

Role Title

Teacher of English

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Teacher	Teacher	Rangoon, Burma	24 months	Head of Young Learners

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:

The Yangon teaching operation is in an exciting period of expansion where we expect to offer English language courses across partnership schools, specialist centres as well as offsite contracts. We are open 7 days a week and our main centre runs on-site classes from 7am to 8.15pm. Almost all students are between elementary and upper intermediate level. A minority of our students come from European or neighbouring Asian countries. Most learners, Adult and Young Learner, have General English classes, but we also offer IELTS preparation classes plus a number of classes for corporate clients and NGO clients. A typical teaching schedule is a combination of Young Learner and Adult classes.

Full time teachers work a 5-day week. There are 4 10-week terms per year, with fixed holidays in April, July and December. In addition, there is a 2-week summer intensive period during the main school holidays. Schedules vary but a 2 day weekend is assured. Schedules vary between Sunday to Thursday, Tuesday to Saturday, or Thursday to Monday. Contract hours are 37.5 hours per week of which up to 24 hours are timetabled contact hours. All teachers are expected to attend in-service training sessions and provide input into resource development.

Main Accountabilities:

Support British Council's global English strategy by

- preparing and delivering teaching to the highest standards of ELT
- continuing regular professional development and sharing of best practices
- ensuring teaching meets learner needs and expectations
- ensuring teaching meets Teaching Quality Standards and organisational expectations
- finishing administrative tasks in a timely and accurate fashion
- maintaining good relationships with customers and colleagues
- taking part in teaching centre promotional and educational activities where required

Main Duties:

- Deliver quality teaching to our Adult and Young Learner customers
- Support good relationships with our customers by working closely with the Senior Teachers and Coordinators and Sales and Customer management team.
- Maintaining and developing of teaching materials as required.
- Assisting the Teaching Centre team with wider services, and events to promote and position our teaching offer

Key Relationships:

Internal

- Other teachers
- Teaching centre management and admin team
- Customer services staff
- Other wider BC teams
- Wider EFL community

External

- Students
- Parents/guardians of students
- Partner schools
- Corporate Clients

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	In order to meet entry visa requirements, the post holder must have at least 6 months to run on their passport at the time of their appointment, with at least 6 clear pages of which 3 should be consecutive to accommodate visas.	N/a
Direct contact or managing staff working with children?	Yes	Interview
Notes	Successful candidates will be subject to a pre-appointment background check. In addition all new teaching staff should acquire a police check from their current country of residence. All the above need to be applied for prior to post.	
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		Shortlisting

equivalent to user (CEFR C2) IELTS Band 8/9 in each of 4 sections of the academic module		
Qualifications		
Essential	Desirable	Assessment Stage
<ul style="list-style-type: none"> ▪ Cambridge CELTA/Trinity CertTESOL or equivalent ▪ Undergraduate/University degree ▪ 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 	<ul style="list-style-type: none"> ▪ Cambridge DELTA/Trinity Diploma or equivalent e.g. PGCE/B.Ed. in Primary or relevant subject ▪ TYLEC or YL extension to CELTA 	Shortlisting
Role Specific Knowledge & Experience		
Essential	Desirable	Assessment Stage
<ul style="list-style-type: none"> ▪ 2 years post-certificate i.e. CELTA/Trinity cert TESOL experience <p>Experience in teaching relevant age groups:</p> <ul style="list-style-type: none"> ▪ Young learners aged 7 to 12 (500+ hours) ▪ Young learners aged 13 to 17 (500+ hours) ▪ Adults general English 18+ (800+ hours) 	ESP/PD course experience (both for materials development and delivery)	Shortlisting AND Interview
Role Specific Skills		Assessment Stage
<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 ▪ Learning technologies <p>Working with Children</p> <ul style="list-style-type: none"> • Ability to work in a way that promotes the safety and well-being of children • Effective communication and engagement with children and their families • Knowledge and understanding of child development and its impact on learning and behaviour 		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 not be assessed at interview. However, <u>all</u> behaviours will be used for performance management purposes.</i></p>		Interview

- Being accountable (essential)
- Shaping the future (essential)
- Connecting with others (essential)
- Creating shared purpose (essential)

Prepared by:

Eliza Romey, Young Learner Manager

Date:

25 January 2019