

Role Profile
Ref no: 17/07/090

Job Title	Senior Teacher Young Learner Courses		
Directorate or Region	SA	Department/Country	Teaching Centre, Bangladesh
Location of post	Dhaka	Pay Band	Teacher Salary Scale (Local MM1)
Reports to	Academic Manager	Duration of job	2 years (fixed-term contract)

Purpose of job (global standard)

- To contribute to the effective customer-focused management of the British Council Bangladesh teaching centre as part of the Bangladesh TC management team, in particular by giving organisational and practical support to teachers, in order to ensure quality and standards of products and services delivered by the British Council. One of the primary objectives of this role is to ensure that our YL course offer is standardised with that of the other TCs in the region as far as is practical, and that we are fully compliant with respect to network child protection guidelines
- To support the wider aims of the British Council and its cultural relations mission

Context and environment

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.

The British Council, part of the South Asia regional structure, is well-established in Bangladesh having opened the first office in 1953 and is an important country for the organisation. This is a large and high priority British Council operation with an annual turnover of ±£10m 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 5 sites in 3 cities.

The Teaching Centre in Bangladesh has its main office at Fuller Road and branches in Uttara and Gulshan. 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.

As Senior Teacher Young Learner (YL) Courses, you will lead on the customer-focussed development of the YL course portfolio, working with the TC academic management team and your counterparts in the South Asia region. You will also be contributing your expertise to provide key academic support to our teachers and the TC management team in general.

A diploma-qualified teacher, the post holder will be required to line manage up to five coordinators or teachers and deliver occasional in-service training sessions to teachers.

Accountabilities (global standard)

Support the British Council's global English strategy by <ul style="list-style-type: none"> • delivering teaching to the highest standards of ELT • enhancing the British Council's reputation as a world authority in ELT • continuing professional development and sharing of best practices 	
Responsibilities (global standard)	
<ul style="list-style-type: none"> • Ensuring teaching meets learner needs and expectations • Ensuring teaching meets Teaching Quality Standards and organisational expectations • Maintaining good relationships with customers and colleagues • Supporting the teaching centre's activities and British Council plans 	
Main duties (global standard)	
1	Plan, prepare and deliver high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles
2	Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy
3	Contribute to the development, evaluation, and improvement of English language courses, materials and related services, in order to meet students' needs by actively working as a member of the teaching team
4	Complete teaching related administrative tasks to specified standards
5	Actively engage in professional development and performance management to ensure quality and high standards in teaching and learning, and maintain British Council's position at the forefront of best ELT practices
6	Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of contemporary UK
7	Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service
8	Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas: <ul style="list-style-type: none"> • Child Protection • Equal Opportunity and Diversity • Health and Safety
9	In Senior Teacher role – <ul style="list-style-type: none"> • Lead on the delivery of YL programmes in Bangladesh. • Contribute to Bangladesh / South Asia YL product strategy development. • Ensure clients and customers are made aware of the progress they are making through ongoing feedback and assessment. • Ensure learners receive high quality printed product information about the product or service that they have purchased. • Ensure teachers are fully briefed on YL courses and procedures. • Ensure resources (including those produced by teachers) are monitored, evaluated, and reviewed to support and improve the quality of learning and teaching.

	<ul style="list-style-type: none"> • Ensure that UK or local copyright laws (whichever are stronger) are fully observed. • Liaise with the Registrar/Customer Services Manager to ensure that the Customer Services & Sales, and Registration teams are fully briefed on all YL products. • Organise placement testing for YL classes, ensuring Customer Services Officers and invigilators are fully briefed on registration and placement testing procedures. • Support with timetabling of YL classes and deployment of YL teaching assistants and Customer Experience Executives • Act as Duty Manager as scheduled by the Academic Manager and carry out related tasks.
10	<p>In Senior Teacher role -</p> <ul style="list-style-type: none"> • Support teachers in lesson planning and classroom management and identify training needs. • Line manage up to 5 coordinators or teachers (a combination of part-time and hourly-paid) and carry out lesson observations and performance management meetings in accordance with corporate standards. • Assist with the recruitment and induction of new teaching centre teaching staff.
<p>Key relationships: (include internal and external)</p>	
<p><u>Internal</u> Teaching Centre management team Customer Service & Sales staff Teachers Other wider BC teams Wider EFL community</p> <p><u>External</u> Learners Parents</p>	
<p>Other important features or requirements of the job (e.g. travel, unsocial/evening hours, restrictions on employment etc)</p>	
<p>Timetable and number of hours spent off-site depends on the partner school(s) and on operational needs, which may vary from semester to semester – and from one year to the next.</p> <p>The working week will normally be Thursday to Monday.</p>	
<p>Please specify any passport/visa and/or nationality requirement.</p>	<p>Owing to visa requirements and local law considerations, only UK and Bangladeshi passport holders may apply</p>
<p>Please indicate if any security or legal checks are required for this role.</p>	<p>Local/international police record check, qualification and reference checks are required for external candidates</p>

Person Specification

	Essential	Desirable	Assessment stage
Behaviours (global standard)	<p>Making it happen (essential) Delivering clear results for the British Council</p> <p>Working together (essential) Establishing a genuinely common goal with others</p> <p><i>Please note: the other behaviours below will <u>not</u> be assessed at interview. However, <u>all</u> behaviours will be used for performance management purposes.</i></p> <p>Being accountable (essential) Delivering my best work in order to meet my commitments</p> <p>Shaping the future (essential) Looking for ways in which we can do things better</p> <p>Connecting with others (essential) Making regular opportunities to understand others better</p> <p>Creating shared purpose (essential) Communicating an engaging picture of how we can work together</p>		Interview only
Skills and Knowledge (all skills = global standard) Level of skills by centre need	Teaching Skills <ul style="list-style-type: none"> ▪ Classroom management (2) ▪ Course and lesson planning (2) ▪ Subject knowledge (2) ▪ Understanding your learners (2) ▪ Learning technologies (2) 	One or more skills at level 3	Interview
Experience (specific to centre)	4 years post-certificate i.e. CELTA/Trinity cert TESOL experience Experience in teaching relevant age groups <u>specific to the centre</u> <ul style="list-style-type: none"> ▪ Young learners aged 6 to 10 (600+ hours) ▪ Young learners aged 11 to 13 (600+ hours) ▪ Young learners aged 14 to 17 (600+ hours) 	Experience as YL extension to CELTA or British Council / Trinity TYLEC tutor	Short listing and interview

Qualifications	Cambridge CELTA/Trinity cert TESOL Cambridge DELTA/Trinity DipTESOL <ul style="list-style-type: none"> • High proficiency in English i.e. full mastery of English across all 4 skills equivalent to user (CEFR C2) IELTS Band 8/9 in each of 4 sections of the academic module • Undergraduate/university degree 	Recognised YL teaching qualification e.g. PGCE/B.Ed in Primary or relevant subject, British Council / Trinity TYLEC, CELTYL or YL extension to CELTA	Short listing only
-----------------------	--	---	--------------------

Submitted by	Jamie Mann	Date	30 March 2017
--------------	------------	------	---------------

“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 favorable 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”