

## Role Title

Hourly Paid Teacher

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Hourly Paid Teacher	HP teacher salary scale	Singapore	1 year (renewable)	ST/ Coordinator

## Role purpose

- To promote and ensure quality teaching and effective learning for all students
- To build and maintain the reputation of the British Council
- 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 British Council Singapore is recruiting an experienced, enthusiastic, dedicated teacher to join our teaching team on a part-time hourly paid basis. We are keen to appoint staff who can demonstrate good professional skills, are willing and able to learn and develop, and are good members of a team. Courses include:

- 1:1 Young Learners (YLS) and Adults
- YL enrichment courses (pre-school, primary and secondary)
- YL EFL Camps (4-17, range of levels, international students)
- Business English and General English for adults
- IELTS preparation

Experience with some or all of the above and a willingness to teach across weekends and evening weekdays is desired.

**The suitable candidate must already be in Singapore and have the legal right to take up additional employment.**

Enquiries about the post can be sent to the East Asia Regional Teacher Recruitment team based in Singapore.

## Main Accountabilities:

- Teach a variety of lessons to either individuals or in groups of up to 18 students
- Adapt materials to meet the needs of learners
- Use technology during lessons when appropriate
- Complete registers and other administration within agreed time frames
- Support the British Council's global English strategy by delivering professional teaching to the highest standards
- Enhance the British Council's reputation as a world authority through continued professional development and sharing of best practices
- Actively engage in professional development activities

## Key Relationships:

### Internal

- Teaching colleagues
- Senior teachers and management team
- Customer management team

### External

- Learners
- Parents

## Other important features or requirements of the job

Throughout the year, there may be the opportunity for regular hourly paid work on a range of different products according to demand.

Once the teacher accepts a class, the expectation is that they will be available for the entire course until the end of the programme.

## Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Applicants must already have the legal right to work in Singapore which is subjected to Ministry of Education/Ministry of Manpower approval.	Shortlisting
Direct contact or managing staff working with children?	No	N/a
Notes	UK nationals need to apply for a UK Disclosure and Barring Service (DBS) check. Nationals of other countries need to provide an enhanced disclosure from that country. In addition all new teachers should acquire a	

	police check from their current country of residence. All the above need to be applied for prior post.	
<b>Person Specification:</b>		<b>Assessment stage</b>
<b>Language requirements</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
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		Shortlisting and interview
<b>Qualifications</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>• First degree or equivalent</li> <li>• Relevant teaching qualification i.e. Cambridge CELTA/ DELTA</li> <li>• CELTYL or equivalent OR Diploma in Early Childhood Care and Education (DECCE-T) or equivalent</li> </ul>	PGCE (QTS)/B.Ed in Primary or relevant Secondary subject  Relevant Master's Degree  Bachelor's degree in Early Childhood Education  Diploma in Early Childhood Care and Education (DECCE-T) or equivalent  Letter of Notification (LON) Level 2	Shortlisting
<b>Role Specific Knowledge &amp; Experience</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
2 years relevant work experience with young learner students	Experience of teaching on a 1:1 basis  Experience of working with very young learners  Familiarity with the Singaporean education system  Experience of teaching adults  Business English experience  IELTS preparation experience	Shortlisting and interview
<b>Role Specific Skills</b>		<b>Assessment Stage</b>
Teaching Skills (all at level 1):		Interview

<ul style="list-style-type: none"> <li>• Classroom management</li> <li>• Course and lesson planning</li> <li>• Subject knowledge</li> <li>• Understanding your learners</li> <li>• Learning technologies</li> </ul> <p>Working with children: Ability to work in a way that promotes the safety and well-being of children.</p>	
<p><b>Behaviours</b></p>	<p><b>Assessment Stage</b></p>
<ul style="list-style-type: none"> <li>▪ Making it happen (essential)</li> <li>▪ Connecting with others (essential)</li> <li>▪ Working together (essential)</li> </ul> <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> <ul style="list-style-type: none"> <li>▪ Shaping the future (essential)</li> <li>▪ Being accountable (essential)</li> <li>▪ Creating shared purpose (essential)</li> </ul>	<p><i>Interview</i></p>

