

Role Title

Teacher of English (Summer School)

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Teacher	Summer School salary	Ho Chi Minh City, Vietnam	27 th May to 31 st July 2019 (with possible extension)	Academic Manager/YL Coordinator

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 - Geopolitical/SBU/Function

Vietnam is an exciting and fast developing country with a rich geography, history and culture. It is one of the best places in the world to be an English teacher because there is also a large and growing demand for English language training in Vietnam as its economy continues to grow with international investment. English is becoming more embedded within education systems, from Primary to Further Education, although there is a large gap to close in terms of quality teaching provision. IELTS is increasingly recognised for educational and job opportunities in Vietnam; and is one of the most important and widely accepted certifications for the assessment of a student's English level for both accessing university here and for studying abroad. Our Examinations Services department has also developed rapidly with IELTS activity in HCMC representing 2/3 of the total volume of IELTS exams across the country. In addition to examining opportunities, we also work in partnership with local government (Department of Education and Training) on a number of Regional ELT projects such as Access English and Primary Innovation projects as well as providing local support to state school primary and

secondary teachers through providing input into teacher training and trainer training programmes. In addition to Teaching and Examination activity, HCMC is actively involved in the promotion of Education UK and is very active on the Arts scene.

The British Council was first established in Vietnam in 1993 and, in 2018, we have been celebrating 25 successful years in Vietnam. We have around 160 staff located in two cities: Hanoi and Ho Chi Minh City. We have recently undergone status change in Vietnam, and this has facilitated ambitious plans to extend our teaching offer through multiple centres and partnerships in HCMC and Hanoi. The British Council in Ho Chi Minh City (HCMC) relocated its main office to a new premises in September 2018, following the successful creation of two Young Learner branches in January 2018. The new main office houses an Adults Centre and a smaller High School Centre, as well as the Exams operation, Programmes team, and admin staff. With this new specialisation model, teachers are now assigned to one branch and required therefore to specialise in either Young Learners or Adults. Most of summer teachers are expected to work mainly in one of our Young Learner centres – located at 31 Thai Van Lung street (IDECAF), District 1 or 195 Dien Bien Phu street, Binh Thanh District (DREAMPLEX)

The Teaching Centre management team in Ho Chi Minh City (HCMC) consists of the Head of Adults (with overall responsibility for the Adult and the High School programme), 4 Senior Teachers, 5 Coordinators, and an Operations Manager. The Head of Young Learners is based in Hanoi, but visits HCMC on a regular basis.

British Council HCMC delivers premium-priced quality English classes to over 4000 young learners, teenagers and adults per term with a 50/15/35% split across the student profile. Vietnamese students are enthusiastic, polite and well-disciplined. The Centres are well resourced. Saturday and Sunday teaching is the norm: a few teachers work Tuesdays to Saturdays, some Saturdays to Wednesdays with the majority working Wednesdays to Sundays. In the summer term in June and July, we can add Monday to Friday or Tuesday to Saturday working weeks.

British Council Vietnam is a strong believer in Continuing Professional Development and a lot of training is provided and supported in centre on Trinity courses and more. It is expected that teachers work towards higher qualifications, where appropriate, as soon as possible. There are many opportunities for career development as well, such as being a level leader, line manager, coordinator, or even teacher trainer. Our recent audit demonstrated that teachers here are extremely happy with the academic support and opportunities for development they receive.

We aim to offer our learners the best teaching in HCMC and our professional development programme aims to support this aim with teachers regularly receiving funding and support for continuing professional development (e.g. Trinity TYLEC and/or Diploma).

Main Accountabilities:

Accountabilities:

- Delivering 24 hours of quality teaching per week, as well as 2 additional hours per week of cover
- Ensuring teaching meets learner needs and customer 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

Main Responsibilities & Duties:

- 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
- 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

Key Relationships:

Internal

- Other teachers
- Teaching centre management team
- Teaching centre administration team
- Customer services staff
- BC Digital engagement and Marketing team
- Other wider BC teams
- Wider EFL community

External

- Learners
- Parents
- Partner schools
- Corporate Clients

Other important features or requirements of the job

The Teaching Centre is open from 7am to 10pm. The working week is currently Wednesday to Sunday or Saturday to Wednesday. In the summer term in June and July, we can add Monday to Friday or Tuesday to Saturday working weeks. Working hours can often involve regular evening classes that finish as late as **9.45pm** and there some **split shifts** and cover(s) are timetabled.

