

Teaching Centre, HR, British Council, 49 Alfred House Gardens, Colombo 03, Sri Lanka

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Section A
Information about the vacancy

Location	Colombo
Job Title	Teacher of English – Professional skills training
Start Date	January 2020
Advertise job	Internal / External
Number of posts	1
Contract Type	Locally Appointed
Contract Length	Approx. 3 years – contract end date to be aligned with term/session end date
Teaching hours a week	25 hours a week (this will include standby/cover). 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. 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.

Advert Text

The British Council enjoys considerable prestige in Sri Lanka and the English Teaching operation is one of the oldest and biggest in the network employing over 90 teaching staff who are an equal mix of Sri Lankan and expat teachers to deliver around 55,000 class hours to approximately 6,000 students per term across all four centres. Demand for English courses is high and classrooms are generally full.

Although English is widely spoken in Sri Lanka, overall levels of proficiency are low and for young Sri Lankans, better English is key to achieving their educational and professional ambitions. Student numbers are split between young learners (70%) and adults (30%) and the regular public course offer is made up of English, Spoken English, IELTS preparation and business English.

Away from work, Sri Lanka provides teachers with the chance to explore one of the world's most beautiful island destinations.

Closing date for applications **08th December 2019**

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. In line with the British Council's Child Protection policy, any appointment is contingent on thorough checks. In the UK, and in other countries where appropriate systems exist, these include criminal records checks.

Local restrictions on employment (if any)

All expatriate staff require a work visa and applications must be made prior to arrival in Sri Lanka.

Section B and C
Information about the Teaching Centre: a brief overview and Job Overview
Location and facilities

The Teaching Centres have up to 19 classrooms, all of which are equipped with interactive whiteboards, a well-resourced teachers' room and English self-study facilities.

Academic Year

The Colombo academic year is divided into four 10-week terms and leave is taken between terms.

In both Kandy and Jaffna, there are three 13-week terms, plus short summer and winter intensive programmes.

Students

Of the 6,000 students who register for courses each term, 60% are young learners. Sri Lankans are generally very keen students. Young Learners are outgoing and enthusiastic, but they are also very well-behaved and teachers experience few if any of the classroom management problems that are a feature of many YL classrooms.

Class hours

In the Colombo Centre most adults attend 5 hours per week, either for 2 x 2.5-hour lessons or 1 x 5-hour lesson. Young Learners mostly come once a week for 1 x 2.5-hour lesson.

In both Kandy and Jaffna, Adults generally study 4 hours per week, either 2 x 2-hour lessons or 1 x 4-hour lesson. Young learners come once a week for 2 hours.

Courses, syllabus, assessment and materials

For adult students (aged 16 and above), we offer a range of integrated skills-based courses, each one designed around a can-do syllabus adapted from the CEFR as well as this there are speaking courses, business, university skills and Exam Preparation (IELTS) courses. All students are encouraged to use the self-study resources available. This is currently under review.

Our Young Learner courses (for 6 to 15 year olds) take a blended approach which combines language/skills-based input with video or story book materials. These courses are very popular, with term-on-term reregistration rates of over 90%. Again this programme is currently under review.

Teaching Centre Management team

The Deputy Director/Teaching Centre Manager (TCM) has overall responsibility for the Teaching Centres in Colombo, Jaffna and Kandy. In Colombo, the TCM receives support from the Head of Teaching Operations and the Head of the Academic Programme. There are branch managers in both Kandy and Jaffna. In addition to this; Senior Teacher Adults, Senior Teacher Young Learners, Senior Teacher Training and Development, and up to seven coordinators.

Teachers (FT)	Col 35 Kandy 4 Jaffna 1	Teachers (PT/HP)	Col 20 Kandy 4 Jaffna 3	Total no. students	Col 5000+ Kandy 800+ Jaffna 300+	Maximum class size	20	Total no. classrooms	Col 19 Kandy 5 Jaffna 5
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Salary

The post holder will receive:

Basic Salary		*Allowances	
		Recruited overseas	Recruited locally
Core	LKR 177,100	LKR 100,000	LKR 29,000
Higher	LKR 220,306	LKR 100,000	LKR 29,000

Placement on the tiers will be based on the following criteria:

Core teacher Celta/Trinity Cert + 2 years full-time teaching experience
Higher teacher Celta/Trinity Cert + Delta/DipTESOL (+ TYLEC)

One month's basic salary will be paid as a bonus payment at the end of the contract

***Allowances:**

Recruited overseas – The allowance covers transport and an allowance to cover higher living costs (i.e. – accommodation).

Recruited locally – This is a combination of transport allowance + medical allowance

In addition to this, the following will also apply:

- Performance bonus (based on performance, up to one-month basic salary)
- Guaranteed bonus (one-month basic salary)

These payments are made in June and December on the condition that the 6-month probation period is completed. This is pro-rated if the post holder has worked for less than one full calendar year.

