

Annie's School

Foreign English Teacher Guide

Teaching, relocation, onboarding, and everyday life in Taiwan

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Prepared for prospective foreign English teachers considering Annie's School in Taiwan.

Foreign English Teacher Guide

How to Use This Guide

This guide is written for foreign English teachers who are considering teaching at Annie's School in Taiwan. It gives an overview of our teaching context, curriculum, hiring process, arrival steps, and daily life in Taiwan. It is not a legal document or a contract. Actual arrangements must follow current official instructions, case-specific review, and the teacher's approved work authorization.

The main message is simple: Annie's School wants teachers to feel prepared before they enter the classroom. We help teachers understand their role, teaching schedule, documents, arrival plan, and practical expectations so they can focus on students and teaching quality.

Contents

1. Teach English at Annie's School
2. What You Will Teach
3. Teaching Children in Taiwan
4. Teaching with Confidence
5. Hiring and Arrival Process
6. Document Requirements by Nationality
7. Life in Taiwan
8. Settling In Essentials
9. FAQ
10. Teacher Preparation Checklist
11. Official Sources and References

Teach English at Annie's School

Help children build confidence, literacy, and curiosity through English in a warm, structured learning environment in Taiwan.

Annie's School is a children's English learning environment with a clear curriculum identity. Our goal is not simply to expose students to English. We want children to build confidence, literacy, curiosity, and the ability to use English meaningfully.

As a foreign teacher, your role is not only to be a native English speaker in the classroom. You are a teacher, guide, model, classroom leader, and learning partner. Students need to understand you, respond to you, and gradually produce English with more confidence and accuracy.

A child-centered learning environment

Students are guided with warmth, routines, visuals, interaction, and clear expectations. Teachers help children feel safe enough to try, speak, read, and grow.

A clear curriculum identity

Teachers may work with Calvert-based Science, ELA, Social Studies, or ESL / Kiwipedia lessons. You are helping students build real language ability.

Support from a local team

Local teachers and staff support classroom routines, family communication, student background, and daily operations, helping foreign teachers adjust and teach with confidence.

The Kind of Teacher We Are Looking For

Annie's School values teachers who are warm, clear, structured, and reliable. Children need to enjoy your class, but they also need to understand the rules, rhythm, and expectations of the classroom.

A strong teacher knows how to make English understandable. This may mean using pictures, gestures, examples, repetition, simplified language, modeling, and short checks for understanding. It also means knowing how to support quiet students without embarrassing them, and how to keep an energetic class active without letting it become chaotic.

What You Will Teach

Foreign teachers at Annie's School help students learn English through both content-based learning and structured language development.

Calvert-Based Content Classes	ESL / Kiwipedia Language Development
<p>Teachers may guide students through Science, ELA, and Social Studies using English as the language of learning. These classes help students build vocabulary, reading comprehension, discussion skills, and confidence with academic English.</p> <ul style="list-style-type: none"> ✓ Science, ELA, and Social Studies ✓ Content learning through English ✓ Reading support and vocabulary building ✓ Structured speaking and writing tasks 	<p>ESL / Kiwipedia classes focus on language growth through themes, stories, vocabulary, sentence patterns, speaking practice, and guided writing. Teachers help students move from understanding English to actively using it.</p> <ul style="list-style-type: none"> ✓ Theme-based reading and listening ✓ Vocabulary and sentence pattern practice ✓ Speaking confidence and classroom interaction ✓ Guided writing and language output

Whether teaching content or ESL, the goal is the same: helping children use English with confidence, clarity, and purpose.

How lessons should feel

A successful class is not one where the teacher speaks English nonstop. It is one where students can understand, participate, practice, and leave the classroom with a clearer ability to use English.

Younger learners need routines, movement, visuals, stories, songs, transitions, and warm classroom management. Older students need reading support, vocabulary scaffolding, sentence frames, guided discussion, and clear learning goals.

Teaching Children in Taiwan

Understanding the Taiwan after-school learning culture helps teachers teach with more empathy and effectiveness.

Teaching in Taiwan may feel different from teaching in your home country. Many students come to English class after a full day of regular school. They may be tired, energetic, shy, or under pressure from family expectations. Lessons need clear goals, short transitions, active participation, and visible progress.

