

## Role Title

**Teacher of English Adults**

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Teacher	FT Teacher	Jakarta	1 year	Academic Manager

## 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.

## Geopolitical/SBU/Function overview:

British Council Indonesia Foundation is recruiting teachers to provide the highest quality Adults courses in our English centre in Jakarta.

British Council Indonesia Foundation's ambition is to expand its operations across the country. The aim is to build awareness in Indonesia of British Council as the world authority in ELT and increase access to the full suite of English services, including face to face teaching, teacher training, and examinations and contribute to increasing UK

We are 7 days a week operation, the Teaching Centre is a new 5 classrooms centre were soft launched in April 2015 and deliver myClass, IELTS Exam preparation courses, offsite Business English and Professional skills classes. It is located in the affluent South of the city on the 4<sup>th</sup> floor of a newly constructed mall close to the CBD and upmarket Mega Kuningan area.

You will join a highly motivated and experienced team and help promote the British Council English Centre in Jakarta as a centre of Adult expertise.

## Main Accountabilities:

- Ensuring teaching meets learners expectations and learners have a sense of progress within every lesson.
- Communicating their knowledge of concepts, skills and language systems effectively and in ways appropriate to the learners and type of course being delivered.
- Preparing courses and individual lessons that fully meet course objectives, employ appropriate methodology and meet learners' needs.
- Planning, controlling and facilitating 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.
- Employing evaluation and assessment tools at various stages in the learning process.
- Working with the centre team to promote our courses and involve with its activities in Jakarta and British Council plans.
- Finishing administrative tasks in a timely and accurate fashion.
- maintaining good relationships with customers and colleagues.

## Key Relationships:

### **Internal**

- *Students*
- *Operations Staff*
- *Academic team*
- *Centre manager*
- *Wider BC team*

### **External**

- *Corporate clients*
- *Customers*
- *Partners*

## Role Requirements:

### Threshold requirements:

#### **Passport requirements/ Right to work in country**

Due to local restrictions, teachers recruited for Indonesia are required to be passport-holders from the following countries: United Kingdom, United States, Canada, Australia and New Zealand and university degrees must also be from these countries. All offers will be conditional on the approval of the applicant's work visa by the relevant local authorities.

### Assessment stage

Shortlisting

	The British Council Indonesia Foundation will provide full assistance throughout the visa & working permit application process.	
<b>Direct contact or managing staff working with children?</b>	No	N/a
<b>Notes</b>	UK nationals need to apply for a UK DBS (Disclosure and Barring Service) check. In addition all new teaching staff should acquire a police check from their current country of residence. All the above need to be applied for prior to post.	
<b>Person Specification:</b>		<b>Assessment stage</b>
<b>Qualifications</b>		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>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</li> </ul>		Shortlisting
<ul style="list-style-type: none"> <li>Cambridge CELTA/Trinity CertTESOL or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>CELTA Pass A/B Cambridge DELTA/Trinity</li> </ul>	Shortlisting
<ul style="list-style-type: none"> <li>Undergraduate/ University degree</li> </ul>	<i>Certified IELTS examiner</i>	
<b>Role Specific Knowledge &amp; Experience</b>		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
2 years teaching experience post certificate	Having deep knowledge in teaching Business English and English for specific purpose	Shortlisting
	Extensive experience in delivering IELTS preparation Course	Shortlisting & Interview
<b>Role Specific Skills</b>		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Teaching skills (all at level 1): <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> </ul> Learning technologies		Shortlisting and/or Interview
<b>British Council Behaviours</b>		<b>Assessment Stage</b>

<ul style="list-style-type: none"> <li>▪ Making it happen (essential)</li> <li>▪ Working together (essential)</li> </ul> <p><i>Please note: the other behaviours below will not 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>▪ Being accountable (essential)</li> <li>▪ Shaping the future (essential)</li> <li>▪ Connecting with others (essential)</li> <li>▪ Creating shared purpose (essential)</li> </ul>	<i>Interview</i>
<b>Prepared by:</b>	<b>Date:</b>
Tinto Bayuardi - Teaching Centre Manager	19 February 2018

