

## Role Title

**Pre-school Mandarin Teacher – Hourly Paid**

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Teacher	H	Singapore	Indefinite	Principal

## Role purpose

To promote and ensure quality teaching and effective learning.  
 To provide engaging learning experiences beyond the classroom.  
 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) Pre-school provides full-time bilingual (English and Mandarin) education for children from 2 to 6 years of age, preparing them for primary school and beyond. Our goal is to be a model school pioneering best practice in pre-school education, thereby enhancing the UK's leadership and shared learning through international education.

British Council Singapore has four centres (Napier Road, Tampines, Marsiling and Toa Payoh), and the pre-school is located in Tampines. This is an hourly-paid position, and is to start as soon as possible. The work week will be Monday to Friday and the preschool operating hours are 8:30 AM to 5:00 PM. You may be asked to work/teach during these operating hours. From time to time, you may also be required to work at weekends (usually during promotional events). The number of hours required will vary from week to week.

## Main Accountabilities:

To enhance the British Council’s reputation in Singapore as a leading pre-school by

- Delivering pre-school teaching to the highest standards
- Enhancing British Council’s reputation as a world authority in teaching
- Continuing professional development and sharing of best practices
- Ensuring teaching meets learner needs and expectations
- Ensuring teaching meets organisational expectations
- Maintaining good relationships with customers and colleagues
- Supporting the teaching centre’s activities and British Council plans

### Key Relationships:

#### Internal

- Other teachers
- Teaching Assistants
- Teaching centre management and admin team
- Customer services staff
- Other wider BC teams

#### External

- Students
- Parents/guardians of students
- Partner providers for student events

### Role Requirements:

Threshold requirements:		Assessment stage
<b>Passport requirements/ Right to work in country</b>	Relevant ministry approval is required for this role. Final appointment will be provisional on the approval.	Shortlisting
<b>Direct contact or managing staff working with children?</b>	Yes	
<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.	

### Person Specification: Assessment stage

#### Language requirements

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>▪ B4 in GCE ‘O’ level Chinese or acceptable alternatives. Candidates with a C5 or C6 will be required to obtain HSK Level 6.</li> </ul>		Shortlisting

### Qualifications

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>▪ Diploma in Early Childhood Care and Education (DECCE-T) or equivalent</li> <li>▪ Letter of Notification (LON) Level 2</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Early Childhood Education</li> </ul>	Shortlisting
<b>Role Specific Knowledge &amp; Experience</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>▪ 2 years post-diploma teaching experience</li> <li>▪ Experience in teaching relevant age groups 2 to 6</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience teaching all pre-school levels Nursery 1 to Kindergarten 2</li> </ul>	Shortlisting
<b>Role Specific Skills</b>		<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> <li>▪ Learning technologies</li> </ul>		Shortlisting AND Interview
<b>British Council Behaviours</b>		<i>Assessment Stage</i>
<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>
Vivien Kwok Principal		10/04/2018

### Information about the vacancy

<b>Job Title</b>	<b>Pre-school Mandarin Teacher - Hourly Paid</b>	<b>Job Code</b>	<b>SNG-T-1674</b>
<b>Location</b>	<b>Singapore</b>	<b>Job Type</b>	<b>Teacher</b>
<b>Applications Close</b>	<b>23 April 2018 (23:59 UK Time)</b>	<b>Start Date</b>	<b>ASAP</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>Indefinite</b>	<b>N.a.</b>	<b>Full time</b>	<b>0</b>	<b>30 hours per week</b>	<b>Up to 30 hours per week</b>

### Job Overview

The British Council in Singapore is recruiting a Pre-school Mandarin Teacher – Hourly Paid to join our Pre-school based in Tampines. This position is to start as soon as possible. British Council (Singapore) Pre-school provides full-time bilingual (English and Mandarin) education for children from 2 to 6 years of age, preparing them for primary school and beyond. Our goal is to be a model school pioneering best practice in pre-school education, thereby enhancing the UK's leadership and shared learning through international education.

This is an excellent career development opportunity for teachers to broaden their academic and professional skills. The Teaching Centres in Singapore benefits from a wide range of ICT and teaching resources, and provides many opportunities for training and development. Many of our teachers have benefitted from this.

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

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. Staff member is required to write to the universities or colleges for confirmation as required by local Singapore regulations.

## Centre information

British Council Singapore has four centres (Napier Road, Tampines, Marsiling and Toa Payoh)

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 academic, general and business English courses, and courses for secondary, primary and preschool school children. The Teacher Development Centre is also based here.

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 [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 ranges from S\$ 19.67 (Point 1, B Scale) to S\$ 26.11 (Point 4, A Scale) gross per hour depending on qualifications and experience.

S\$1.79 = £1.00 @ Feb 2017

## Income taxes and national insurances

Income tax is between 2-22% depending on total actual income. It 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 instalments can be arranged as long as you do this before you receive your assessment.

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

Vivien Kwok, Principal

09 April 2018