Although unlikely, if one centre is in operational need of teachers (e.g. sudden departure of a teacher, long term absence, multiple teachers off sick, and/or cover system exhausted, etc.), it may be operationally required for teachers to take classes in another centre, either on a day-to-day basis as part of the cover system, or for an extended period.

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	<ul style="list-style-type: none"> No passport restrictions - current passport is valid within 6 months and there are at least 2 blank pages For work permit to be processed, original certificates including your university/undergraduate degree, teaching certificates as well as a police check are required All staff have to undergo a medical examination, with certification 'FIT FOR WORK' status, on arrival for the purposes of obtaining a work permit. The British Council cannot guarantee that work permit applications for people over 60 will be accepted. Although no maximum age for expatriate workers is specified, we have learnt that it can be difficult for applications to be accepted by the authorities when the applicant is over 60. 	Shortlisting
Pre-Employment Screening	<p>If offered the role, you need to go through a pre-appointment screening which will be carried out by British Council. You are required to provide necessary documents or information to check your records up to 10 years on:</p> <ul style="list-style-type: none"> Prohibited Transactions Enhanced Criminal Record Checks References Education verification Professional Qualifications Passport Proof of residence 	Offering
Person Specification:		Assessment stage
Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> 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 CertTESOL ▪ Undergraduate/university degree 	<ul style="list-style-type: none"> • Recognised diploma in EFL i.e. Cambridge DELTA/Trinity DipTESOL • CELT-YL extension/TYLEC 	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 all relevant age groups</p> <ul style="list-style-type: none"> • Young learners aged 6 to 10 (400+ hours) • Young learners aged 11 to 13 (400+ hours) • Young learners aged 14 to 17 (400+ hours) • Adults General English 18+ (400+ hours) 		Shortlisting and interview
Role Specific Skills (if any)		<i>Assessment Stage</i>
<p>Teaching skills (all at level 1):</p> <ul style="list-style-type: none"> ▪ Classroom management ▪ Course and lesson planning ▪ Subject knowledge ▪ Understanding your learners <p>Learning technologies</p>	<ul style="list-style-type: none"> • Knowledge of common difficulties for Vietnamese learners 	Shortlisting AND Interview
British Council Behaviours		<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Making it happen (essential) ▪ Working together (essential) <p><i>Please note: the other behaviours below will not 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: Martin Goosey		Date: 27th Nov 2018

Information about the vacancy

Job Title	Teacher of English (Summer School)	Job Code	VIE-T-1856
Location	Ho Chi Minh, Vietnam	Job Type	Teacher
Applications Close	9 January 2019 (23:59 UK time)	Start Date	27 th May, 2019
Number of Posts	08		

Role Information

Contract Length	Renewable Period	Contract Type	No of Staff Managed	Contract Hours	Contact Hours	Teaching Hours
27 th May to 31 st July 2019 (with possible extension)	1 month (TBC)	Summer School	0	37.5	24 contact hours + a 2 hour cover slot	

Job Overview

We are looking for enthusiastic teachers of English to join our professional teaching team. You will have a first degree and a TEFL-Q qualification (DELTA or equivalent), or be TEFL-I qualified (CELTA or equivalent) and interested in committing to further training. You must also be a highly proficient user of English with extensive young learner and/or adult teaching experience. As a member of the teaching team, you will deliver high quality lessons and will be looking to develop your experience in all areas with highly motivated groups of Vietnamese students.

Candidates should have experience of and enthusiasm for teaching Young Learners, and a relevant YL qualification would be an advantage. Experience in course development is desirable. Excellent oral and written communication skills are a must, as is the ability to work in a team. Candidates should be computer literate with familiarity with core Microsoft Office applications (Word/Outlook).

You must be available for the entire period: **27th May to 31st July 2019**

Enquiries about the post can be sent to the [East Asia Regional Teacher Recruitment team](#) based in Singapore.

Interviews are likely to be held two week after closing date.

Internal applicants only - Please include your most recent end-of-year-record and copy in **both** your line and centre managers when submitting your application.

