

Role Title

Hourly Paid Teacher of English - Senegal

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Hourly Paid Teacher	Hourly paid teacher rate	Dakar, Senegal	As per contract(TBC)	Academic Manager

Role purpose

- To promote and ensure quality teaching and effective learning of English
- To 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 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.

Overview:

Our Clients

Our customers are individuals, commercial companies, non-governmental organisations and government ministries in francophone West Africa. We teach General English, Business English and English for Specific Purposes to adults of all levels of proficiency; beginners to advanced. Additionally, we teach young learners aged between 11 and 17 years of age, and have plans to introduce courses for primary level learners. Young learners are a segment which we are keen to grow and develop.

Teaching takes place either in our teaching centre or off-site in clients' premises in Senegal, and occasionally in other countries in West Africa. Some of the off-site courses may require you to work in challenging environments with limited access to resources. The majority of classes take place in the evening from 6.00pm to 8:30pm, Monday through to Friday. You may also be required to work on Saturdays.

Our Methodology

Our methodology is firmly seated in the Communicative Language Teaching approach

with its emphasis on communicative competence. A large portion of class time is devoted to interactive communicative activities and task-based learning. Grammatical awareness is heightened by guided discovery methods where students are led to notice patterns rather than being taught grammatical rules.

Main Accountabilities:

- Plan, prepare and deliver high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles, integrating learning technologies into everyday classroom practice to enhance language learning, and completing teaching related duties to specified standards. Teaching might include both adult and young learners. Teachers who have an interest or experience working in corporate training might be deployed to work on related contracts.
- 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
- 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
 - Information Management
 - Bribery and Corruption

Key Relationships:

Internal

- Other teachers
- Academic Manager
- Customer services staff
- Other wider BC teams

External

- Learners
- Parents

- Corporate Clients
- Wider EFL community

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Your residential status should be in order, i.e. a valid visa or certificate de residence for non-Senegalese nationals.	Shortlisting
Direct contact or managing staff working with children?	Yes	N/a
Notes	<p>An enhanced and clear DBS Disclosure (U.K.) and / or a casier judiciaire (Senegal).</p> <p>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.</p>	
Person Specification:		Assessment stage
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 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"> • Cambridge CELTA/Trinity cert TESOL • PGCE/B.Ed in primary or secondary English • CAEM / CAES (Senegal) 	<ul style="list-style-type: none"> • Recognised diploma in EFL i.e. DELTA 	Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>2 years post-certificate i.e. CELTA/Trinity cert TESOL experience.</p> <p>Experience in teaching relevant age groups:</p> <ul style="list-style-type: none"> • Adults General English 18+ (800+ hours) 	<ul style="list-style-type: none"> • Experience in teaching young learners aged 8-10 (400+ hours) • Experience delivering IELTS preparation classes 	Shortlisting and interview

<ul style="list-style-type: none"> Young learners aged 11 to 17 (800+ hours) 	<ul style="list-style-type: none"> Experience delivering corporate training 	
Role Specific Skills (if any)		Assessment Stage
<p>The British Council's Teaching Skills:</p> <ul style="list-style-type: none"> Classroom management (1) Course and lesson planning (1) Subject knowledge (1) Understanding your learners (1) Learning technologies (1) Working with children Ability to work in a way that promotes the safety and well-being of children 		Shortlisting and Interview
British Council Behaviours		Assessment Stage
<ul style="list-style-type: none"> Making it happen (essential) Working together (essential) <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"> Being accountable (essential) Shaping the future (essential) Connecting with others (essential) Creating shared purpose (essential) 		Interview
Prepared by:		Date:
Lucas Bak, Academic Manager Dakar		15/11/18