Income Tax & National Insurance

Income Tax:

Salary and all allowances are assessed as inclusive of any local taxes of whatever kind that may be levied by the Government of Sri Lanka. Depending on the country of your residence before your arrival to Sri Lanka, you may be exempt from tax for the first two years in Sri Lanka.

Saving Fund:

EPF (Employees Provident Fund) contributions (8% of your salary) must be made. EPF (Employee Provident Fund) and ETF (Employee Trust Fund) can be reclaimed when you leave the country (with accrued interest). British council contributes 12% of basic salary to EPF and 3% to ETF

National Insurance:

UK Class 1 National Insurance payments may be compulsory for the first 52 weeks of this agreement. If so the Council will pay the employer's share and will deduct the employee's share from your salary at source.

Travel

For staff recruited from outside Sri Lanka (excluding members of staff who are recruited to the role while already in Sri Lanka):

Economy class airfares for the member of staff and accompanying family members to Sri Lanka at the beginning of employment with the British Council. For other flight paths the post holder can claim up to the equivalent UK – London flight cost.

Economy class airfares for the member of staff and accompanying family members **on successful completion of the fixed term contract** to the UK (or equivalent airfare). For other flight paths the post holder can claim up to the equivalent UK – London flight cost.

If moving to another British council at the end of the contract the outward flight will need to be borne by the receiving centre. If the staff member ends the fixed term contract pre-maturely the outward flight will need to be borne by the staff member.

The British Council will cover the cost of the visa, travel for visa endorsement (upto a limit) required for you to take up your employment in Sri Lanka.

Baggage Allowance

For staff recruited from outside Sri Lanka (excluding members of staff who are recruited to the role while already in Sri Lanka):

Unaccompanied members of staff are entitled to an accountable baggage allowance of up to £1,200 on arrival in Sri Lanka and on **successful completion of their fixed term contract**.

Staff who are accompanied by spouse/children are entitled to an accountable baggage allowance of £2,000 on arrival in Sri Lanka and on **successful completion of their fixed term contract**.

Note 1: Any claim for repayment under the terms of this clause must be made within 6 months of arrival in post.

Note 2: Where a member of staff transfers to another British Council Teaching Centre on completion of their fixed term contract or by pre-maturely ending the fixed term contract this allowance is payable by the receiving centre.

Note 3: A residence visa stamp is required on the passport to clear cargo from customs. When arranging on arrival shipping please check with the officer handling shipping at the British council before undertaking any shipping (air freight included), If the cargo arrives early before the resident visa process is complete, cargo storing charges will apply.

Annual Leave

35 days paid annual leave + 10 days of public holiday per calendar year

All leave days are fixed in the academic calendar.

Medical

Members of staff recruited for this role will be covered under a local medical insurance cover. This medical cover includes treatment in Sri Lanka and does not include global/regional/travel cover. This local medical insurance includes an in-patient (hospitalisation) cover up to a limit of LKR 600,000 for a family unit (spouse and children included) per annum and a limited outpatient cover (doctor consultancy fees are not covered under this policy).

Settling-In Allowance and on arrival accommodation

For staff recruited from outside Sri Lanka (excluding members of staff who are recruited to the role while already in Sri Lanka):

Unaccompanied members of staff will receive a settling-in allowance equivalent to 2 weeks' basic salary to help them meet their initial expenses on first arrival in Sri Lanka. Members of staff who are accompanied by spouse/children will receive a settling-in allowance equivalent to 3 weeks' basic salary.

Two weeks on arrival accommodation will be arranged at a city hotel on B&B basis for the member of staff and accompanying spouse/children.

Two week's subsistence allowance is only for the staff member and this is added to the settling-in allowance.

Accommodation Allowance

N/A

Any Other Allowances

N/A

Additional Information

Recognition of previous service

Service in one British Council centre will be recognised as of equivalent value to service in the teacher's new centre.

First arrival

A meet and greet service is provided for all new staff on arrival.

Country, City and teacher information

We are happy to send information or put you in contact with male or female staff if you would like to speak to somebody about life in Sri Lanka. Please e-mail mark.barnabas@britishcouncil.org who will try to answer your questions or put you in contact with somebody who can.

Same-sex partners

Please contact us for information on the current situation in Sri Lanka.

The British Council is committed to a policy of equal opportunity and is keen to reflect diversity of UK society at every level within the organisation. We welcome applications from all sections of the community. We guarantee an interview to disabled candidates who meet the essential criteria.