Valuing diversity is essential to the British Council's work. We aim to abide by and promote equality legislation by following both the letter and the spirit of it to try and avoid unjustified discrimination, recognising discrimination as a barrier to equality of opportunity, inclusion and human rights. All staff worldwide are required to ensure their behaviour is consistent with our policies.

The British Council is a full member of Keeping Children Safe (KCS) and has achieved level 1 child safe certification. We believe that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989 and that every child matters - everywhere in the world. In line with the British Council's Child Protection policy, any appointment is contingent on thorough checks including criminal record checks, in line with legal requirements.

Pre-Employment Screening requirement

If offered the role, you need to go through a pre-appointment screening which will be carried out by British Council. You are required to provide necessary documents or information to check your records up to 10 years on:

- Prohibited Transactions
- Enhanced Criminal Record Checks
- References
- Education verification
- Professional Qualifications
- Passport
- Proof of residence

Local restrictions on employment

Work permit

To facilitate our getting your work permit, you will need to send the completed application and documents to us 30 days before your expected arrival date.

We are required to submit the following notarised and legalised documentation to obtain your work permit (costs are reimbursed)

- A university/undergraduate degree and an internationally recognised EFL qualification (i.e. Cambridge CELTA/Trinity CertTESOL)
- A criminal record check which can be one of the checks in the Pre-Employment Screening process above (if applicable). One of these checks is accepted: a police check from your country of origin (if you come from the UK this is the UK Disclosure and Barring Service); or a police check from the most recent country of residence; or a Vietnamese police check if you are staying in Vietnam.
- A medical examination including HIV, TB x-ray and general fitness. All staff have to undergo a standard medical examination by qualified hospital upon acceptance of the offer

Visa

You will need a business visa to enter Vietnam. You will need to arrange this with the nearest Vietnamese Embassy or Consulate in your country or current country of residence. Visa related costs are reimbursed on arrival.

Please note that visa for your partner/spouse will not be sponsored by British Council

Passport:

Your passport validity must be minimum 6 months and with at least 2 blank pages to allow travelling

Centre information

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is one of the best places in the world to be an English teacher because there is also a large and growing demand for English language training in Vietnam as its economy continues to grow with international investment. English is becoming more embedded within education systems, from Primary to Further Education, although there is a large gap to close in terms of quality teaching provision. IELTS is increasingly recognised for educational and job opportunities in Vietnam; and is one of the most important and widely accepted certifications for the assessment of a student's English level for both accessing university here and for studying abroad. Our Examinations Services department has also developed rapidly with IELTS activity in HCMC representing 2/3 of the total volume of IELTS exams across the country. In addition to examining opportunities, we also work in partnership with local government (Department of Education and Training) on a number of Regional ELT projects such as Access English and Primary Innovation projects as well as providing local support to state school primary and secondary teachers through providing input into teacher training and trainer training programmes. In addition to Teaching and Examination activity, HCMC is actively involved in the promotion of Education UK and is very active on the Arts scene.

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Salary

101,492,800 VND (gross) for the entire period (June/ July) for DELTA qualified and **89,470,300 VND (gross)** for the period for CELTA qualified. The Hourly paid rates for the month of August, if staying on.

Flight allowances of up to an amount equivalent to 1,200USD and medical insurance for the period is also provided. The flight allowance (applied for candidates from outside Vietnam) will be reimbursed in arrival.

Please note that successful candidates **based in Vietnam** at the time of their appointment will be appointed on local contracts which **do not include any airfares or medical insurance**. Please email EAteacher.recruitment@britishcouncil.org.sg should you need further clarification.

Income taxes

Income Tax

The tax rate applicable to your contract status is **20%** of your gross income and will be deducted at source

Accommodation allowance

No accommodation allowance is provided, so this needs to be paid from salary and factored in. Flat-hunting is fairly easy in Ho Chi Minh. Teachers moving to Vietnam will be provided with a list of local agents can also be given in order to seek accommodation on first arrival.

