

Role Title

Young Learner Programme Coordinator

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Teacher	Higher Teacher	Khartoum Sudan	24 months	Corporate Manager

Role purpose

- To promote and deliver quality teaching and effective learning of English
- To support the wider aims of British Council and its cultural relations mission
- To support the academic management of Young Learner Programmes at the Sudan Teaching Centre

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.

Geopolitical/SBU/Function overview:

The British Council Sudan is one of the fastest growing Teaching Centres in the British Council network. Since opening in April 2010 it has developed several distinct training areas each designed to assist in the development of this rich and diverse country while enhancing the relationship between the UK and Sudan.

Public Courses – Adults

The British Council has 9 classrooms at its office in Khartoum. Our on-site courses are mostly public courses. We currently offer General English and IELTS preparation courses. We cater to upwards of 800 adult learners each term. Learners typically attend courses to increase their potential on the local job market and to prepare for further study at overseas universities. We also run a number of TKT courses throughout the year. This is an area that we would like to expand further.

Public Courses – Young Learners

A young learners programme opened in 2013, offering courses for 7-17 year olds at the

weekend. This has grown to nearly 400 students at the start of 2018. Our summer programme runs in May and June each year. We are exploring the possibility of expanding this programme through the use of partner premises. YL exams such as the Cambridge exams are offered by our Exams team.

Contract Courses – Public and Private Sectors

A large proportion of the training programmes delivered in Sudan are delivered off-site for companies and organisations in the public and private sectors. The scope of these courses varies significantly depending on the needs of the client and can range from teaching Military English to officers in the Sudan Armed Forces, to teaching one-on-one classes to high level executives, to training groups of lawyers, bankers and administrators. The aim of these courses is very much capacity building and providing the students with the skills they need to interact in the modern world.

Professional Development

As a teacher the opportunities to build and expand your professional profile are second to none. We actively encourage our teachers to gain experience teaching the different course types we deliver. We also support our staff to attain Diploma level qualifications in ELT and ELT Management. We ensure a variety of in-house training is delivered both by teachers and management throughout the year and we work with the exams team in supporting staff to qualify as IELTS examiners.

Our Team

We have a strong team of around 30 teachers working in Khartoum. Our current teachers come from a range of nationalities and backgrounds and include local and international teachers. Teachers and coordinators work closely with the Teaching Centre Manager, Academic Manager, Senior Teachers, Administration team and the Customer Service team to ensure the professional delivery of quality English language training programmes. The Teaching Centre team are part of the wider British Council team working to create opportunities and build trust between the UK and Sudan.

Accountabilities (global standard)

Plan, prepare and deliver up to 20 hours a week of high quality English language teaching and/or teacher training that meets the needs of different customer groups taking into account individual learning styles and complete teaching related administration to the specified standards and timeframes (Mid-term feedback forms, end of term scorecards, accurate attendance records and work completion logs, full assessment records and standard mid-term and end of term reports)

Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy.

Develop and maintain professional relationships with key teaching centre contacts - sponsors and parents - in order to act as a liaison between the customer/client, the Customer Service and the Academic Management Team ensuring a high level of customer service.

Ensure availability to cover classes in the event of absent colleagues as per the Teaching Centre cover rota schedule

Support the Young Learner Programme Manager in the academic management of Young Learner programmes in accordance with TQS standards, best practice and market research findings.

Support initiatives in product and service development for YL programmes (e.g. course and materials design, report writing, value-added initiatives) in accordance with needs identified through research and customer/client feedback

Support the delivery of the Teaching Centre's business development and marketing strategy for YL Programmes and achievement of income and impact targets.

Provide formal and informal professional support to teachers of corporate courses including delivery of INSETT sessions.
Line manage up to two teachers taking an active role in their professional development and delivering high levels of performance management

Role requirements	Assessment stage
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Threshold requirements

Passport requirements/ Right to work in country	Appointment subject to visa approval by the Ministry of Foreign Affairs, Sudan.
Direct contact or managing staff working with children?	Yes Appropriate police check Enhanced DBS (formerly CRB) check,

Language requirements

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
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 4 sections of the academic module		Shortlisting/ <i>Interview</i>

Qualifications

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Undergraduate degree ▪ CELTA 	DELTA or Trinity Diploma PGCE/MA TESOL	Shortlisting

Role Specific Knowledge & Experience

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ 4 years full-time post CELTA teaching experience ▪ Experience of teaching Young Learners at a range of levels 	Line management experience	Shortlisting

Role Specific Skills (if any)

<i>Desirable</i>	<i>Assessment Stage</i>
<p>Teaching skills (all at level 2 – <i>More Demanding</i>):</p> <ul style="list-style-type: none"> • Classroom management • Course and lesson planning • Subject knowledge • Understanding your learners • Learning technologies <p>Proven ability to design and develop curriculum, syllabus, courses and pedagogic activities</p> <p>Experience of delivering teacher training, undertaking teacher observations and/or developmental line management of teachers and support staff</p> <p>Experience of operational management of YL programmes</p> <p>Experience of Health and Safety management specifically for Young Learners</p>	Shortlisting AND Interview

<p>Sector Expertise in Young Learner Teaching</p> <ul style="list-style-type: none"> • Proven competency in teaching a range of EFL course types to young learners at a variety of levels • Evidence of continual building of professional profile through keeping abreast of ongoing developments in the field <p>Young Learners (1800+hours)</p>	
<p>British Council Behaviours</p>	<p>Assessment Stage</p>
<ul style="list-style-type: none"> • Making it happen (more demanding) • Working together (more demanding) <p><i>Please note: the other behaviours below will not be assessed at interview. However, all behaviours will be used for performance management purposes.</i></p> <ul style="list-style-type: none"> • Being accountable (essential) • Shaping the future (essential) • Connecting with others (more demanding) • Creating shared purpose (essential) 	<p><i>Interview</i></p>
<p>Prepared by:</p>	<p>Date:</p>
<p>Lorraine Doherty Academic Manager</p>	<p>October 2018</p>