Section E**Information about the place****Country Overview**

Sri Lanka has a lot to offer the adventurous teacher. <https://www.lonelyplanet.com/sri-lanka>

Escape from the major towns and cities, many of which are dusty, noisy and crowded and Sri Lanka deserves its reputation as a tropical island paradise. Lush green paddies, palm-fringed beaches, tropical rain forest and rolling tea plantations are all packed into an island half the size of England.

In the north, the Jaffna peninsula which was off limits for twenty years is now open to local and international tourism. The dry zone in the centre and east includes the country's traditional cultural heartland with its temples and ancient ruined cities while the hill country offers spectacular mountain scenery and cooler air. To the west and south, the climate is wetter and the landscape greener. As the land falls away towards the coast, densely-forested valleys give way to rice paddies, palm groves and eventually to the beaches that have made Sri Lanka's reputation as one of the world's great holiday destinations.

In spite of the increase in GDP and people's wealth, Sri Lanka is still a developing country and anyone coming here should bear that in mind, but standards of health and literacy are relatively high and local infrastructure is often basic but improving.

The two local languages are Sinhala and Tamil and although knowledge of one or the other is desirable, you can get by without either as English is widely spoken.

Sri Lankans are friendly and welcoming and Sri Lanka is generally a safe, quiet and pleasant place to live. Expatriates generally enjoy a comfortable and stress-free lifestyle, with a good standard of living although prices have risen considerably in the last few years, particularly rental accommodation and imported food which you should bear in mind.

While Sri Lanka is generally a safe place, foreigners stand out and may receive unwanted attention, in particular women sometimes experience sexual harassment. If this concerns you we can put you in touch with a female member of staff in the centre to discuss this further.

Please check the FCO travel advice for the latest advice:

<https://www.gov.uk/foreign-travel-advice/sri-lanka>

City Overview

Colombo is the capital of Sri Lanka and has a population of just over 1.5 million. It is a rather scruffy, low-rise city with a sprinkling of high-rise office blocks and luxury hotel complexes. Sheltering behind a non-descript coastal strip, the traditional administrative heart of the city is a more elegant mix of leafy avenues, sports grounds, colonial villas and ministry buildings. To the north, near the port and the main train and bus stations, is the bustling commercial district of Pettah while to the south, the city sprawls out along the Galle Road. Away from the coast, Colombo breaks up into a patchwork of semi-urban residential suburbs, working rice paddies and patches of marshland.

Noisy and congested during the week – particularly during the three daily rush hours - Colombo is much quieter in the evenings and at weekends and although there is little to be had in the way of big-city culture or nightlife, there is a reasonably good choice of restaurants and places to go for a drink. As the city has grown, its centre of gravity shifted from the old colonial district without ever settling again and restaurants and shops are scattered around the main urban districts in no particular order.

Although the main city streets are often noisy, they are linked by a network of much narrower, quieter lanes lined with tidy red-roofed bungalows and flowering trees. Turning into one of these lanes and leaving the baritone crackle of the buses behind is like stepping out of the city and into a village – at least until you reach the other end.

The British Council is well-located in a large colonial-style building - one of the few to be owned by the organisation. It is within easy reach of a number of shops and supermarkets and there are several decent places to eat within five to ten minutes' walk.

Information on eating out in Sri Lanka: www.yamu.lk

Climate

The climate in Sri Lanka is tropical and in the south-west of the island, the monsoon is from May to September. In Colombo day-time temperatures average about 28-29 degrees centigrade, rising to 32-33 in February-March. At night, the temperature rarely falls below 21 degrees. Humidity is generally in the range 60-80% and can cause some discomfort. December to February is generally felt to be the most pleasant time of year with plenty of sunshine and lower humidity. The rainy (monsoon) season, as its name suggests is very wet, although rain tends to fall in short, sharp showers, often at the end of the day. It rarely rains for more than an hour at a time. In the hill country, the climate is very different with much lower humidity and at night and in the early mornings it can feel distinctly chilly.

Accommodation in Colombo

There is a reasonable range of accommodation available from small flats to large houses and rents vary according to the size and location of the property. Teachers usually use one of a number of housing agents and most people find suitable accommodation within 1-3 weeks. Most teachers pay between Rs. 80,000 and 120,000 per month for a 2 or 3 bedroom flat/house within 10-15 minutes by trishaw from the Colombo centre. If you are willing to live a little further out of Colombo you can find large 3 or 4 bedroomed houses with a small garden for a reasonable amount.

Furnished places always include fans, a fridge, cooker, beds and telephone as a minimum and often include much more. It's possible to find a property with one or two air-conditioned rooms although that's not always necessary in a roomy, well ventilated place.

