

## Role Title

Teacher of English

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Teacher of English	Teachers' Scale	Addis Ababa	Fixed Term- One year	Head of English and Exams

## Role purpose

To support British Council's global English strategy through the implementation and management of activity plans in support of Ethiopia Teaching Centre strategy to meet income and impact targets and enhance the British Council's reputation in Ethiopia for English language teaching expertise.

## 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.

### English and Examinations

English language teaching and assessment are central to our cultural relations mission, creating international opportunities and building trust, especially with the UK, by promoting English as a common language for trade, diplomacy, debate and access to a lifelong world of education and employment. We provide people worldwide with access to the life-changing opportunities that come from learning English and gaining valuable UK qualifications. Our work helps to maintain the UK's profile and expertise in English language teaching and assessment worldwide.

## Teaching Centre Overview:

The British Council has had a presence in Ethiopia since 1938 although the Teaching Centre (TC) is early in its life cycle, now in its fourth year. We are a small and growing business with ambitious plans for growth over the coming years.

### Context and Environment

The British Council is the UK's international organisation for cultural relations and educational opportunities. Through English teaching, we can have a direct impact on individuals' lives by creating life changing opportunities, breaking down barriers and helping to build trust worldwide.

Our Teaching Centre in Addis Ababa formally opened in 2014. We offer regular public courses to adults which are timetabled in the mornings, afternoons and evenings. Students attend two hour lessons three times a week or two three hours lessons per week over a ten week term, making 60 hours in total. We currently offer General English, IELTS preparation and Skill Up – Professional Skills for Individuals.

In addition to courses for the public, we deliver corporate training to the private sector as well as local ministries, government, and non-governmental organisations. We have four bright and spacious classrooms equipped with audio visual facilities and WIFI and there are break out options onto the terrace and garden spaces. In the future, we plan to install a café space where students, staff and other visitors can connect.

The working week is either Monday – Friday or Tuesday – Saturday. Teaching colleagues can expect either a Saturday-Sunday or Sunday – Monday weekend. We are still a relatively new Teaching Centre and as we expand our activities teaching colleagues will need to show flexibility and a willingness to contribute to the development of the teaching centre.

Our small team comprises one full time teacher, hourly paid teaching colleagues, an Academic Coordinator, a Teaching Centre Resource Manager, Resources Officer and Head of English and Exams.

## Main Accountabilities:

### Teaching

Plan, prepare and deliver up to 18 hours of teaching per week (Adults and Young Learners) considering individual learning styles and providing an environment conducive to learning.

- Plan, prepare and deliver high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles
- 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 English language courses, materials and related services, in order to meet students' needs by actively working as a member of the teaching team
- Complete teaching related administrative tasks to specified standards, including but not limited to corporate reports, certificates, meeting attendance
- 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:  
 Equal Opportunity and Diversity  
 Health and safety

**Other important features or requirements of the job**

Any additional teaching will be by mutual agreement and paid as overtime.

There may occasionally be opportunities to work offsite, or outside Addis Ababa. This will be agreed on a case by case basis, and travel will be remunerated.

Annual Leave is taken at fixed periods of the year between terms and around some of the national holidays by mutual agreement.

**Key Relationships:**

**Internal**

- Other teachers
- Teaching centre management/administration
- Customer services staff
- Other wider BC teams
- Wider EFL community

**External**

- Learners
- Corporate Clients

**Role Requirements:**

Threshold requirements:		Assessment stage
<b>Passport requirements/ Right to work in country</b>	Candidates are expected to have researched whether they have the right to live and work in the country in which the role is based. Given that our offices have different legal status depending on the work we do in those countries, we recommend that you contact HR in country for additional information on the likelihood of securing a work visa. The British Council will provide visa application support when and if possible.	Shortlisting
<b>Direct contact or managing staff working with children?</b>	Yes	N/A
<b>Notes</b>	A criminal record check from the country of origin or most recent country of residence are required for non UK nationals and UK nationals that have been resident in another country prior to appointment.	

Person Specification:		Assessment stage
<b>Language requirements</b>		
<i>Minimum / 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
<b>Qualifications</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>Cambridge CELTA/Trinity cert TESOL (<i>global minimum standard</i>)</li> <li>Undergraduate / University degree</li> </ul>	Internationally recognised Diploma in EFL i.e. Cambridge DELTA/Trinity Dip TESOL	Shortlisting
<b>Role Specific Knowledge &amp; Experience</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p><b>Teaching Experience</b></p> <p>Experience in teaching:</p> <ul style="list-style-type: none"> <li>Post certificate General English across a range of levels to Adults (800 hours)</li> </ul>	<p>Experience in teaching:</p> <ul style="list-style-type: none"> <li>Business English</li> <li>Young Adults</li> <li>Exam Preparation</li> <li>Professional Skills</li> </ul>	Shortlisting and Interview
<b>Role Specific Skills and Knowledge (if any)</b>		<i>Assessment Stage</i>
<p>Teaching Skills Level 1</p> <ul style="list-style-type: none"> <li>Classroom management (1)</li> <li>Course and lesson planning (1)</li> <li>Subject knowledge (1)</li> <li>Understanding your learners (1)</li> <li>Learning technologies (1)</li> </ul> <p><b>Working with children</b></p> <ul style="list-style-type: none"> <li>Ability to work in a way that promotes the safety and well-being of children</li> <li>Effective communication and engagement with children and their parents/guardians</li> </ul>		Interview
<b>British Council Behaviours</b>		<i>Assessment Stage</i>

<p><b>Working together (essential)</b> Establishing a genuinely common goal with others</p> <p><b>Making it happen (essential)</b> Delivering clear results for the British Council</p> <p><i>Please note: The behaviours below will not be assessed at interview. However, all behaviours will be used for performance management purposes.</i></p> <p><b>Connecting with others (essential)</b> Making regular opportunities to understand others better</p> <p><b>Being Accountable (essential)</b> Delivering my best work in order to meet my commitments</p> <p><b>Shaping the Future (essential)</b> Looking for ways in which we can do things better</p> <p><b>Creating Shared Purpose (essential)</b> Communicating an engaging picture of how we can work together</p>	<p>Interview</p>
<p><b>Prepared by:</b></p>	<p><b>Date:</b></p>
<p>Helen Gambold</p>	<p>27 November 2018</p>