Role Title

Adults Coordinator

Role Information

<table>
<thead>
<tr>
<th>Role Type</th>
<th>Pay Band</th>
<th>Location</th>
<th>Duration</th>
<th>Reports to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td>Teacher</td>
<td>Kuala Lumpur</td>
<td>24 months</td>
<td>Head of Adults</td>
</tr>
</tbody>
</table>

Role purpose

To promote and ensure quality teaching and effective learning of English.
To support the wider aims of British Council and its cultural relations mission.

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.

Overview:

The Kuala Lumpur teaching centre is a large centre located in the heart of Kuala Lumpur city. This centre is open 7 days a week and serves both adult students and young learners. For the adult students we offer full-time courses and myClass from Elementary to Advanced English and IELTS preparation to adults. Adult classes are largely multi-national with many students improving their English before they start post-graduate courses with universities here and overseas. We also have a large number of Malaysian school leavers in the first half of the year. Young Learner courses are offered to pre-school, primary and secondary age students (4-17 years) and most of these classes take place at the weekend.

There are also off-site professional training and English courses with the government of Malaysia and multi-national companies.

You will collaborate with teachers and managers working across Malaysia (including Mutia Damansara and Penang). The Kuala Lumpur centre runs regular CELTA and Distance DELTA courses and there is a strong culture of professional development amongst our teaching teams across the branches.
## Main Accountabilities:

### Accountabilities:

Support British Council’s global English strategy by ensuring
- Delivering teaching to the highest standards of ELT
- Enhancing British Council’s reputation as a world authority in ELT
- Continuing professional development and sharing of best practice

### Responsibilities & main duties:

1. To teach up to 18 hours a week of scheduled Young Learner or Adult classes or cover where necessary.
   - Meet all standards in Teacher of English Role Profile.
   - Ensure all lessons meet CSS standards

2. To actively engage in 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.
   - Line manage up to 3 teachers in accordance with Performance Management & Professional Development (PMPD) policies and procedures.
   - Ensure learning plans, observations, reviews and appraisals are completed on time in line with the centre PMPD timetable.
   - Ensure British Council performance management standards are met
   - Ensure essential personnel and PMPD standards (CSS) are met.

3. To provide support and training for all Adult English products
   - Support and motivate teachers to deliver excellent quality lessons in line with the Adult strategy
   - Be the first line of inquiry for teaching centre staff who need ad hoc support and advice for Adult courses
   - Cover for the Senior Teacher Adults in their absence
   - Help deliver induction for new teachers on the Adult products
   - To liaise with the academic teams to ensure adequate training is provided on training days for teaching adults

4. To contribute to the development of the Adult English course offer and value added services in line with business needs
   - Contribute to the development of SMART English syllabus documents and teacher resources
   - Contribute to any SMART English materials rewriting or upgrading project as required
   - Support the Head of Adults and Senior Teacher Adults in meeting the strategic objectives for Adult products
   - Ensure that substitution tasks and projects allocated to teachers are closely monitored and meet the success criteria agreed with the project manager

5. To provide effective Adult course administration and support systems
   - Monitor and manage resources; this includes coordination with the book sellers (e.g., sending projected sales figures to the book seller/publisher in a timely manner)
   - Work with the sales and customer management team to ensure that Adult course information is clearly communicated to all stakeholders and processes are carried out
Monitor attendance and assessment input by teachers

6. To contribute to the development, evaluation and improvement of English language courses in order to meet students’ needs by actively working as member of the academic team

- Provide duty management cover
- Attend academic team meetings as required
- Assist in recruitment and interviews as required

7. To contribute to the development of lasting, mutually beneficial relationships by enhancing students’ understanding of contemporary UK

8. To support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service

9. To ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:

- Child protection
- Equality, Diversity and Inclusion
- Health and safety

**Key Relationships:**

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Adults</td>
<td>Students – Adult (and YL) students</td>
</tr>
<tr>
<td>Senior Teachers</td>
<td>Parents/guardians of students</td>
</tr>
<tr>
<td>The academic teams</td>
<td></td>
</tr>
<tr>
<td>Other teachers</td>
<td></td>
</tr>
<tr>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>Sales and Customer Management (SCM) team</td>
<td></td>
</tr>
<tr>
<td>Wider EFL community</td>
<td></td>
</tr>
</tbody>
</table>