More than teaching English

Teaching at Annie's School means helping children learn English in a real Taiwan learning environment. Students may arrive energetic, tired, shy, or under family expectations, so successful teachers combine warmth, structure, and clear classroom routines.

Warmth helps students feel comfortable. Structure helps them make progress.

Students arrive after school

Many students come after a full day of regular school. Lessons need clear routines, active pacing, and enough variety to keep children engaged.

Parents look for visible progress

Families want to know what their child can do now. Specific feedback about speaking, reading, vocabulary, and confidence helps build trust.

Scaffolding matters

Students may need sentence frames, examples, visuals, repetition, and guided practice before they can speak or write independently.

Team communication helps

Local teachers and staff understand student history, family expectations, and daily routines. Clear teamwork makes teaching smoother.

Specific feedback builds trust

Parents in Taiwan often care deeply about whether their child is improving. They want to know whether their child is speaking more, reading better, building vocabulary, writing sentences, and becoming more confident.

Instead of saying, "She did well today," a stronger comment would be: "Today she used *because* to explain her answer in a complete sentence." This kind of feedback helps parents understand real progress.

Teaching with Confidence

Clear roles, supportive onboarding, and responsible arrangements.

Moving to a new country comes with questions about documents, class schedules, work scope, and daily procedures. Annie's School helps teachers understand their role clearly so they can focus on teaching well.

A School That Helps You Understand the Details

Teachers should not have to figure out unfamiliar administrative procedures alone. During hiring and onboarding, Annie's School helps teachers understand class arrangements, schedules, documents, and practical expectations before they begin teaching.

If something is unclear, teachers are encouraged to ask before accepting a new class, activity, schedule change, campus arrangement, or additional task.

Documents and work authorization

We help teachers understand which documents are needed and how the hiring process connects to work authorization and arrival planning.

Class schedules and teaching roles

Teachers receive clearer information about the courses, student groups, class times, and teaching responsibilities connected to their role.

Questions before changes

If a class, activity, substitute lesson, or schedule adjustment feels unclear, teachers can ask the school for confirmation before proceeding.

Support during onboarding

The school team supports teachers as they adjust to local procedures, communication habits, classroom routines, and everyday work expectations.

Practical Compliance Reminder

In Taiwan, foreign teachers should make sure their actual duties match the approved employment and work authorization. This may include the employer, work location, teaching role, student group, class schedule, and course content. The details can be case-specific, so teachers should not be expected to interpret every matter alone.

Annie's School will help teachers understand reasonable arrangements during hiring and onboarding. If a task feels different from the role that was discussed or approved, please ask the school before proceeding.

Hiring and Arrival Process

From application to your first weeks in Taiwan.

Our hiring process is designed to help teachers understand the role, prepare documents carefully, and arrive in Taiwan with a clear plan.

01

Resume and Interview

We review your teaching background, classroom style, availability, and interest in teaching children through English.

Prepare examples of your teaching experience and relevant background.

02

Demo Lesson

A demo lesson helps us understand your teaching decisions, classroom energy, student interaction, and ability to make English understandable.

A clear objective, student output, and checks for understanding are more important than performance alone.

03

Document Preparation

After a conditional offer, teachers prepare documents such as passport, degree records, health check, photos, contract materials, and other required items.

Name consistency, clear scans, and early preparation help prevent delays. See Section 6 for document requirements by nationality.

04

Work Authorization

The school helps organize the employment information needed for the relevant work authorization process.

Teachers should stay reachable in case replacement or additional documents are needed.

05

Visa and Entry Planning

Depending on the case, teachers may need to follow visa and entry procedures before traveling to Taiwan.

Avoid buying inflexible flights too early, especially before the timeline is confirmed.

06

ARC and First Weeks

After arrival, teachers complete residence-related steps and begin settling into housing, transportation, school routines, and daily life in Taiwan.

The first goal is stability: phone, transport, address, school route, and key contacts.

Ready to begin the conversation?

Send your resume and tell us about your teaching experience and availability.

Document Requirements by Nationality

Document requirements for foreign teachers differ depending on nationality. Please read this section carefully and prepare the correct documents before submitting your application.

