

Role Title

Young Learners Coordinator

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Coordinator	Local Teacher salary scale	Tokyo	1 year renewable contract	Senior Teacher

Role purpose

- Lead a team of teachers to deliver high-quality British Council courses for Young Learners
- Support the development of Young Learner materials, systems and procedures
- Line-manage up to 5 teachers and support their training and development
- Promote and ensure quality teaching and effective learning of English
- Work with the Senior Teacher Schools and Young Learners in meeting British Council Japan strategic objectives
- 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 80 million people directly and 791 million people overall including online, broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

SBU overview:

The Tokyo Teaching Centre runs a wide range of courses both on-site and off-site in Tokyo and is also responsible for managing several contracts in other parts of Japan. All staff have a vital role to play in working as a team to ensure standards of teaching are top quality. Japanese students and off-site clients and partners have high expectations, so it is essential that all staff have a strong customer focus, a high level of professionalism and uphold British Council values.

Main opportunities/challenges for this role:

We are looking for a highly motivated, flexible and customer-oriented Young Learners Coordinator with experience of academic management, and substantial experience of teaching Young Learners to join our professional team in Japan starting in April 2020.

Our onsite Young Learner offer is expanding and from April 2020 will include Primary Plus for Elementary School-aged students and Secondary Plus for Junior High and Senior High School-aged students. The Young Learners Co-ordinator will play a leading role in induction and ongoing in-service training and support for the newly-expanded team of teachers working on these projects. In addition the Young Learner Coordinator will be involved in direct teaching, teacher training and academic consultancy for our offsite Young Learner partners. This will include supporting the development of off-site materials, systems and procedures for teachers based outside of the British Council.

The role involves a maximum of 18 hours of teaching per week and the post holder will line-manage up to 5 teachers. The post holder will work closely with the Senior Teacher Schools and Young Learners to ensure the planned objectives and deliverables for Young Learner courses are achieved, including academic quality and customer engagement. This will include leading on parent and student events, workshops and communication channels. The academic consultancy role will involve travel to other cities in Japan in order to conduct training and observations.

Main Accountabilities:

Support British Council's global English strategy by

- 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 practices
- ensuring teaching meets learner needs and expectations
- ensuring teaching meets standards and organisational expectations
- maintaining good relationships with clients, stakeholders and internal colleagues
- supporting the teaching centre's activities and British Council plans
- 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:

Internal

- Teaching Centre Management team
- Teaching centre administration team
- Sales and Customer Management team
- Other wider BC teams, including regional colleagues
- Wider EFL community

External

- Young Learners
- Parents
- Young Learner Assistants
- Off-site clients and staff, including teachers

Role Requirements:

Threshold requirements:

Assessment stage

Passport requirements/ Right to work in country

Candidates must be eligible to apply for the right to work in Japan. Once offered employment, a Certificate of Eligibility and working visa must be applied for and

Shortlisting

	secured before the candidate can commence work. Should the application be refused for any reason the offer of employment will be withdrawn.	
Direct contact or managing staff working with children?	<p>Yes</p> <p>If offered the role, you need to go through a pre-appointment screening which will be carried out by British Council. You are required to provide necessary documents or information to check your records up to 10 years on:</p> <ul style="list-style-type: none"> • Prohibited Transactions • Enhanced Criminal Record Checks • References • Education verification • Professional Qualifications • Passport • Proof of residence 	Shortlisting
Person Specification:		Assessment stage
Language requirements (DELETE IF NOT APPROPRIATE)		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ 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
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Recognised diploma in EFL i.e. DELTA, Trinity Diploma ▪ Undergraduate/University degree 	<ul style="list-style-type: none"> ▪ Recognised Young Learners certificate (e.g. TYLEC, YL Extension to CELTA, CELTYL) ▪ PGCE or equivalent 	Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>5 years TESOL experience Experience in teaching relevant age groups</p> <ul style="list-style-type: none"> ▪ Substantial experience of teaching Young Learners ▪ Teacher Training experience ▪ Experience in managing teachers' performance. 	<ul style="list-style-type: none"> ▪ Line management experience 	Shortlisting

Role Specific Skills (if any)	Assessment Stage
Academic Management <ul style="list-style-type: none"> ▪ Able to manage and develop pedagogic activities such as syllabus design and course planning ▪ Able to develop products to suit customer needs ▪ Proven ability to undertake teacher observations, teacher training, line management and professional development of teachers ▪ Proven ability to work within an academic team 	Shortlisting AND Interview
British Council Core Skills	Assessment Stage
Teaching Skills (level 2). more demanding <ul style="list-style-type: none"> ▪ Classroom management (2) ▪ Course and lesson planning (2) ▪ Subject knowledge (2) ▪ Understanding your learners (2) ▪ Learning technologies (2) 	Shortlisting AND Interview
British Council Behaviours	Assessment Stage
<ul style="list-style-type: none"> ▪ <i>Making it happen (more demanding)</i> ▪ <i>Working together (more demanding)</i> <p>Please note: the other behaviours below will not be assessed at interview. However, <u>all</u> behaviours will be used for performance management purposes.</p> <ul style="list-style-type: none"> ▪ <i>Being accountable (essential)</i> ▪ <i>Shaping the future (essential)</i> ▪ <i>Connecting with others (essential)</i> ▪ <i>Creating shared purpose (essential)</i> 	<i>Interview</i>
Prepared by:	Date:
Jamie Gibbings	28/11/19