**Role Requirements:**

<table>
<thead>
<tr>
<th>Threshold requirements:</th>
<th>Assessment stage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Passport requirements/ Right to work in country</strong></td>
<td>Shortlisting</td>
</tr>
<tr>
<td>The post holder must have the rights to work in Malaysia. Expatriate post holder must have a university degree, plus a recognised teaching qualification such as a Cambridge CELTA/Trinity CertTESOL and at least two years teaching experience in order to obtain a work visa from the Malaysian Immigration Department. The contract is also conditional based on approval of the work visa.</td>
<td></td>
</tr>
<tr>
<td>Passport must be valid for a minimum of 2 years from start date and contain at least SIX consecutive blank pages.</td>
<td></td>
</tr>
<tr>
<td><strong>Direct contact or managing staff working with children?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Pre-employment medical check-up and reference checks will be carried out prior to successful appointment to the post.</td>
</tr>
</tbody>
</table>
UK nationals need to apply for a UK DBS (Disclosure and Barring Service) check.

Local police check is required from non-UK nationals.

In addition all new teaching staff should acquire a police check from their current country of residence.

All the above must be cleared prior to post.
### Person Specification:

#### Qualifications

<table>
<thead>
<tr>
<th>Minimum / essential</th>
<th>Desirable</th>
<th>Assessment Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambridge DELTA/Trinity Diploma (global minimum standard)</td>
<td>Masters in ELT or related field</td>
<td>Shortlisting</td>
</tr>
<tr>
<td>University degree</td>
<td>CELTYL or TYLEC</td>
<td></td>
</tr>
</tbody>
</table>

#### Role Specific Knowledge & Experience

<table>
<thead>
<tr>
<th>Minimum / essential</th>
<th>Desirable</th>
<th>Assessment Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 years post-certificate i.e. CELTA/Trinity cert TESOL experience</td>
<td>Line management experience</td>
<td>Shortlisting</td>
</tr>
<tr>
<td>Experience in teaching relevant age groups:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Young Learners (5-17) (800+hours)</td>
<td>Proven ability to manage the efficient deployment of resources to achieve outputs for the Teaching Centre</td>
<td></td>
</tr>
<tr>
<td>Adults General English 18+ (800+ hours)</td>
<td>Teacher Training experience e.g. TKT, CELTA, Distance DELTA tutoring</td>
<td></td>
</tr>
</tbody>
</table>

#### Role Specific Skills

<table>
<thead>
<tr>
<th>Assessment Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching skills (all at level 2):</td>
</tr>
<tr>
<td>Classroom management</td>
</tr>
<tr>
<td>Course and lesson planning</td>
</tr>
<tr>
<td>Subject knowledge</td>
</tr>
<tr>
<td>Understanding your learners</td>
</tr>
<tr>
<td>Learning technologies</td>
</tr>
</tbody>
</table>

#### British Council Behaviours

<table>
<thead>
<tr>
<th>Assessment Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Making it happen (more demanding)</td>
</tr>
<tr>
<td>Working together (more demanding)</td>
</tr>
</tbody>
</table>

*Please note: the other behaviours below will not be assessed at interview. However, all behaviours will be used for performance management purposes.*

<table>
<thead>
<tr>
<th>Assessment Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Being accountable (essential)</td>
</tr>
<tr>
<td>Connecting with others (essential)</td>
</tr>
<tr>
<td>Shaping the future (essential)</td>
</tr>
<tr>
<td>Creating shared purpose (essential)</td>
</tr>
</tbody>
</table>

#### Prepared by:

Sean Smith, Head of Adults

Date: 17th April 2017
Information about the vacancy

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Adults Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Kuala Lumpur, Malaysia</td>
</tr>
<tr>
<td>Job Code</td>
<td>MAL-T-1509</td>
</tr>
<tr>
<td>Job Type</td>
<td>Coordinator</td>
</tr>
<tr>
<td>Applications Close</td>
<td>7 May 2017 (23:59 UK Time)</td>
</tr>
<tr>
<td>Number of Posts</td>
<td>1</td>
</tr>
<tr>
<td>Start Date</td>
<td>26 June 2017</td>
</tr>
</tbody>
</table>