### Information about the vacancy

Job Title	Hourly Paid Teacher	Job Code	SNG-T-2051
Location	Singapore	Job Type	Hourly Paid
Applications Close	Ongoing	Start Date	Flexible
Number of Posts	Multiple		

### Role Information

Contract Length	Renewable Period	Contract Type	No of Staff Managed	Contact Hours	Contact Teaching Hours
1 year	Renewable	Hourly Paid	NIL	NIL	NIL

### Job Overview

The British Council Singapore is recruiting an experienced, enthusiastic, dedicated teacher to join our teaching team on a part-time hourly paid basis. We are keen to appoint staff who can demonstrate good professional skills, are willing and able to learn and develop, and are good members of a team. We are looking for teachers who ideally have experience delivering Adult and YL 1:1 and group classes, and who have an understanding of the Singaporean education system.

The British Council Singapore offers many opportunities for training, project work and development, including funding for external professional development and internal development activities.

Enquiries about the post can be sent to the [East Asia Regional Teacher Recruitment team](#) based in Singapore.

**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

All staff members have to be registered with the Ministry of Education. To do this, the British Council needs the educational certificates and degree transcripts of the teacher/trainer

concerned. The staff member is required to write to the universities or colleges for confirmation as required by local Singapore regulations. An undergraduate degree (Bachelor's) is essential.

As this is an hourly paid position, it is necessary that the successful candidate already has the right to work in Singapore.

## Centre information

British Council Singapore has four centres (Napier Road, Tampines, Marsiling and Toa Payoh) and in addition, 1-1 courses and study camps are run by the Contracts Team across the island.

The [Tampines Centre](#) is located in the east of the island in the first carbon-neutral building in Singapore. It has 9 classrooms and offers courses for preschool, primary and secondary school children. It also houses the first full-time pre-school in the region. It is a busy centre located in the bustling eastern suburb of Tampines.

The [Napier Road Centre](#) occupies its own custom built building next to the British High Commission, just outside the main tourist belt in a salubrious residential area. Here we run adult general and business English courses (full and part time), and courses for secondary, primary and preschool school children. The Teacher Development Centre is also based here.

The [Marsiling Centre](#), an 8 - classroom centre, opened in June 2003, accommodates courses for preschool, primary and secondary school children. Located in the heartlands of Singapore, the centre has a strong community atmosphere. The centre is on the 3rd and 4th floor of a community centre in Marsiling, located in the north of the island.

The [Toa Payoh Centre](#) is a 15-classroom centre that opened in August 2009. The centre accommodates courses for preschool, primary and secondary school children, adult General and Business English courses. The Professional Development Centre (PDC), which runs business communications skills and management training courses, is also based here. The centre is on the 9th floor of the HDB Hub, an office and shopping complex, located in the centre of the island. The Toa Payoh area is high density and serviced by excellent transport links, with a bus interchange and MRT station within the complex itself.

We also run contracts offsite throughout Singapore for both companies and MOE schools on a regular basis.

Please refer to our web site at [www.britishcouncil.org.sg/english](http://www.britishcouncil.org.sg/english) for a full range of courses and information about the centres.

## Salary

Salary on a scale ranging from S\$61.37 per hour to \$75.92 per hour (5 points). This applies to non-permanent residents and non-Singaporean citizens. For permanent residents and Singapore citizens, the hourly rate is inclusive of employer's CPF contribution. The starting point on the scale is according to qualifications and experience. A pension contribution has already been factored into salary.

## Income taxes and national insurances

Income tax is paid one year in arrears and staff are responsible for submitting the necessary tax forms and arranging payment. Payment is usually demanded as one lump sum but installments can be arranged as long as you do this before you receive your assessment.

Daniel O'Connor, Head of Adults

18 July 2019