

## Role Title

Pre-school English Teacher – Hourly Paid

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Hourly Paid Teacher	Pre-School Hourly Paid teacher salary scale	Singapore	One year contract, renewable yearly	Principal

## Role purpose

- To deliver quality preschool teaching and support effective learning
- To provide engaging learning experiences beyond the classroom
- 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

British Council Singapore has four centres (Napier Road, Tampines, Marsiling and Toa Payoh), and the pre-school is located in Tampines. The British Council (Singapore) Pre-school (BCPS) provides a three-hour bilingual (English and Mandarin) programme for children from 2 to 6 years of age, preparing them for primary school and beyond. Our goal is to be a model school pioneering best practice in pre-school education, thereby enhancing the UK's leadership and shared learning through international education.

We are recruiting an English-Language Teacher to do relief teaching. This is an hourly paid position and is to start from 2 January, negotiable. The pre-school operating hours are from Monday to Friday, 8:30am to 5:00pm. You may be required to work/teach during these operating hours. From time to time, you may also be asked to work on weekends (usually during promotional events). The number of teaching hours will vary from week to week.

## Main Accountabilities:

- *Delivering preschool teaching to the highest standards*
- *Enhancing British Council's reputation as a world authority in teaching*
- *Continuing professional development and sharing of best practices*

## Key Relationships:

### Internal

- *Other teachers*
- *Management team*
- *Customer services and resources staff*
- *Teaching assistants*

### External

- *Students*
- *Parents and family members*
- *Partner educational organisations*

## Role Requirements:

Threshold requirements:		Assessment stage
<b>Passport requirements/ Right to work in country</b>	You must have the right to live and work in the country in which the role is based. For applicants not currently living and working in this country please note that stringent visa restrictions apply in Singapore.	Shortlisting
<b>Direct contact or managing staff working with children?</b>	Yes	N/a
<b>Notes</b>	DBS/Police checks	
Person Specification:		Assessment stage
Language requirements (DELETE IF NOT APPROPRIATE)		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>▪ GCE 'O' Level B4 for English Language; or</li> <li>▪ Score of 6.5 for IELTS; or</li> <li>▪ Other acceptable alternatives according to ECDA guidelines</li> </ul>		Shortlisting
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>▪ Diploma in Early Childhood Care &amp; Education (ECCE), previously known as Diploma in Pre-school Teaching</li> <li>▪ ECDA Teacher Certification at L2 (EL)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Early Childhood Education</li> </ul>	Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>

<ul style="list-style-type: none"> <li>Some teaching experience in a kindergarten or childcare setting</li> </ul>	<ul style="list-style-type: none"> <li>2 years post-diploma teaching experience in a kindergarten or childcare setting</li> <li>Experience in teaching classes from Nursery 1 to Kindergarten 2</li> </ul>	Shortlisting
<b>Role Specific Skills</b>		<b>Assessment Stage</b>
<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 families</li> <li>Knowledge and understanding of child development and its impact on learning and behaviour</li> </ul>		Shortlisting AND Interview
<b>British Council Core Skills</b>		<b>Assessment Stage</b>
<p><b>Teaching Skills at Level 1 (Essential)</b></p> <ul style="list-style-type: none"> <li>Classroom management</li> <li>Course and lesson planning</li> <li>Subject knowledge</li> <li>Understanding your learners</li> <li>Learning technologies</li> </ul>		Shortlisting AND Interview
<b>British Council Behaviours</b>		<b>Assessment Stage</b>
<p><i>Making it happen (Essential)</i>  <i>Working together (Essential)</i></p> <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> <p><i>Being accountable (Essential)</i>  <i>Shaping the future (Essential)</i>  <i>Connecting with others (Essential)</i>  <i>Creating shared purpose (Essential)</i></p>		Interview
<b>Prepared by:</b>		<b>Date:</b>
Vivien Kwok Principal		23 October 2018