Role Information

<table>
<thead>
<tr>
<th>Contract Length</th>
<th>Renewable Period</th>
<th>Contract Type</th>
<th>No of Staff Managed</th>
<th>Contact Hours</th>
<th>Contact Teaching Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 years</td>
<td>Renewable</td>
<td>Full time</td>
<td>3</td>
<td>38</td>
<td>Up to 18 hours per week</td>
</tr>
</tbody>
</table>

Job Overview

The British Council in Kuala Lumpur is recruiting an Adults Coordinator to join our Teaching Centre in June 2017. This is an excellent career development opportunity for a teacher to broaden his or her academic and professional skills.

The post holder should have at least two years teaching experience (post-CELT A) and hold a TEFL-Q qualification (DELTA, DipTESOL or equivalent). Familiarity with timetabling and planning would be desirable (though not essential) for this post as well as experience in managing teachers' performance.

We are looking for a teacher who:

- has experience in Adult teaching and Adult course and material design
- invests in learning about our learners and ensuring learners have a sense of progress within every lesson.
- communicates subject knowledge of concepts, skills and language systems effectively and in ways appropriate to the learners and type of course being delivered.
- prepares courses and individual lessons that fully meet course objectives, employ appropriate methodology and meet learners' needs.
- plans, controls and facilitates interaction in the classroom that is appropriate to the classroom activity and which takes into account the different needs, abilities, cultures and genders of the learners.
- employs evaluation and assessment tools at various stages in the learning process.
- evaluates learners' needs suggesting appropriate materials and strategies to help learners achieve their negotiated objectives and become more independent in their learning and to help learners adjust their learning styles and strategies in order to become more effective in their learning.
- is customer focussed and dedicates attention to our customers’ experience whilst studying with us.
- communicates well with students
Enquiries about the post can be sent to the East Asia Regional Teacher Recruitment team based in Singapore.

**Interviews are likely to be held one week after closing date.**

**Internal applicants only** - Please include your most recent end-of-year-record and copy in both your line and centre managers when submitting your application.

Valuing diversity is essential to the British Council’s work. We aim to abide by and promote equality legislation by following both the letter and the spirit of it to try and avoid unjustified discrimination, recognising discrimination as a barrier to equality of opportunity, inclusion and human rights. All staff worldwide are required to ensure their behaviour is consistent with our policies.

The British Council is a full member of Keeping Children Safe (KCS) and has achieved level 1 child safe certification. We believe that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989 and that every child matters - everywhere in the world. In line with the British Council’s Child Protection policy, any appointment is contingent on thorough checks including criminal record checks, in line with legal requirements.
Local restrictions on employment

Malaysia has recently updated its immigration rules. We will do our utmost to support you in getting into post in Malaysia and will be in contact regularly after your appointment is confirmed, to assist you.

The updated immigration rules are as follows:

With the new immigration rules in place from 1 August 2016, work visa applicant must obtain the work visa Approval Letter before entering Malaysia purpose of employment.

To facilitate our getting of your work visa, you will need to send the essential documents to us at least 50 working days before your expected arrival date.

The essential documents for Malaysian work visa application are as follows:

- A university degree and an internationally recognised EFL qualification (i.e. Cambridge CELTA/Trinity CertTESOL) including original copies of certificates;
- Updated Curriculum Vitae;
- Passport pages (including blank pages and cover page) in PDF format; and
- Passport-size (35mm x 50mm) photos with blue background

All the essential documents required for the work visa application have to be in English. Otherwise, documents are required to be translated into English and further certified as a true copy endorsed as the Malaysian Embassy in your country.

Your passport must be valid for a minimum of two years from your start date and must contain at least six consecutive pages for your stay. Once you have your Employment Pass, you will be responsible for the cost of transferring this to a new passport.

Malaysian law and the requirements from the Ministry of Education states that you must be between 22 and 60 years old and have a university degree to obtain a teaching Employment Pass and a teaching permit.

The contract is conditional on approval of the Employment Pass. They have all been approved to date.