### Information about the vacancy

<b>Job Title</b>	<b>Teacher of English</b>	<b>Job Code</b>	<b>IDN-T-1649-3</b>
<b>Location</b>	<b>Jakarta, Indonesia</b>	<b>Job Type</b>	<b>Teacher</b>
<b>Applications Close</b>	<b>29 May 2018 (23.59 UK Time)</b>	<b>Start Date</b>	<b>TBC</b>
<b>Number of Posts</b>	<b>1</b>		

### Role Information

<b>Contract Length</b>	<b>Renewable Period</b>	<b>Contract Type</b>	<b>No of Staff Managed</b>	<b>Contact Hours</b>	<b>Contact Teaching Hours</b>
<b>1 year</b>	<b>Renewable year</b>	<b>1 Full Time</b>	<b>NA</b>		<b>24 hours</b>

### Job Overview

British Council Indonesia Foundation is recruiting teachers to provide the highest quality Adults courses in our English centre in Jakarta. As a new operation, the Jakarta branch is looking for dedicated teachers to help them provide high quality English language instruction as the centre seeks to expand its presence in the area. Located in one of Jakarta's most prestigious malls, it is an attractive centre and is easily accessible from all parts of South Jakarta.

Teachers will work alongside other teachers, local colleagues and be supported by the Academic Manager and the Centre Manager.

British Council Indonesia Foundation's ambition is to expand its operations across the country. The aim is to build awareness in Indonesia of British Council as the world authority in ELT and increase access to the full suite of English services, including face to face teaching, teacher training, and examinations and contribute to increasing UK engagement in the world's fourth most populous country.

#### **To be considered teachers must:**

- Hold a recognised ELT certificate (i.e. Cambridge CELTA/Trinity CertTESOL) and an undergraduate/university degree in any discipline
- Have a minimum of 2 year\* ELT teaching experience (preferably with experience teaching Adults)
- Have extensive experience in teaching IELTS and offsite corporate teaching

British Council Indonesia Foundation is a centre of professional development for both

local and expatriate teachers. Positions may be offered to candidates with 2 year post Cambridge CELTA/Trinity CertTESOL experience. Candidates who are applying should be prepared to undergo significant professional development through formal workshops, a peer mentoring programme or gain additional qualifications.

**Interviews will likely be held a week or two after ad closes.**

**It should be noted that all appointments are subject to clearance and issuance of KITAS by Ministry of Manpower.**

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

**Internal candidates only:** please remember to include the full version of your most recent (2015/16) end-of-year-record of performance along with your mid-year review for 2016/17 and confirm when the system prompts you to that you have discussed the application with **both** your line and centre manager.

The British Council is committed to a policy of equal opportunity and is keen to reflect the diversity of UK society at every level within the organisation. We welcome applications from all sections of the community.

The British Council is committed to a policy of equal opportunity, and to safeguarding and promoting the welfare of children and young people. We expect all of our partners to share this commitment. British Council appointments are contingent on thorough checks. In the UK, and in other countries where appropriate systems exist, these include criminal records checks.

## Local restrictions on employment

Academic staff must meet the criteria above and hold a University/undergraduate degree (i.e. BA/BSc in any discipline) plus an internationally recognised TEFL certificate (i.e. Cambridge CELTA/Trinity CertTESOL).

British Council Indonesia can only recruit teachers from Native English Speaking countries to meet Indonesian Ministry of Education regulations.

Applicant must obtain the work permit & limited stay visa Approval Letter before entering Indonesia.

To facilitate of our getting of your work visa, you will need to send the essential documents to us at least 60 working days before your expected arrival date.

The essential documents for Indonesian 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 2 blank pages and cover page) in PDF format; and
- Passport-size (35mm x 50mm) photos with **White background**
- **DRUGS & HIV FREE** certificate

Your passport must be **valid** for a minimum of **two years** from your start date and have minimum 2 blank pages remaining.

