREE 30-hour Top-Up Course in Teaching Young Learners, Teaching Business English, or Teaching Online and 1:1. Even if you are a teacher, a TEFL course is necessary to give you the skills needed to teach effectively in a TEFL situation. If you're not a teacher, a TEFL course will give you the confidence you need to teach effectively in any classroom, virtual or otherwise.

ACTION! Enrol today to begin your TEFL journey with www.theteflacademy.com



Step #3

How do I find students?

When people think of teaching English as a Foreign Language, they often imagine a classroom of Young Learners. While this is definitely the reality for a lot of TEFL teachers (both in the classroom and online), there are many other different kinds of English language learners.

The beauty of teaching English online is that you can teach anyone, anywhere. Young learners, teens, adults, students, business men and women, CEOs, security guards, tour operators – from any country in the world. You can teach whoever wants to learn English and has access to the internet no matter where they are or where you are.

We know what you're thinking, but how do I find these students? For the most part, they'll find you. You need to make sure you have an online presence so that any students looking for a teacher can find you. This means updating your LinkedIn profile, creating a Facebook page or website, and signing up with online teaching companies. Which brings us to our next section...

ACTION! Check off your updated social media profiles:



Step #4

Where can I find a job?

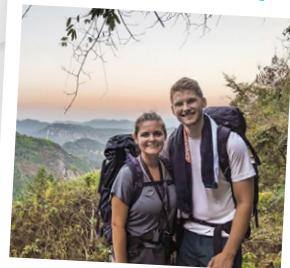
If you are a freelance teacher, you will need to actively market yourself to make yourself known to students. The majority of your students will come from word-of-mouth. Advertise yourself on **LinkedIn** and in **Facebook** groups, or look for students looking for teachers on sites like Upwork or **Gumtree**.

If you work for an online company, there are two ways this could work. Either way, you do not need to worry about finding students. For some companies, teachers upload an introductory or demo video, and schedule their availability. Students then can view the video and sign up for a class with the teacher.

For other companies, teachers have the option of signing up for classes already scheduled. This means the time and date has been confirmed and students have already been allocated to the class.

If you want to teach with a company, you need to go to their respective websites and fill in an application form. They usually require you to upload certain documents, upload a video or have an interview.

NOTE: Even though you are teaching English online, you still need to dress and behave professionally for your interview (and your lessons!). Don't forget, you can browse jobs on The TEFL Academy's Jobs Board.



Step #5

Which companies can I use to teach English online?

There are more companies for teaching English online than you can shake a stick at, but here are a few of the most popular.



VIPKID rebranded to **VIPTeacher**. VIPTeacher is a company which primarily offers one-to-one lessons for English language learners in China. Students are between the ages of four and twelve. Teachers teach through an interactive learning platform, and lesson plans are provided. Teachers for VIPTeacher should preferably reside in the US or Canada and have a Bachelor's degree.



PalFish is a mobile app, so you can teach on your phone or tablet. You can teach English to children or adults (usually in China), but the best way to earn money is through the Official Kids Course. You teach twenty-five minute lessons to kindergarten children. Teachers don't need to have a degree, but they do need a TEFL certificate or a teacher's qualification. There is a weekly minimum of ten teaching hours, and you need to be available for classes between six and nine PM Beijing Time. Materials are provided. PalFish recruits native English speakers from the UK, US, Canada, Australia, Ireland, and New Zealand.



iTalki is not an online school but rather an online platform for TEFL teachers to connect with EFL students. With iTalki teachers can set their own rates and schedules, so you can teach as often or as little as you want, and you can charge what you think you are worth. Simply upload a video and complete the application form. If your application is approved, students will be able to view your video and contact you if they'd like lessons with you.



Lingoda is a platform which allows teachers to choose the lessons they want to teach. Lessons are round-the-clock because the students are all over the world, so you can really choose a timetable that suits you. You can also choose which level and what topic you want to teach. You need three years' teaching experience to apply.



Cambly is a networking platform that allows teachers to connect with students all over the world. Teach things like structured English lessons, exam preparation (IELTS, TOEFL), or conversation lessons with students of all ages. With Cambly, teachers set their own availability and work as little or as much as they want. No degree is needed, but you must be a native English speaker.

NOTE: Each company has their own requirements so make sure you satisfy them before applying.

And there's more...



Preply is a freelance marketplace connecting TEFL teachers with students worldwide for one-on-one lessons. Teachers set their own rates, schedules, and lesson topics, with no minimum hours required. Students can message you directly to book lessons, giving you full control over your availability and pricing. Note that native or near-native English speakers are preferred.



iTutorGroup is an online education platform which offers classes to children and adults from China, Japan, and Taiwan. Teach twenty-five-minute one-to-one classes or forty-five-minute group classes. All teaching materials are provided. Teachers need a Bachelor's degree, a TEFL certificate, and at least one year of teaching experience. Teaching rates increase the more you teach and the better your student reviews are.



