Role Title

Teacher of English

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>Teacher</td>
<td>20GH teacher salary scale</td>
<td>Damansara, Kuala Lumpur</td>
<td>24 months</td>
<td>Head of Adults/Head of YLs</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:

British Council Damansara is located in a shopping mall in a busy shopping and residential area about 16km from the Kuala Lumpur branch, which is in the heart of the capital. The Damansara centre has ten classrooms and is primarily a young learner centre, meaning that the centre is busiest at weekends. YLs are aged from 5 – 17. There are also some adult classes, with myClass being offered on weekday evenings, as well as some off-site work teaching in private schools to primary age students.
The teaching staff consists of a mix of full-time and hourly paid teachers working under the Branch Manager and a Senior Teacher (this position), both of whom report to the wider country management team.
Due to the close proximity to the Kuala Lumpur centre, Damansara staffs join the Kuala Lumpur staff for training days that happen three or four times a year, allowing a sharing of ideas and experiences across centres. 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.
The Damansara branch is a new centre (opened 2014) and the current focus is on further expanding the business both for the young learner and adult classes. Training and professional development is also a priority to ensure that courses delivered at the centre are of the highest quality.
**Main Accountabilities:**

**Accountabilities:**

- 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
- enhancing British Council’s reputation as a world authority in ELT
- continuing professional development and sharing of best practices

**Responsibilities & main duties:**

- Teach 20 hours of lessons per week. Planning preparing and delivering high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles
- Monitor progress and provide regular feedback to help manage students’ performance throughout the course, and actively promote learner autonomy
- 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
- Complete teaching related administrative tasks to specified standards
- 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
- Contribute to the development of lasting, mutually beneficial relationships by enhancing students’ understanding of contemporary UK
- Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service
- Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:
  - Child protection
  - Equal Opportunity and Diversity
  - Health and safety

**Key Relationships:**

**Internal**

- Other teachers
- Teaching centre management team
- Teaching centre administration team
- Customer services staff
- BC Digital engagement and Marketing team
- Other wider BC teams
- Wider EFL community

**External**

- Learners
- Parents
- Partner schools
- Corporate Clients
## 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>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. Passport must be valid for a minimum of 2 years from start date and contain at least SIX consecutive blank pages.</td>
</tr>
<tr>
<td><strong>Direct contact or managing staff working with children?</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>

## Notes

- Pre-employment medical check-up and reference checks will be carried out prior to successful appointment to the post.
- 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:

### Language requirements

<table>
<thead>
<tr>
<th>Minimum / essential</th>
<th>Desirable</th>
<th>Assessment Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td></td>
<td><strong>Shortlisting</strong></td>
</tr>
</tbody>
</table>

### Qualifications

<table>
<thead>
<tr>
<th>Minimum / essential</th>
<th>Desirable</th>
<th>Assessment Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambridge CELTA/Trinity CertTESOL</td>
<td>Recognised diploma in EFL i.e. Cambridge DELTA/Trinity DipTESOL</td>
<td><strong>Shortlisting</strong></td>
</tr>
<tr>
<td>University degree</td>
<td>CELT-YL extension/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>2 years post-certificate i.e. CELTA/Trinity cert TESOL experience</td>
<td>IELTS exam preparation courses (400+ hours)</td>
<td>Shortlisting</td>
</tr>
<tr>
<td>Experience in teaching relevant age groups:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Primary aged 6 to 10 (800+ hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Lower Secondary aged 11 to 14 (800+ hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Upper Secondary aged 15 to 17 (800+ hours)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Role Specific Skills

<table>
<thead>
<tr>
<th>Teaching skills (all at level 1):</th>
<th>Assessment Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Classroom management</td>
<td>Shortlisting AND Interview</td>
</tr>
<tr>
<td>• Course and lesson planning</td>
<td></td>
</tr>
<tr>
<td>• Subject knowledge</td>
<td></td>
</tr>
<tr>
<td>• Understanding your learners</td>
<td></td>
</tr>
<tr>
<td>• Learning technologies</td>
<td></td>
</tr>
</tbody>
</table>

## British Council Behaviours

<table>
<thead>
<tr>
<th>British Council Behaviours</th>
<th>Assessment Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Making it happen (essential)</td>
<td>Interview</td>
</tr>
<tr>
<td>• Working together (essential)</td>
<td></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.*

| • Being accountable (essential) | |
| • Shaping the future (essential) | |
| • Connecting with others (essential) | |
| • Creating shared purpose (essential) | |

### Prepared by:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sean Smith, Head of Adults Malaysia</td>
<td>17th August 2017</td>
</tr>
</tbody>
</table>
**Information about the vacancy**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Teacher of English</th>
<th>Job Code</th>
<th>MAL-T-1591-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Kuala Lumpur, Malaysia</td>
<td>Job Type</td>
<td>Teacher</td>
</tr>
<tr>
<td>Applications Close</td>
<td>29 October 2017 (23:59 UK time)</td>
<td>Start Date</td>
<td>1st December 2017</td>
</tr>
<tr>
<td>Number of Posts</td>
<td>1</td>
<td></td>
<td></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>0</td>
<td>32</td>
<td>20 hours per week</td>
</tr>
</tbody>
</table>

**Job Overview**

The British Council in Damansara, Kuala Lumpur is recruiting a Teacher of English to join our Teaching Centre in December 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-CELTA) and TEFL-Q qualification (DELTA, DipTESOL or equivalent) is desirable.

We are looking for a teacher who:

- has experience in both Adult and Young Learner teaching
- invest in learning about our learners and ensuring learners have a sense of progress within every lesson.
- communicate subject knowledge of concepts, skills and language systems effectively and in ways appropriate to the learners and type of course being delivered.
- prepare courses and individual lessons that fully meet course objectives, employ appropriate methodology and meet learners’ needs.
- plan, control and facilitate 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.
- employ evaluation and assessment tools at various stages in the learning process.
- evaluate 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.
- are customer focused and dedicate attention to our customers’ experience whilst studying with us.

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 of 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**

British Council Damansara is located in a shopping mall in a busy shopping and residential area about 16km from the Kuala Lumpur branch, which is in the heart of the capital. The Damansara
The centre has ten classrooms and is primarily a young learner centre, meaning that the centre is busiest at weekends. Young Learners students are aged from 5 – 17. There are also some adult classes, with myClass being offered on weekday evenings, as well as some off-site work teaching in private schools to primary age students.

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**Salary**

Salary ranges from MYR 7,195 (Point 1) to MYR 9,268 (Point 10) gross per month depending on qualifications and experience.

British Council book-keeping rate for August 2017 is £1 to MYR5.62.

**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

upon arrival and 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 ‘accompanied 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 Malaysia

17th August 2017