Centre information

The British Council, Kuala Lumpur is located in Wisma Selangor Dredging in Jalan Ampang. This is a multi-media resource that employs the latest electronic technologies such as interactive electronic whiteboards in all classrooms, wireless IT networks, class sets of iPads and laptops and a special English language learning zone complete with learner training workshops and academic counselling.

Our main public service is English language learning and teaching. In addition to teaching English using well-qualified teachers, the centre supports the wider use of English in many other ways. It has a special collection of materials for young learners and runs regular seminars for parents to help them encourage their children to learn, enjoy reading etc. Our Professional Development Centre works with public and private sectors to run corporate training, soft skills and proficiency courses for their staff. English for Education Systems provides professional development opportunities for school teachers and we work closely with the Ministry of Education in a number of large outreach programmes to upgrade the English and teaching methodologies in government schools.

The centre runs CELTA and the Distance DELTA orientation course.

Salary
Salary ranges from MYR 8,634 (Point 1) to MYR 11,121 (Point 10) gross per month depending on qualifications and experience.

British Council book-keeping rate for April 2017 is £1 to MYR5.49.

**Income taxes and national insurances**

**Income Tax**

All staff working in Malaysia are liable to pay local income tax. Staff are responsible for sorting out their own end of year tax form and ensuring they are up to date with the ever changing tax rules.

Depending on their point on the salary scale teachers are currently paying between 16% to 28% resident tax rate on their salaries. Your salary and all allowances are assessed as inclusive of any local taxes of whatever kind that may be levied by the Government of Malaysia.

The British Council is required by Malaysian law to make monthly Pay As You Earn (PAYE) deductions from your salary.

For the first six months of your employment, British Council will deduct non-resident tax rate of 28% on your monthly gross salary. Once you have established residency status in Malaysia (182 days of consecutive stay with only 14 days outside of Malaysia allowed) your monthly tax rate will be converted to a lower resident tax rate between 16 to 28%, depending on your salary point and subject to local tax terms and conditions. You may then be entitled to a tax rebate of the total tax paid on the following tax year assessment.

You are responsible for dealing with the income tax authorities on questions of your tax and for acquainting yourself with details of the income tax systems. For details: [http://www.hasil.gov.my/index.php](http://www.hasil.gov.my/index.php)

The British Council is required by Malaysian law to withhold the last month’s salary until all outstanding income tax payments have been made.

**National Insurance**

Applicants who have been resident and working in the UK immediately prior to going abroad for employment, are liable for UK National Insurance Class 1 contributions for the first 52 weeks of employment, and the British Council will pay the employer's contributions. Subject to HMRC terms and conditions.

You are required to make such declaration to the British Council. If so, the British Council will pay the employer’s share and will deduct the employee’s share from your salary at the source.
**Fares and travel**

Economy class air fare(s) paid for member of staff, accompanying partner and children to Malaysia at the beginning of your employment with the British Council from previous post or the UK.

Economy class air fare(s) paid for member of staff, accompanying partner and children to the UK or home country upon leaving post after completing a minimum of a two-year contract.

The benefits for ‘accompanied status’ are based on the fact that, as confirmed by your Family Declaration to your appointment, you are accompanied by your family members.

*N.B Incoming flights apply only to teachers recruited from outside Malaysia.*

**Baggage allowance**

Baggage allowance of:-

- up to £1,200 for single employee; OR
- up to £2,000 for employee accompanied by family members

on successful completion of your employment with the British Council in Malaysia. This allowance is accountable.

The benefits for ‘accompanied status’ are based on the fact that, as confirmed by your Family Declaration to your appointment, you are accompanied by your family members.

*N.B Incoming baggage allowance applies only to teachers recruited from outside Malaysia.*

**Annual leave allowance**

Annual paid leave is 35 days plus public holidays.

**Medical allowance**

You and accompanying members of your family must register with the British Council’s Group Medical Insurance as soon as possible after commencement of this contract. The scheme is currently administered by BUPA.

The scheme covers medical and hospital treatment, repatriation costs, personal liability and other items are subject to the insurance policy terms and conditions.

Routine dental and optical, infertility and alcohol abuse treatments are not included in the policy and you must ensure that you, and accompanying members of your family, undergo dental and eye checks before you go to post, and on a regular basis thereafter.