Additional Information

Inquiries about the post and completed professional profiles (along with your most recent end of year record for internal candidates) should be sent to the East Asia Regional recruitment team:

E-mail: EAteacher.Recruitment@britishcouncil.org.sg

Information on the Centre's current courses can be found at www.britishcouncil.org.vn

Country Overview:

While it retains a strong sense of tradition, Vietnam is an ambitious and forward-looking country. In the main cities, Manchester United t-shirts, 3G mobiles and Piaggio scooters are as visible as the white silk trouser suits and conical hats that are a staple of the postcard industry. Vietnam has a population of approximately 80 million, of whom about 80% still live in the countryside and ethnically, it is the most homogenous country in South East Asia. 90% of the population is Vietnamese although there are more than 50 ethnic minorities, concentrated mainly in the north and central highlands.

There are two main cities, Hanoi in the North is the centre of government, Ho Chi Minh City (formerly Saigon) in the South is the commercial and trade centre. The two cities are very different in character and Hanoi is generally felt to be more conservative than its brash and vibrant southern cousin. The country has moved on rapidly since the Vietnam War, in particular since the Communist government initiated economic and social reforms in the mid-1990s. Vietnam remains a one-party communist state but has one of the highest EDP growth rates in Asia. The country has some spectacular mountain scenery in the North and some great if undeveloped beaches in the centre and South. In the far South the huge Mekong delta provides

60% of the agricultural produce for the rest of the country and for export. Industry is fairly undeveloped and most people remain involved in agricultural production. Many rural Vietnamese still live below the UN poverty line of a dollar a day. Vietnamese people are open and friendly with a good sense of humour and a huge appetite for education, of which learning English is a key element. Travelling around the country is a fascinating way to spend your leave and an excellent way to get to know both the language and the people. You can easily get flights to nearby countries such as Singapore, Malaysia, Thailand, Cambodia and Indonesia. The cost of living is relatively inexpensive.

City Overview

Ho Chi Minh City is the business centre of the country with a population of approximately 9 million people and has recently been classified as one of the World's top dynamic cities by the publication 'Business Week', along with Shanghai and Beijing. There are a limited number of coveted jobs either with a foreign company or in the state sector, and English language and business skills are the route to these positions.

Vietnam is a rapidly developing country. The pace of growth is phenomenal, but not without its drawbacks. Traffic, pollution, noise, construction and petty theft are the major gripes of resident expatriates. Although minor on an international scale, they do exist and must be taken into account by anyone wishing to spend time here. Despite the volume of traffic, it is fairly easy to get around.

The city is a mix of modern buildings with an increasing skyline of skyscrapers and old colonial buildings. There is a mix of narrow streets and tree-lined boulevards left over from French colonial rule. Some dilapidated colonial villas have been taken over by foreign companies and governmental departments and restored to their former glory. City streets are often crowded with parked motorbikes, street stalls, etc. and roads are always busy with traffic (mainly motorbikes).

Travelling out of the city at weekends can be done to parks, beach resorts (the closest one is 2 hours' drive away) or a tropical island one hour flight away. The Mekong Delta can also be reached for short visits, but ideally you need about a week to really start exploring Vietnam.

Climate

The South of Vietnam has a tropical climate compared to the North which has a sub-tropical climate. There are two seasons in the South. The rainy season, usually begins in May and ends in late November. The dry season lasts from December to April. The average temperature is around 28 degrees centigrade. The good news is there is no need for any winter clothing except if you travel north during the winter months of December to March. It is advisable to bring a good raincoat and umbrella with you for the wet season although it does not usually rain the whole day, and many enjoy the refreshing rains, which help keep the air cleaner and the temperatures down.

The best months of the year are usually December to February after the rainy season where it is dry and temperatures are not too humid and it is cooler in the evenings. British Council offices are fully air-conditioned and most rented accommodation comes equipped with some air-conditioning as well

Accommodation

There is a wide range of accommodation available from 1 bedroom apartments to large villa style houses shared with other teachers. Vietnamese houses tend to be narrow with up to 5 one or two roomed levels.

Most teachers are very happy with the accommodation available in Ho Chi Minh City. Accommodation has increased significantly over the last few years but mid-range housing still remains affordable. It is possible to find a suitable place within a maximum of 15 minutes from the BC, although looking for accommodation can be a little difficult at first. Accommodation tends to be better value the further out of the city you go.

