

## Role Information

Role	Pay Band	Location	Duration	Reports to:
Teacher of English – Professional skills training	Locally appointed Teacher	Colombo	Fixed Term (3 years)	Senior Teacher/Manager Business Development

## Role purpose

To deliver high-quality training that enhances the British Council's reputation in Sri Lanka as the provider of choice for Professional Training and English-medium professional skills courses.

## About us

### Customers and Courses

The Teaching Centres in Colombo, Kandy, Jaffna and partner centre in Matara represent one of the largest teaching operations in the British Council network, with over 6,000 students registered for courses each term; 60% are Young Learners aged 6-15, 40% are Secondary students and Adults with most under the age of 25. Courses are mostly book-based integrated English skills courses; students aged 16 + can register for speaking, business and exam preparation (IELTS) courses. We also deliver English skills training to private and public sector clients.

Young Learner student numbers remain stable throughout the year and most students study from January through to the end of the year. Numbers of students age 16+, on the other hand, increase significantly between October and March, when a lot of teenagers are forced to take break after their O and A-level exams.

### Business Environment

In Kandy and Colombo, the British Council enjoys a unique position in that it has a strong brand and an established reputation for quality. In Jaffna and Matara, brand awareness and market position are still being strengthened.

English is widely spoken in Sri Lanka, but overall levels of proficiency are low (CEF A1-B1) and for many young Sri Lankans, the key to achieving their educational or professional ambitions is better English.

### Strategic Priorities

The British Council's reputation rests above all on the quality of its teaching, and the learning experience. We are committed to providing teachers with a stimulating working environment, support their professional development and recognise their contribution to the success of the British Council's cultural relations mission in Sri Lanka.

At a time when the cost of living is rising and school leavers can choose from an increasing number of professional and vocational study options, our Teaching Centres must ensure that English courses continue to provide value for money and remain relevant to the needs of their customers. Market intelligence, innovation and continuous improvement of course content and delivery are crucial to making this happen. We are very committed to providing a high quality learning experience and excellent customer service to our students and customers.

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 and the provider of choice for English language teaching in Sri Lanka
- continuing professional development and sharing of best practices

## Main 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

Plan, prepare and deliver high quality English and professional skills training that meets the needs of different customer groups and takes into account individual learning styles. During any periods of reduced Professional Training work the post holder will teach on the Adult and secondary learner (age 16+) courses at the Teaching centre.

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 Professional Training courses, materials and related services, in order to better meet client and customer needs

Complete all training-related administrative tasks to the required 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, anti-bribery, information management.

## Key Relationships:

### Internal

- Manager Business Development – Teaching Centre
- ATCM - Academic
- Senior Teachers
- Teachers
- Customer Services staff
- Other BC teams and the wider BC community

### External

- Corporate clients
- Course participants
- Adult learners
- Secondary learners

## Role Requirements:

During any periods of reduced Professional Training work the post holder will teach on the Adult and secondary learner (age 16+) courses at the Teaching Centre.

Teachers have different weekend patterns (with 2 consecutive days off, often not Saturday or Sunday) and generally work on either a morning/afternoon or afternoon/evening shift. The working week will be 5 working days and will vary according to schedule. Working hours include regular evenings up to 08.30pm and weekends.

On arrival, teachers will be allocated one of these teaching patterns. Teachers can request timetables and specific courses as a preference though student demand will determine work patterns.

Teachers are all expected to attend termly meetings and regular INSETT sessions.

#### Threshold requirements:

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

In order to meet entry visa requirements, the post holder must have a passport that is valid for the full length of the contract from the time of their appointment. This also applies to an accompanying spouse or family members.

Successful applicants must have at least 6 blank pages in their passport. This also applies to an accompanying spouse or family members.

##### Security or legal checks required for this role

The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989.

Enhanced and clear DBS Disclosure is mandatory as well as a working residence visa issued by the Sri Lankan Department of Immigration. Police checks apply to all staff working with children, whether local or UK recruited. Staff who have recently worked in countries other than their country of origin need to obtain a police check from their last country of residence.

#### Qualifications and Experience

Minimum / essential	Desirable	Assessment Stage
First Degree (or equivalent)	DELTA or Diploma in TEFL/TESOL	Shortlisting
2 years post-certificate (Cambridge CELTA/Trinity Cert TESOL) international teaching experience	MA in TESOL	
Adult General English & 16+ (1,500+ hours post qualification)	Business English	
Professional Skills Training e.g. Presentation Skills, Train the Trainer, Report Writing (250+ hours)	EAP IELTS Preparation	

<b>Role Specific Skills and Knowledge</b>		<b>Assessment Stage</b>
<ul style="list-style-type: none"> <li>▪ Course and lesson planning (Level 2)</li> <li>▪ Understanding your learners (Level 1)</li> <li>▪ Classroom management (Level 1)</li> <li>▪ Subject knowledge (Level 1)</li> <li>▪ Learning technologies (Level 1)</li> <li>▪ Full mastery of English across all 4 skills equivalent to IELTS Band 8/9</li> </ul>		Shortlisting and 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> <li>▪ Being accountable (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>▪ Connecting with others (essential)</li> <li>▪ Creating shared purpose (essential)</li> </ul>		Shortlisting and Interview
<b>Prepared by: ATCM Operations</b>		<b>Date:</b> November 2019