

Terms of Reference

Position : Teacher of English

Contract Type : Non Permanent Worker Hourly Paid

Duration : One year

Reports to : Academic Manager

Location : Dhaka, Bangladesh

Project : Teaching Centre

Role purpose

- To consistently provide learners with a high quality rewarding and stimulating English language learning experience in accordance with British Council Global Teaching Standards.
- To enhance the reputation of the British Council by demonstrating consistently high standards of personal and professional conduct as set out in the British Council Global Teaching Standards.
- To support the wider aims of British Council and its cultural relations mission.

Role context

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, 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.

British Council Bangladesh offers a full range of English courses to various target audiences, from school children aged six and up to business people and aspiring emigrants. We also offer a range of professional skills courses to corporate clients and teacher training courses and run at least one CELTA a year. What, where, and how we teach is constantly evolving in line with customer demands and opportunities.

The teaching centre is currently located within the main British Council premises in Dhaka. Teaching is currently face to face 7 days a week but Young Learner courses are mostly delivered on Fridays and Saturdays. Corporate courses are generally delivered off site on the clients' premises, which means when assigned a corporate course, teachers have to travel.

This post would be a significant developmental opportunity for a Newly CELTA Qualified Teacher (NQT) with some or little experience of teaching. There is a globally standardised training programme (Teacher

Support Programme) for new teachers that reviews the learning on CELTA and extends it to meet the learners' needs in British Council classrooms. Following that there are opportunities for continuous professional development through the ongoing in-service training programme and achieve prestigious qualifications such as TYLEC and DELTA.

Key Relationships :

Internal

- Teacher's Pool
- Academic Coordinators, Academic Manager, Cluster Academic Leads
- Teaching centre management and Operations team
- Sales and Customer Management team
- National Safeguarding Manager and SGFP Working Group
- Other British Council teams/SBUs in Bangladesh

External

- Students
- Parents/guardians of students
- Offsite premises partners
- Corporate clients
- Wider ELT community

Main accountabilities

1. Teaching responsibilities:

- 1.1. Plan, prepare and deliver high-quality English language teaching that meets the needs of different customer groups considering individual learning styles
- 1.2. Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy
- 1.3. 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
- 1.4. Complete teaching related administrative tasks to specified standards
- 1.5. 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
- 1.6. Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of contemporary UK
- 1.7. Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service

Threshold requirements

Right to work in country:

The candidate should have a legal right to work in Bangladesh

Security / legal checks required for the role:

Reference and Background Verification Checks as per British Council Bangladesh Pre-Deployment Check (PDC) guidance for consultants.

Language Requirements		Assessment stage
<p>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.</p> <p>The British Council systems and global processes operate in English. Written and verbal proficiency in English is required.</p>		Shortlisting
Person specification		
Qualifications		
Minimum/essential	Desirable	Assessment stage
<ul style="list-style-type: none"> • First Degree or equivalent • Cambridge CELTA/Trinity Cert TESOL or equivalent 	<p>Relevant undergraduate (BA) or postgraduate (MA) qualification (e.g. ELT, TEFL, TESOL, Applied Linguistics, Education etc.)</p>	Shortlisting
Role specific knowledge and experience		
Minimum/essential	Desirable	Assessment stage
<p>Some face-to-face classroom-based communicative English language teaching experience post-CELTA.</p>	<p>Post-CELTA experience of teaching the following:</p> <ul style="list-style-type: none"> - General communicative English and IELTS Preparation for adult learners - Primary/Secondary Young Learner courses 	Shortlisting AND/OR interview
Role Specific Skills		Assessment stage
<p>Teaching Skills – at Foundation</p> <ul style="list-style-type: none"> • Plan and deliver coherent lessons • Demonstrate subject knowledge • Engage and motivate learners • Create a positive and inclusive learning environment • Make use of assessment and feedback • Manage teaching and learning resources • Uphold professional responsibilities and values 		Shortlisting AND /OR interview
British Council values and behaviours		Assessment stage
<p>British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand</p>		Shortlisting AND /OR interview

for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are:

Open and Committed; Expert and Inclusive; Optimistic and Bold.

The behaviours for each values pair can be found on our [Intranet SharePoint site](#) for internal staff and at our Careers portal for external applicants.

Application and Contractual Arrangement:

Contractual Arrangements

The British Council will contract this work through a consultancy contract. The ToR is subject to modifications as per project needs.

How to Apply

To apply, please send 1) a cover letter, 2) an up to date curriculum vitae (CV) to the following email address:

morshed.hemal@britishcouncil.org

Please mark in the subject line "Application for *Position*."

No hard copy applications will be accepted.

Only shortlisted applicants will be contacted for the next step of the recruitment process.

Closing date: 3 September 2023