The contract is conditional on approval of the Employment Pass.

### Centre information

We are 7 days a week operation, the Teaching Centre is a new 5 classrooms centre were soft launched in April 2015 and deliver myClass, IELTS Exam preparation courses and various offsite business English course. It is located in the affluent South of the city on the 4<sup>th</sup> floor of a newly constructed mall close to the CBD and upmarket Kuningan area.

You will join a highly motivated and experienced team and help promote the British Council English Centre in Jakarta as a centre of Adult expertise.

### Salary

Gross Salary range is between IDR 19.000.000/hour – 24.500.000/month, dependent on qualifications and experience. You will also receive a 13th month salary upon successful completion of your contract from your start date.

### Income taxes and national insurances

Salaries and all allowances are assessed as exclusive of any local taxes of whatever kind that may be levied by the Government of Indonesia. Staff currently contribute approx. 18%-20% of their monthly salary.

Applicants, who have been resident and working in the UK immediately prior to going abroad for employment, may be liable for UK National Insurance Class 1 contributions for one year.

### Fares and travel

When employed from outside Indonesia, contracts include Economy class airfares for you and accompanying members of your family to Indonesia at the beginning of your employment. This is accountable and cannot be exchanged for cash.

Economy class airfares for you and accompanying members of your family at the end of the employment with Yayasan Dewan Inggris Indonesia (British Council Indonesia Foundation) either directly to the country of your next posting with the British Council or back to the UK.

This is accountable and cannot be exchanged for cash.

***This allowance does not apply to candidates who are locally recruited ie already in Indonesia when recruitment takes place.***

### Baggage allowance

For internal staff, and external appointees arriving from overseas, a baggage allowance of up to £1200 (single employee) or up to £2000 (accompanied) which is accountable.

*This allowance does not apply for candidates who are locally recruited i.e. already in Indonesia when recruitment takes place.*

#### Annual leave allowance

40 days total including public holidays & mass leave (as determined by the Centre Manager)

#### Medical allowance

You and accompanying family members will be registered with the British Council's Group Medical Insurance as soon as possible after commencement of this contract. The current provider is by ALLIANZ.

#### Settling-in allowance

If you are re-locating to Jakarta, you will receive 2 weeks salary as settling in allowance and hotel accommodation for the first 4 weeks.

*This allowance does not apply for candidates who are locally recruited i.e. already in Indonesia when recruitment takes place.*

#### Accommodation allowance

No accommodation allowance, but we will put you in touch with a local estate agent, help you reviewing the lease agreement 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 of up to £1,800 per annum provided the member of staff has worked for the overseas Network for over three months. This is paid directly to the pension provider.

#### Additional information

##### **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 one year and can be renewed on a year-by-year basis subject to satisfactory performance by you and on mutual agreement between the British Council Indonesia and you.

##### **Accommodation**

Contracts do not include housing but a range of accommodation is available for staff



from kosts (all inclusive guesthouses) to flats up to large houses which teachers may decide to share.

### **Jakarta**

Kost (guesthouse) 3- 5 million IDR including (washing, cleaning etc.)

Flats –6 -9 million month excluding utilities

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 may require large deposits. Loans will be made available at the discretion of the Centre

### **Prices based on market norms**

### **Transportation**

Traffic can be a nuisance during rush hour periods especially in Jakarta on office hour but in the evening is much more manageable, compare to most of the cities in EA where the British Council has offices. Taxis and Grab bike (motorbike) are plentiful and cheap and so travel around the city is not difficult.

Most people use inexpensive pay-as-you go mobile phones, or have cheap monthly contracts with telephone operators which often include 3G/ 4G internet for your phone. Free wifi is available in most cafes and the vast majority of apartment complexes in Jakarta will have an internet connection, but connectivity can be rather slow for downloading but fine for most other usage.

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

Tinto Bayuardi

8 May 2018