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| Job Title | Academic Manager; Bangladesh (Senior Teacher) |
| Directorate or Region | Bangladesh | Department/Country | Teaching Centre |
| Location of post | Dhaka | Pay Band | Local Senior Teacher  |
| Reports to | Teaching Centre Manager (TCM) | Duration of job | Two-year fixed term contract  |
| ***Purpose of Job:***To support the Council’s work in English in Bangladesh by ensuring that the teaching centre is the centre of excellence in English language teaching in Bangladesh, with consistent, high quality teaching at all locations; and to help meet the aspirations of young Bangladeshis both in Bangladesh and in other countries. The teaching centre works closely with partners and stakeholders to ensure that its teaching offer meets the growing and changing needs of its target audiences, and of the rapidly developing private sector in Bangladesh.***Context and Environment:***The British Council, part of the South Asia regional structure, is well-established in Bangladesh having opened the first office in 1951 and is an important country for the organisation. This is a large and high priority British Council operation with an annual turnover of ±£20m p.a. from teaching, exams and grant/partnership funded projects and programmes. The operating environment and context is complex and challenging and we currently operate from 7 sites in 3 cities. The Teaching Centre in Bangladesh has its main office in Dhanmondi, Dhaka, as well as four branches in Uttara, Gulshan, Fuller Road and Chittagong at the time of writing. It is in the process of expanding its footprint in Bangladesh to increase its reach and impact, as well as to make it easier for customers to access its services. The UK’s centre of excellence for English language teaching in Bangladesh, the Teaching Centre also runs teacher training programmes in order to develop expertise in English language teaching in the country.The academic manager may teach up to 12 hours a week, up to 5 days a week, and will have a two day weekend along with the majority of teachers.***Accountabilities:**** Maintain, develop and ensure delivery of quality courses and to help ensure the teaching centre offers a consistently high level of service to all customers, meeting Business Plan growth and efficiency targets in doing so
* Engage in all pedagogically-related aspects of the running of the teaching centre in Bangladesh, and provide input to English projects and other project work as required

***Responsibilities:**** Provide academic leadership through teacher development and the management of a customer-focused product mix
* Drive continual improvements to quality teaching via the annual academic quality plan, with input from all local stakeholders and using the results of primary research
* Plan, prepare and deliver English language classes (up to 12 hours a week, excluding substitution)
* Line-manage teaching staff and manage the Performance Management and Professional Development (PMPD) scheme for teachers
* Organise a mentoring programme for newly-qualified or inexperienced teachers as per the regional norm
* Substitute for the TCM as required

***Main Duties**** Assist with academic calendar planning, perform timetabling, and manage teacher leave and TOIL
* Ensure the readiness of teaching staff for start-of-term, mid-term and end-of-term processes
* Assist the HR team in recruiting and inducting new teachers to the centre(s) and to the British Council via an induction programme in line with network norms
* Coordinate the localisation (where relevant) of global teaching products according to customer needs/demands
* Coordinate the development of British Council-standard teacher-produced materials and ensure that copyright policy is observed
* Provide a prioritised wish-list of ELT resources, i.e. books, audio & stationery, to the Admin Co-ordinator on a regular basis as per customer and teacher needs
* Manage the online customer survey according to business needs and plan primary research in the form of focus groups and extended interviews, with help from Marcomms, in order to evaluate service quality
* Line-manage staff in line with teaching centre policies and the teacher PMPD scheme
* Create and/or support development opportunities for teaching staff and ensure a positive working environment is maintained
* Plan, prepare and deliver English language classes (up to 12 hours a week, excluding substitution)
* Assist the child protection working group as required

 ***Key Relationships:**** Teaching staff
* Teaching centre management team
* Resources and HR teams
* Customer services team
* Marketing team
* Clients and stakeholders

***Other important features or requirements of this post:**** Evening classes are the most popular so evening teaching may be required
* Regular travel between teaching locations in Dhanmondi, Uttara, Gulshan, Fuller Road & Chittagong (i.e. all centres at the time of writing)
* Occasional travel out of Dhaka for training courses and client meetings
* Occasional attendance at evening or weekend networking functions
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| Please specify any passport/visa and/or nationality requirement. | Bangladeshi passport holder or legally entitled to work in Bangladesh |
| Please indicate if any security or legal checks are required for this role. | Standard pre-employment checks. |

**Person Specification**

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| **Behaviours and Skills** | **Essential** | **Desirable** | **Assessment stage** |
| **Behaviours***Please see* [*The Behaviours Dictionary*](http://www.britishcouncil.org.bd/sites/britishcouncil.bd/files/bc_behaviours-35.pdf) *for behaviour definitions and levels* | * Making it happen (more demanding)
* Connecting with Others (more demanding)
* Being Accountable (more demanding
* Working Together (more demanding**).**

*Please note: the other behaviours below will not be assessed at interview. However, all behaviours will be used for performance management purposes.* * Shaping the Future (more demanding)
* Creating Shared Purpose (more demanding)
 |  | Interview only |
| **Skills and knowledge** | * Managing Accounts and Partnerships level 2: Works with stakeholders and partners
* All five teaching skills at level 2 or above
* English at native-speaker level, equivalent to IELTS band 9
 | Some financial planning and management experience | Shortlisting and interview |
| **Experience** | * 2 years’ experience of ELT management after TEFL-Q
* 2 years’ experience of observing and giving feedback to teachers
* Teacher training experience
 | CELTA assistant or main course tutor (ACT/MCT)DELTA local tutorIELTS Examiner | Shortlisting and interview |
| **Qualifications** | * TEFL Diploma (DELTA or Trinity Dip. TESOL)
* First degree
 | Relevant MAYoung Learner Teaching Qualification, i.e. CELTYL extension or TYLEC | Shortlisting |

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| **Submitted by** | **TC recruitment team** | **Date** | **15 March 2015** |