The benefits for ‘accompanied status’ are based on the fact that, as confirmed by your Family Declaration to your appointment, you are accompanied by your family members.
## Settling-in allowance

Unaccompanied teacher allowances: 2 weeks’ salary + up to 2 weeks’ hotel accommodation and subsistence

Accompanied teacher allowances: 3 weeks’ salary + up to 2 weeks’ hotel accommodation and subsistence

The benefits for ‘accompany status’ are based on the fact that, as confirmed by your Family Declaration to your appointment, you are accompanied by your family members.

Please note that successful candidates based in Malaysia do not receive transfer benefits such as flights, baggage, settling in allowance etc with the exception of medical insurance.

Kindly email EAteacher.recruitment@britishcouncil.org.sg should you need further clarification.

**N.B** Settling-in allowance and hotel accommodation applies only to staff recruited from outside Malaysia.

## Accommodation allowance

No accommodation allowance, but we will put you in touch with a local estate agent, and time off (during non-teaching hours) is also given in order to seek accommodation on first arrival.

## Other allowances

### Network Pension Support

The British Council will match contributions to an appropriate scheme approved by Enterprises Finance Team of up to £1,800 per annum provided the member of staff has worked for the overseas Network for over three months.

### Local Pension Scheme

It is optional for expatriate to join to the [local pension scheme - Employee’s Provident Fund of Malaysia](#).

If you opt to join the said scheme, The British Council will, on your behalf make payments of 11% of your basic monthly salary to the EPF. You are required to contribute a further 8% yourself, which is deducted from your monthly salary.

You will be entitled, under current legislation, on your final departure from Malaysia with no intention of returning, to withdraw the EPF contributions made to you and on your behalf, together with accrued interest, free of Malaysia tax.

The British Council accepts no responsibility for any changes in Malaysian law covering the Employees’ Provident Fund. All payments under this agreement will be in Malaysian Ringgit.

The Employee’s Provident Fund scheme is mandatory for Malaysian citizen. Hence, the British Council will on your behalf make payment of 12% (statutory rate) of your basic monthly salary to the EPF. You are required to contribute a further 8% (statutory rate) yourself, which is deducted from your monthly salary.
Additional information

**Visa**
Malaysian law does not recognize same sex partnerships. Therefore it is currently not possible for the British Council to obtain dependent / residence visas for same sex partners.

Malaysian immigration does not recognize male common-law spouses. Therefore it is currently not possible for the British Council to obtain dependent / residence visas for male partners without a legal marriage certificate.

**Accommodation**
There is no shortage of accommodation. A flat is between RM1900-2100. An apartment in a condominium with a swimming pool and other facilities is between RM2,800-3,500. And houses costs from RM2500 to RM4000 per month.

Prices drop as you move outside the city and it’s a good idea to follow the LRT and monorail routes. Most teachers live within 10-30 minutes travelling time of the teaching centres.

It normally doesn't take long to find a place, either from ads in the paper or through agents. Both furnished and unfurnished accommodation is available. Rent agreements are for one or two years and usually involve 2 months’ rent deposit and a month in advance. Electricity is 230 volts, 50 cycles AC, which is suitable for all normal British appliances and UK-style 3-pin plugs are generally used.

**Schooling & Childcare**
There is no financial support provided for schooling.

There are a number of International Schools but they are expensive – average £4000 a year, depending on age and that after a large non-refundable registration fee. There are plenty of English medium nursery schools and these are much less expensive. Baby-sitters cost about £4 an hour. A live-in maid costs approximately £400 a month and requires a payment upfront. A maid two days a week costs around £120 a month.

**Job Opportunities for Partners**
Opportunities for partners to find work are extremely limited. There are International Schools for qualified teachers and some other industries will obtain employment passes for foreign talent.

**Others**
The initial contract is for two years and can be renewed on a year-by-year basis subject to satisfactory performance by you and on mutual agreement between the British Council Malaysia and you.

Whilst the above information was accurate at time of writing, specific details and entitlements are subject to change.

*This position is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared.*

Sean Smith, Head of Adults | 17 April 2017