It is very possible to find reasonably priced single accommodation for approximately a quarter to a third of your salary. There are also possibilities of taking a shared house with other teachers or a room so that accommodation costs will be cheaper.

Accommodation will be furnished normally with a washing machine, some air conditioning and a TV.

General living costs & conditions

If you want to immerse yourself in Vietnamese life the cost of living can be extremely cheap, especially if you eat on the "street" and live like a local. However you will be able to afford to eat in restaurants, drink in bars, hire a cleaner, buy imported Western food from the supermarket, travel during weekends/holidays, and afford most other expat comforts. This of course will affect how much you can personally save.

HCMC is the main hub for air travel in Vietnam with a wide range of both national and international routes. Internal flights are reasonably priced and international flights are also becoming cheaper as more budget airlines such as Air Asia, Tiger Airlines, Jetstar are flying to HCC offering good deals for flights to Singapore, Bangkok, Philippines, Malaysia, Indonesia and Australia.

Transport & Communication

Most people travel either by (metered and air-conditioned) taxis, or by motorbike taxis, which are very cheap. Uber and Grab are easy to use applications that work well in Ho Chi Minh for either cars or bikes. They have the advantage of being able to put in the destination and see the fare calculation, so no need to get lost or negotiate prices. Some teachers have their own motorbikes (usually rented) after getting accustomed to the traffic. Helmets for all motorcyclists are required to be worn by law.

Driving in the city can be dangerous, as the laws of the road are not always observed and traffic can be heavy, especially at peak periods. The bus system is improving but most foreigners don't use the inner city buses as it is limited and infrequent.

Within country, the telephone is cheap and mobile phones are everywhere. A new phone will cost about \$50 but you can also use your existing mobile here and prepaid SIM cards are easy to find. Conventional telephoning overseas is much cheaper than it was but most people use Skype, etc. Most cafes, bars and restaurants provide free Wi-Fi. Home ADSL connection is affordable although at times the connection can be slow and may not be worth it for 2 months. Cable TV is widely available at USD 6 a month. The postal system is slow.

General Health, Medical & Dental Care

You will need some inoculations or boosters. You should seek advice from your doctor. However these can be easily done when you arrive. Anti-malarials are sometimes recommended but not required for city living.

Dentists are of high quality and very cheap.

Job Opportunities for Partners

This is a non-accompanied post. However, there are plenty of opportunities for partners especially if they have teaching skills. Voluntary work is also an option.

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

Shopping facilities in terms of western clothing are becoming much better although the lack of sizes can be an issue. A UK size 10 is classed as XL here! Many international brands such as Gap, Esprit, Mango, French Connection are starting to appear in HCMC, though they seem quite expensive considering tailoring is cheap and there is a wide variety of material available. Many foreign food and drink brands and toiletry products are available.

Vietnamese cuisine is amongst the healthiest in the world and a meal of Pho costs from USD 2 upwards - (Pho - traditional Vietnamese noodle soup). There are also many different international restaurants. The food is so good that few people bother to cook at home. Many restaurants have a home delivery service.

There is a wide choice of bars from outdoor bars/beer halls where the beer is less than \$1 to the roof-Top bars of a 5-star luxury hotel where beer goes for \$5 but with panoramic views of the city. Nightlife comes alive at weekends when the whole city takes to the streets. Overall there is a wide variety of bars, discos/nightclubs and restaurants catering to different tastes and budgets. Craft beer is also becoming popular and widespread.

There are now several western style cinemas showing Hollywood films. Limited English language books are available. Many people join a fitness or yoga studio. There are also active football, cricket and rugby clubs, Hash House Harriers (ex-pat running/drinking club), book clubs, business clubs, network girls club, an International Ladies club and other social clubs. Swimming, tennis, golf, ten-pin bowling and go-karting are also possible. The city's opera house has classical music and ballet performances twice a month.

There is more detailed information on life in HCMC on the following website: <http://www.asialifehcmc.com/> or <http://www.wordhcmc.com/>

Travelling around Vietnam is an excellent way to spend your leave - Vietnam has everything from beaches to hill tribes - but it is not as accessible or as developed as Thailand - which to some people is its attraction. For more detailed information look at www.lonelyplanet.com If you like photography, getting out of the main cities will offer you some great photo opportunities.

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