Travel in Colombo

Most teachers take motorised trishaws to travel within the city limits - fares are reasonable and most have meters; trishaws can be hot and uncomfortable. Many staff have a 'regular' three-wheeler / tuk-tuk driver and call him up on their mobile when needed. Metered taxis (cars) are available on a telephone booked basis and on mobile platforms (PickMe and Uber are quite popular).

City buses are cheap, but they are hot and often dangerously overcrowded. New expressways makes the south coast much more accessible and the airport express makes trips overseas easier.

General living costs & conditions

Salaries are very high by local standards and it's possible for a single person or couple to live well, although this is clearly dependent on your personal lifestyle and situation.

The cost of living is generally low, although imported products are sometimes much more expensive than they would be in the UK. There are various factors that can affect cost of living significantly: Eating and drinking western food and imported wine is much more expensive than eating rice and curry to go with a local beer. Electricity is metered on an sliding scale, meaning high usage is penalised and using the airconditioner at home can be expensive.

General Health

Vaccinations currently advised by the FCO for people intending to visit Sri Lanka.

https://travelhealthpro.org.uk/country/204/sri-lanka#Vaccine_recommendations

Mosquitoes are a fact of life and although malaria is less common, other mosquito-borne diseases (notably dengue and chikungunya) are more so, especially during the rainy season, so prevention of mosquito bites is important. There are locally available chemical and organic products for this but strong DEET-based repellent is hard to come by.

Stray dogs, cats and monkeys should be avoided as potential carriers of rabies.

In general, Sri Lankan doctors are good and many are UK trained. Visits to both doctors and dentists in the private sector are very cheap by UK standards but it's probably better to seek dental treatment before you get here.

Job Opportunities for Partners

It is difficult for a non-Sri Lankan to obtain permission to take up paid employment except for posts where it can be shown that there is no suitably qualified Sri Lankan citizen available to fill the vacancy. Spouses must realise that only in very exceptional circumstances will an employer be willing to negotiate with the Controller of Immigration for permission to employ an expatriate spouse. The fields where some chance of employment may exist for those who are qualified are school teaching and English teaching.

Schooling & Childcare

It is possible to employ a full-time maid at the cost of LKR 25,000 - 30,000 a month or at the daily rate of LKR 800 -1000 a day.

For families with older children, the Overseas School of Colombo is a genuine and very expensive international school. However, there are a number of more affordable 'international' schooling options (English-medium schools, where most of the pupils will be Sri Lankan) with fees of between 150,000 and 225,000 Rupees per term - there are 3 terms in a year. This amount increases each year as the child gets older. In addition, all schools charge a one-off registration fee of around 150,000 - 200,000 Rupees per child. All the international schools are co-educational, teach through the medium of English and offer educational facilities from kindergarten to university entrance.

Any Other Information (Shopping facilities, entertainment, leisure.)**Shopping**

Shopping varies from Western-style shopping centres to Sri Lankan style markets. Most items are available in shops/supermarkets although imported items may disappear for several weeks until a new shipment comes. Due to the thriving garment industry, there are also a number of outlets selling top UK/USA clothing labels at low prices.

Leisure

There are a variety of restaurants in Colombo, ranging from very cheap local curry houses to five star hotels, with quite a few in between. There are a few night clubs and bars and the costs of these are comparable with western equivalents. There are a handful of cinemas showing English films as well as Sinhala, Tamil and Hindi films. Scuba diving/snorkelling and world renowned surf spots are readily available along the coast within a 2 hours drive from Colombo. Resorts can be pricey but cheaper more basic options are easy to find.

Information on eating out in Sri Lanka: www.yamu.lk

Visa requirements

1. Successful applicants will apply for an Entry visa in their current country before departing for Sri Lanka. We will provide guidance and assistance through this process. It will take 1 month to acquire this visa and only after this point can you travel. The Entry visa is valid for 1 month and once in country we will start the application process to convert the Entry visa to a Residence visa – Note: A Tourist visa cannot be converted to a Residence visa. Currently the Residence visa application process can take between 2 weeks and several months. During this time, your passport will be with the Ministry of Foreign Affairs (MFA) and Immigration so you should not plan any international travel during this period. At the moment, the Residence visa is currently valid for 12 months after which your passport will have to go back to the authorities for an extension visa. Again, this will usually take 2-4 weeks but in some cases has taken 3 months.

2. Successful applicants must have a passport that is valid for the full length of the contract from the contract start date due to the fact that the visa validity is a short period.

3. Successful applicants must have at least **6 blank pages** in their passport.

4. **A medical screening** is requirement for resident visas, the department of immigration will not issue a resident visa for more than 2 months without the medical screening certificate. It is important that the successful applicant make an online booking for the medical screening prior to arriving in Sri Lanka so that this can be done within a few days after arrival. (If accompanied the medical screening is for the entire family) – the cost of the medical screening will be covered by British Council.

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