■ Name Consistency Requirement

All documents submitted must show the exact same name as your passport. If any document (degree, criminal record, health certificate, etc.) shows a different name — for example due to marriage, legal name change, or transliteration differences — you must also provide the relevant legal proof of name change (e.g., marriage certificate, court order, or official name-change document). Documents with inconsistent names that lack supporting proof will be returned and may cause delays.

Group A — Standard Document Track

Teachers who are citizens of the following countries may submit standard (non-authenticated) documents as long as the documents are clear, complete, and officially issued. Notarisation is generally not required, but originals or certified copies may be requested during case review.

Country	Standard documents required
United States (USA)	Passport · Bachelor's degree (or higher) · Criminal background check · Health certificate · Employment contract · Passport-size photos
United Kingdom (UK)	Passport · Bachelor's degree (or higher) · Criminal background check (DBS or equivalent) · Health certificate · Employment contract · Passport-size photos
Canada	Passport · Bachelor's degree (or higher) · RCMP criminal record check · Health certificate · Employment contract · Passport-size photos
Australia	Passport · Bachelor's degree (or higher) · National Police Check · Health certificate · Employment contract · Passport-size photos
New Zealand	Passport · Bachelor's degree (or higher) · Police vetting certificate · Health certificate · Employment contract · Passport-size photos
Ireland	Passport · Bachelor's degree (or higher) · Garda vetting disclosure · Health certificate · Employment contract · Passport-size photos
South Africa	Passport · Bachelor's degree (or higher) · Police clearance certificate · Health certificate · Employment contract · Passport-size photos

Group B — Authenticated Document Track

Teachers from all other countries must submit documents that have been officially authenticated. Authentication confirms that each document is genuine and legally valid. The specific authentication process depends on your country of origin.

Authentication steps typically required

1. **Notarisation** — Each document (degree certificate, criminal record check, etc.) is notarised by a licensed notary public in the country of issue. 2. **Apostille or embassy legalisation** — If your country is a Hague Convention member, obtain an Apostille stamp on each notarised document. If not, proceed through the Taiwan embassy or representative office in your country for legalisation. 3. **Translation (if applicable)** — Documents not in English or Chinese must be accompanied by a certified translation. 4. **Submission** — Submit all authenticated originals to the school for forwarding to the relevant Taiwan authorities.

Not sure which group applies to you? Contact the school before preparing documents. Incorrect authentication will require resubmission and will delay your start date.

Life in Taiwan

A safe, convenient, and rewarding place to live and teach.

For many foreign teachers, Taiwan is not only a place to work. It is also a place to explore, build routines, enjoy local culture, and create a meaningful life experience.

Why teachers enjoy Taiwan

Taiwan is known for its safety, convenience, friendly communities, accessible healthcare, public transportation, and rich local culture. For teachers moving to Asia for the first time, Taiwan is often one of the easier places to settle.

Weekdays are for teaching and building classroom routines. Weekends can be for night markets, coastlines, mountains, historic towns, cafes, museums, and local food.

Safe and convenient daily life

Convenience stores, public transportation, delivery services, and accessible clinics make daily routines easier for new arrivals.

Easy weekend travel

MRT, buses, trains, high-speed rail, and YouBike make it easy to explore cities, coastlines, mountain areas, and historic towns.

Food everywhere

From beef noodles, dumplings, hot pot, breakfast shops, and bubble tea to night markets and international food, Taiwan is easy to enjoy through food.

Cities, mountains, and coastlines

Teachers can explore Taipei, Tainan, Kaohsiung, Hualien, Taitung, Sun Moon Lake, Alishan, Kenting, and Taiwan's offshore islands.

Settling In Essentials

During the first weeks, the goal is stability: a local phone number, transportation card, housing, banking, healthcare, tax awareness, and a clear route to school.

Phone and transport	Housing	Healthcare	Banking and taxes
A local SIM card and EasyCard make maps, banking, school contact, MRT, buses, YouBike, and small payments much easier.	Check ventilation, humidity, utilities, commute time, garbage arrangements, and whether the address can be used for official purposes.	Clinics and hospitals are accessible. Teachers should confirm insurance timing and keep transitional coverage during the first stage.	Teachers should keep salary statements, tax records, ARC copies, and entry-exit information, especially when considering the 183-day rule.