Whales English is an online teaching platform which focuses on English learners between the ages of three and eighteen years old. Materials are provided, and lessons are delivered on Zoom. Teach small groups with two to three students in fifty minute lessons. You must be a native English speaker with a Bachelor's degree, TEFL certificate, and one year of teaching experience.



NativeCamp is a flexible online teaching platform that welcomes both native and non-native English speakers. Teachers can offer "instant lessons," where students connect immediately, or "reserved lessons" booked in advance. You set your own schedule, with no minimum hours. The platform provides lesson materials and an easy-to-use teaching interface. A Bachelor's degree is typically required, and a TEFL certificate is preferred.



Novakid offers one-to-one online English lessons for children aged between four and twelve. The platform provides its own curriculum and interactive teaching materials. Teachers must be native or near-native speakers with at least one year of teaching experience. Teachers set their own availability with a recommended minimum of twenty hours per week. Pay varies based on experience and qualifications.

NOTE: Each company has their own requirements so make sure you satisfy them before applying.

“Having this qualification has opened doors and opportunities for me I could never have imagined. Teaching online means I can bring my passion for the outdoors into the classroom to enhance the lessons.”

Paul Staten
Teaching from London



On to Step #6...

Step #6

But how do I teach online?

These days, there are loads of different platforms and apps you can use to teach English online. If you are a freelancer, you have several excellent video conferencing options.

Zoom offers interactive features like breakout rooms, whiteboard tools, screen sharing, and recording capabilities. The free version allows forty-minute meetings with up to one hundred participants. Zoom is particularly popular for its reliability and ease of use.

Google Meet integrates seamlessly with Google Workspace (Google Docs, Google Classroom etc.). It's browser-based, so students don't need to download anything. The free version supports meetings up to sixty minutes with up to a hundred participants. It's ideal if you're already using Google's suite of tools for lesson planning and materials.

Microsoft Teams offers robust features for online teaching, including file sharing, collaborative document editing, and integration with OneDrive. It's excellent for teachers who need to share materials frequently during lessons.

If you're working for a company, they'll likely have their own platform, similar to Zoom, or it can be a virtual classroom with interactive elements. Lesson materials may be provided, but a few props, like puppets or a backdrop, are useful.

Activity

Make a list of props that might be useful in lessons





Step #7

What can I teach?

Again, anything. Some students just want a native (or near-native) speaker to chat to. These lessons are then conversation-based. Either the student will decide what they want to talk about or the teacher can lead the discussion.

Either way, the teacher is expected to correct errors, introduce new language and give constructive feedback. Alternatively, you could be given a specific language point or topic to teach, such as natural disasters, colours or the present perfect.

This will then involve a more traditional approach with boardwork and perhaps a few exercises, but again the students will want to use their time to practise their speaking, so make sure this is a big part of your lesson. Some companies offer exclusively Business English lessons, in which case you'll focus on language related to business.

What could you talk about?

Activities

World Events

Sport & Entertainment



Step #8

When can I teach?

Whenever suits you and your students!

If you are teaching students who are in a different time zone to you, this might mean teaching late at night or early in the morning, but this could suit night owls or early birds. Or you could find yourself with a 4-hour lunch break, so you could go to the gym, have a nap or do the shopping in-between classes!





Step #9

I'm in! Show me the money!

Hourly rates and payment methods vary across companies. If you are a freelancer, you will be responsible for billing your students and chasing payments.

Make sure your students are aware of your policies regarding cancellations and no-shows. If you are working for a company, they'll pay you directly on a specified day of the month.

Online payments can be done directly into your bank account, but it is usually easier to be paid into a **Paypal** or **Payoneer** account. NOTE: Don't forget to sort out your own taxes.





Bonne chance!

Zhù hǎo yùn

Good luck!

Step #10

Any final words of wisdom?

We're all in this together. Teaching English online is not a competition, and sharing resources can help us all become better English teachers.

What's important is continuously growing while staying connected with the TEFL teacher community to build a sustainable career.

Connect with fellow teachers:

- Join online communities such as Reddit (r/TEFL, r/OnlineESLTeaching).
- Participate in Facebook groups, online forums, and discussion boards for real-time advice.
- Join professional networks like LinkedIn for tips and support.
- Listen to our podcast, TEFL Unlocked, for info and ideas.
- Subscribe to our newsletter to stay informed about all things TEFL!



The **TEFL Academy**

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