Information about the vacancy

Job Title	Young Learners Coordinator	Job Code	JPN-T-3024
Location	Tokyo, Japan	Job Type	Coordinator
Applications Close	08 December 2019 (23:59 UK time)	Start Date	April 2020
Number of Posts	1		

Role Information

Contract Length	Renewable Period	Contract Type	No of Staff Managed	Contact Hours	Contact Teaching Hours
1 year	1 year	Fixed-term	Up to 5	40	18

Job Overview

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Local restrictions on employment (if any)

Candidates must be eligible to apply for the right to work in Japan. Once offered employment, a Certificate of Eligibility and working visa must be applied for and secured before the candidate can commence work. Should the application be refused for any reason the offer of employment will be withdrawn.

Centre information

The Tokyo Teaching Centre runs a wide range of courses both on-site and off-site in Tokyo and is also responsible for managing several contracts in other parts of Japan. All staff have a vital role to play in working as a team to ensure standards of teaching are top quality. Japanese students and off-site clients and partners have high expectations, so it is essential that all staff have a strong customer focus, a high level of professionalism and uphold British Council values.

Additional Information

The British Council Japan applies a four-week variable hours system, under which the average number of working hours per week during a four-week period will be 40 hours and the average number of teaching hours a maximum of 18 hours. The number of hours per week within the four-week period can fluctuate but will not exceed the four-week total without prior agreement and overtime payment. Although the number of working days per week depends on client demand, we predict that most contracts will be a 5 day week. In the event that a client requires a teacher to work 40 hours in less than a 5 day week (e.g. 3 or 4 day week), and this is previously agreed by all parties before the teaching contract begins, then the number of annual leave days accrued will be reduced in line with the British Council TACOS for teaching staff in the Tokyo office. Such a change in working conditions may also occur in cases where contracts are renewed.

Applicants recruited from outside of Japan will receive economy class travel for the member of staff, accompanying partner and children, from their previous post or from the UK, which will be reimbursed following commencement of post in Japan. Applicants recruited from within Japan are not eligible for air fares or other travel costs.

For Applicants relocating to Japan, an accountable baggage allowance of £1,200 for single staff; £2,000 for staff with accompanying partner and/or children per transfer is paid by the receiving centre. Applicants recruited from within Japan are not eligible for a baggage allowance.

Applicants relocating from overseas will be eligible to receive a settling in allowance equivalent to 3 weeks' salary, less any tax, national insurance or other deductions that may be payable. Please note, however, that this allowance is only available as a bank transfer, so a local bank account will be needed in order for you to receive the payment. In general, it usually takes between 1-2 weeks to find accommodation and set up a bank account. You are advised, therefore, to ensure that you bring sufficient funds with you before arriving in Japan.

Hotel accommodation and meal allowances (where not included in the cost of the hotel accommodation) will be provided for you and each of your dependants in Japan for up to two weeks where appropriate if permanent accommodation is not available on first arrival. Applicants recruited from within Japan are not eligible for a settling allowance or hotel accommodation.

Enquiries about the post can be sent to the attention of the East Asia Teacher Recruitment team (based in Singapore) at EAteacher.Recruitment@britishcouncil.org.sg

Salary

Basic salary is paid monthly at the following rate: JPY 390,000/month

In addition there is an annual performance bonus payable in June based on the performance of the centre and the satisfactory completion of all duties.

GBP 1 = JPY 140 (Nov 2019)

Income taxes and national insurances

Your salary is a gross salary and is subject to local taxes and statutory deductions for mandatory contribution to the Japanese Welfare Pension Insurance (*Kosei Nenkin hoken*), Health Insurance (*Kenko hoken*) and Unemployment Insurance (*Koyo hoken*) schemes under the laws and regulations of Japan from time to time in force. The British Council will make deductions from your salary at source in respect of tax and other sums due where appropriate.

If the laws and regulations of Japan require you to account directly for any tax or other sums that are due in respect of your salary, it is your responsibility to properly account for such tax and other sums to the appropriate authorities. The British Council will make no additional payments to you in respect of any liability for tax or other sums that you may have.

Any liability you may have for tax or other sums due in other jurisdictions will be your responsibility, save as set out in this contract. No additional payment will be made to you by the British Council in respect of such liabilities.

Annual leave allowance

35 days leave allowance per year, plus 14 days public holidays.