First Weeks: Practical and Administrative Details

Your first week is about stability, not perfection.

After arriving in Taiwan, focus first on basic stability: accommodation, mobile data, transportation, your route to school, emergency contacts, health check timing, residence-related steps, and daily routines.

From Taoyuan International Airport, teachers often travel by Airport MRT, taxi, or pre-arranged pickup. If you arrive late, carry multiple bags, or have never been to Taiwan before, a pickup or taxi may be worth the extra cost. After arrival, check Wi-Fi, hot water, door access, the nearest convenience store, garbage area, and the route to school.

Banking and salary

Most employers guide teachers to open a bank account for salary payment. Banks may ask for a passport, ARC or proof of residence, a Taiwan phone number, address, employment documents, and sometimes a personal seal or signature format. Requirements vary by bank and branch, so patience is useful.

Read your monthly salary statement. It may include base salary, teaching hours, allowances, overtime or substitution pay, labor insurance, National Health Insurance, income tax withholding, and other deductions. If something is unclear, ask specifically and politely.

Renting in Taiwan

Housing is often one of the biggest adjustments. Many rental contracts are one year, and deposits are often two months of rent. Rent may not include electricity, water, gas, building management fees, internet, or garbage service. Do not rent based only on photos.

Rental Issue	What to Confirm	Why It Matters
Deposit	Amount, return conditions, and whether it can be used as final rent.	Avoid disputes when leaving.

Electricity	Per-kWh rate and whether billing follows Taiwan Power Company or landlord calculation.	Summer air-conditioning can be expensive.
Furniture and appliances	Photograph existing condition and clarify repairs.	Prevents being charged for pre-existing damage.
Garbage	Ask about garbage truck times, recycling, or building collection.	Taiwan garbage routines may be new for foreign teachers.
Address	Confirm whether it can be used for ARC, bank, and official mail.	Official processes need reliable contact information.

Healthcare, Insurance, Taxes, and Work Culture

Healthcare and insurance

Taiwan has accessible clinics, dental offices, ENT clinics, and hospitals. Legally employed foreign residents can generally join National Health Insurance from the date of employment; actual enrollment timing and payroll deductions should be confirmed by the school administration.

NHI is not the same as travel insurance and does not cover every private or optional service. During the first weeks, before everything is fully settled, it is wise to maintain transitional health or travel insurance. If you use long-term medication, bring an English prescription and enough supply for the initial period.

Taxes and the 183-day rule

Taiwan individual income tax is based on the calendar year (January 1 – December 31). Your withholding tax rate depends on whether you have stayed in Taiwan for 183 **consecutive** days within that calendar year.

Stage	Condition	Income tax withholding rate
Before 183 consecutive days	You have not yet accumulated 183 consecutive days of continuous stay in Taiwan within the calendar year.	18% withheld from each salary payment
After 183 consecutive days	You have stayed in Taiwan continuously for 183 days or more within the calendar year, qualifying as a tax resident.	6% withheld from each salary payment

Important: The 183-day count refers to consecutive days of continuous presence in Taiwan within the calendar year — not cumulative days spread across the year. Leaving Taiwan and re-entering resets the count. Do not confuse ARC validity with tax residency: your ARC may be valid for one year, but your tax rate depends on your actual consecutive days in Taiwan during that taxable year. Keep your salary statements, withholding certificates, passport entry and exit records, and ARC copies.

Communication and work culture

Taiwanese workplaces often value politeness, harmony, reliability, and relationship-building. Feedback may be indirect. When a colleague says, "Maybe we can adjust this part," it may mean the issue is important and should be addressed.

Clear, respectful, and specific communication helps a lot. Instead of saying, "The student is bad," try: "He often leaves his seat during reading. I tried shorter tasks and assigned seating. Is there anything I should know about him recently?"

Parent communication should also be specific. Parents do not always need long educational theory, but they do need to understand what their child is learning, what progress has been made, what difficulty exists, and how they can support the child at home.

Frequently Asked Questions

Can I start teaching before my process is complete?

Do not assume this is allowed. Formal teaching, substitute teaching, trial work, or short support may still raise work authorization or contract issues. Wait until the school confirms your legal teaching start date and scope.

