

Role Title

Ref no- 18/09/253

Young Learner Teacher Assistant

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Hourly Paid	Hourly (BDT 350/hour)	Dhaka	6 Months (renewable)	Academic Coordinator /Manager (Young Learners)

Role purpose

- To work in partnership with the class teacher, creating a positive English learning environment for young learners.
- To assist in the day-to-day management of Young Learners while they are in the centre.
- To ensure British Council Child Protection Policy is followed and complied with.

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Geopolitical/SBU/Function overview:

Each term, around 300 young learners attend English classes at the British Council Teaching Centre in Dhaka (Fuller Road, Gulshan and Uttara). Our YLs are between the age of five and seventeen and study with us either once or twice a week. We are looking for classroom assistants who are dedicated and enjoy working with young learners in and outside the classroom to join our team.

Main opportunities/challenges for this role:

- Assisting learners who require additional support or have specific needs.
- Ensuring that children are motivated and participating in classroom activities by modelling appropriate behaviour.
- Assisting in material preparation for each lesson and setting up the learning environment.
- Maintaining good relationships with teachers, customers and colleagues.
- Supporting the teaching centre's activities and British Council plans.
- Continuing personal development and attending briefing sessions throughout the year.
- Ensure all relevant British Council policies and procedures relating to Health and

Safety, Child Protection, Equality, Diversity & Inclusion (EDI) are followed and complied with.

- Escalating any concerns relating to Child Protection (CP) and Health and Safety (H&S) to the CP Focal Point and/ or Senior Manager as appropriate.
- Ensure Young Learners are adequately supervised when on BC premises before, during and after classes.
- Deal with suggestions, complaints and concerns from candidates and parents related to the drop off/pick up procedure as of child safe collection policy.
- Be visible and available to communicate with children and their parents informally as much as possible.

Main Accountabilities:

- Marshal children before and after classes and during breaks.
- Support the teacher's delivery of high quality English language teaching by supervising, monitoring and motivating the children during lessons and engaging with the learning process as required by the teacher.
- Help the children by monitoring tasks, demonstrating activities and modelling language.
- Monitor students before and after classes and during breaks (making sure all students are supervised until the return of the class teacher).
- If applicable, provide translation duties upon the teacher's request.
- Contribute to the development, evaluation, and improvement of English language courses, materials and related services, through participating in meetings/focus groups and providing feedback to the Young Learners team.
- Contribute to customer services by supporting customer flow and customer questions when necessary, making sure feedback received from customers is always passed onto the teacher or customer services to be followed up.
- Help teachers who do not have an assistant, e.g. by taking a sick child to the Duty Manager.
- Manage the Child Protection and Child Safety documents at the start of each term.
- Escalating immediately any concerns relating to Child Protection (CP) to the CP Focal Point and/ or Senior Manager as appropriate.
- Assist with collecting and taking children from the rooms to the waiting/collection area.
- Ensure students leave the premises in a quiet and orderly fashion and that i) all children below 12 years are accompanied in all cases by the designated person ii) all children aged 12 years or older who have not been given permission to leave the premises alone are accompanied by the designated person.
- If parents are late, help CS staff to phone the parents and monitor the children while they are waiting.
- Ensure children who have not been collected after class are supervised and procedures relating to this are followed.
- Be visible in the public areas and available to support children during break time and before and after the examination.
- Walk out of the building following the escape route and check that all fire exits are not locked or blocked. If a route is blocked, inform the Supervisor of an alternative route that will be told to candidates when necessary.
- Ensure to behave with children as of Code of Conduct for child protection.
- Child Protection: British Council is committed to safeguarding and protecting the welfare of children and young people and expects all staff to share this commitment.
- Equal Opportunity and Diversity: We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- Health and Safety: All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Key Relationships:

Internal

- Teachers
- National Child Protection Manager
- Child Protection Focal Point (Teaching Centre)
- Other Young Learner Assistants
- Customer Services colleagues
- Academic Management Team

External

- Learners
- Parents/Carers

Role Requirements:**Threshold requirements:**

		Assessment stage
Passport requirements/ Right to work in country	Bangladeshi / Must be legally entitled to work in Bangladesh	Shortlisting
Direct contact or managing staff working with children?	Yes	Shortlisting
Notes		

Person Specification:**Language requirements (DELETE IF NOT APPROPRIATE)**

<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ English Language at Proficiency Level equivalent to IELTS band score 6.5. 		Shortlisting and/or interview.

Qualifications

<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Graduate in any discipline. 	A qualification related to teaching.	Shortlisting

Role Specific Knowledge & Experience

<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Experience of working as part of a team. ▪ Minimum 2 years of practical experience in working with Young Learners (5-17 years) 	<ul style="list-style-type: none"> ▪ Previous experience of working as a teaching assistant. 	Shortlisting and/or interview.

Role Specific Skills

<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Effective communication and engagement with children and their families. ▪ Ability to work in a way that promotes the safety and well-being 	<ul style="list-style-type: none"> ▪ Knowledge and understanding of child development and its impact on behaviour. 	Shortlisting and/or Interview

<p>of children.</p> <ul style="list-style-type: none"> Knowledge and understanding of positive disciplinary methods. 	<ul style="list-style-type: none"> Knowledge and understanding of child transitions. Knowledge and understanding of legislation and ethics surrounding confidentiality and security of information. 	
British Council Core Skills		Assessment Stage
Using technology (level 1) - Operates as a basic user of information systems, digital and office technology		Shortlisting and/or Interview
British Council Behaviours		Assessment Stage
Working together (Essential) - Establishing a genuinely common goal with others. Being accountable (Essential) - Delivering my best work in order to meet my commitments. Making it happen (Essential) - Delivering clear results for the British Council.		<i>Interview</i>
Prepared by:		Date:
Tania Mansur, Academic Manager- Young Learners		September 2018

“The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989”

“The British Council is committed to a policy of equal opportunity. Our policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, age, disability, ethnicity, religion or marital status. We guarantee an interview to disabled candidates who meet the essential criteria”