What documents should I prepare?

Common documents include passport, degree documents, employment contract, health certificate, photos, weekly teaching schedule, criminal record-related documents, and other materials required by the authorities. Requirements differ by nationality — see Section 6 (Document Requirements by Nationality) for details. All document names must match your passport exactly.

Can I take private students or a second job?

Do not do this without checking first. Work authorization is usually tied to a specific employer, location, and job scope. Private tutoring, second employers, online teaching, or extra classes may create work permit, tax, or contract issues.

What if my class schedule changes?

Schedule changes are common in education, but the teacher should understand the course, location, student group, and reason for the change. If a new task feels unclear, ask the school for confirmation.

When do I need to apply for an ARC?

Foreign workers should generally apply for residence within 30 days from the day after entry into Taiwan. The school will help teachers understand the expected timing and required supporting documents.

Do I need to speak Chinese?

You do not need fluent Chinese to teach at Annie's School, but learning basic daily phrases will make transportation, food, housing, and everyday life much easier.

Is Taiwan easy to live in?

Many foreign teachers find Taiwan safe, convenient, friendly, and comfortable once they settle in. Housing, humidity, summer heat, garbage collection, banking, Chinese contracts, and traffic culture may take time to adjust to.

Can I bring family members?

Possibly, depending on residence status, contract, salary, family relationship, and immigration rules. Plan family visas, schooling, healthcare, and housing before arrival.

Teacher Preparation Checklist

Use this checklist before and during the hiring process. The school will give case-specific instructions when needed.

Before the interview

- ✓ Update your resume with teaching experience.
- ✓ Prepare examples of lesson objectives, classroom management, and student output.

After a conditional offer

- ✓ Check passport validity and exact name spelling.
- ✓ Prepare degree records and teaching-related certificates.
- ✓ Confirm which document track applies to your nationality (see Section 6).
- ✓ Ensure all document names match your passport. Provide name-change proof if needed.
- ✓ Complete health check and other required documents according to instructions.
- ✓ Send clear scans and respond quickly if replacement documents are requested.

Before arrival

- ✓ Do not buy inflexible flights until the timeline is confirmed.
- ✓ Prepare temporary accommodation or arrival pickup if needed.
- ✓ Bring enough medication and important documents.
- ✓ Save digital copies of passport, visa, insurance, and school contacts.

First weeks in Taiwan

- ✓ Get a local SIM card or phone number.
- ✓ Prepare an EasyCard or iPASS for transportation.
- ✓ Confirm school route, address, bank account steps, healthcare timing, and ARC-related schedule.
- ✓ Ask questions early if any task or document is unclear.

Final message: Teaching at Annie's School is about helping children build confidence to use English. If you enjoy children's education, value structure, work well with a team, and are willing to understand Taiwan's culture and students' needs, Annie's School can be a meaningful place to teach and grow.

Official Sources and References

This guide is for recruitment and onboarding communication. Actual applications must follow current laws, official notices, and case-specific review by the relevant authorities.

EZ Work Taiwan – Foreign Professionals to Work in Taiwan / Full-time Foreign Teacher in Cram School

<https://ezworktaiwan.wda.gov.tw/en/>

EZ Work Taiwan – Recruitment and Employment of Foreign Professionals

<https://ezworktaiwan.wda.gov.tw/en/cp.aspx?n=4164EA25B8B36037>

Bureau of Consular Affairs, MOFA – Resident Visas for White Collar Workers

<https://www.boca.gov.tw/cp-166-276-48430-2.html>

National Immigration Agency – Online Application for Residence, Extension, and Registration Changes

https://www.immigration.gov.tw/5475/5478/141465/141469/367185/cp_news

Act for the Recruitment and Employment of Foreign Professionals – National Health Insurance

https://foreigntalentact.ndc.gov.tw/en/Content_List.aspx?n=9D9AEFDF9A45B299

National Taxation Bureau of Taipei – Foreign Individual Income Tax Status

<https://www.ntbt.gov.tw/English/htmlList/bfc158abe6fe4e43b301e491263e7fee>

Taiwan Tourism Administration – Official travel information

<https://eng.taiwan.net.tw/>

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