

## Role Title

Training Coordinator

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Teacher	Teacher	Rangoon, Burma	24 months	Head of Adults (Senior Teacher)

## Role purpose

- To promote and ensure quality teaching and effective learning of English across our teaching operations
- To manage the training, professional development and performance management of the teaching community working closely with specialist coordinators across products and branches
- To contribute to and implement Burma Teaching Centre strategy and objectives in order to meet learner income and impact targets and enhance British Council's reputation in Burma as an expert provider of ELT.

## 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:

This is an exciting role for an experienced Teacher or Coordinator that will allow the candidate to develop and enhance their experience in academic management and training to support product & business development and delivery. As part of the Teaching Centre management team, led by Director English, you will work closely with Senior Teachers and team of specialist coordinators as well as the Sales and Customer Management leads to ensure that our teaching, learning and services are of the highest quality.

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
- Developing the training and professional development to ensure teaching and service delivery meet quality standards and organisational expectations
  - 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
  - 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:

- Supporting the Academic Management team to deliver a joined up professional development programme supporting the delivery of quality teaching
- Ensuring a supported and efficient Learning and Performance Management process for our teaching team
- Helping ensure teaching meets Teaching Quality standards and organisational expectations
- Maintaining and developing of training and teaching materials as required.
- Assisting the management 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
<b>Passport requirements/ Right to work in country</b>	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
<b>Direct contact or managing staff working with children?</b>	Yes	Interview

<b>Notes</b>	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.	
<b>Person Specification:</b>	<b>Assessment stage</b>	
<b>Language requirements</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>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</li> </ul>		Shortlisting
<b>Qualifications</b>		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>Cambridge CELTA/Trinity Cert TESOL or equivalent</li> <li>High proficiency in English - full mastery of English across all 4 skills equivalent to user (CEFR C2) IELTS Band 9 in each of 4 sections of the academic module</li> <li>Undergraduate degree or equivalent</li> <li>Recognised diploma in EFL (i.e. DELTA/Trinity DipTESOL) or PGCE (with assessed teaching practice and a secondary focus)</li> </ul>	<p>TYLEC or YL extension to CELTA</p> <p>Relevant postgraduate qualification (MA) (TESOL, Applied Linguistics, Education etc.)</p>	Shortlisting
<b>Role Specific Knowledge &amp; Experience</b>		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>2 years full-time <u>post</u> certificate (i.e. CELTA/Trinity certTESOL) experience gained from teaching a variety of age groups and levels of young learners and adults</p> <p><b>Note</b> a minimum of 1200 hours of experience should have been gained from teaching the following age groups</p> <ul style="list-style-type: none"> <li>Young learners aged 7 -13</li> </ul>	ESP/PD course experience (both for materials development and delivery)	Shortlisting AND Interview
Effective communication and engagement with children and their families.	Knowledge and understanding of child development and its impact on behaviour.	Interview
<b>Role Specific Skills</b>		<b>Assessment Stage</b>

<p>Teaching Skills – at <b>level 2</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> <p>Working with Children</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>	<p>Shortlisting AND Interview</p>
<p><b>British Council Behaviours</b></p>	<p><b>Assessment Stage</b></p>
<ul style="list-style-type: none"> <li>▪ Working together (more demanding)</li> <li>▪ Making it happen (more demanding)</li> </ul> <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"> <li>▪ Being accountable (essential)</li> <li>▪ Shaping the future (essential)</li> <li>▪ Connecting with others (essential)</li> <li>▪ Creating shared purpose (essential)</li> </ul>	<p>Interview</p>
<p><b>Prepared by:</b></p>	<p><b>Date:</b></p>
<p>Eliza Romey, Young Learner Manager</p>	<p>25 January 2019</p>

### Information about the vacancy

Job Title	Training Coordinator	Job Code	BUR-T-1889
Location	Rangoon, Burma	Job Type	Teacher
Applications Close	10 February 2019 (23:59 UK time)	Start Date	18 April 2019
Number of Posts	1		

### Role Information

Contract Length	Renewable Period	Contract Type	No of Staff Managed	Contact Hours	Contact Teaching Hours
2 years	1 year	Full time	3	37.5	12-18

### Job Overview

The Training and Professional Development Coordinator will support the delivery of quality teaching across our Burma operations and join an academic team of 5 specialist coordinators and 2 senior teachers. You will manage our training and development across our different products and services helping ensure we deliver excellent teaching and wraparound services in our branches.

This larger specialised Academic team is a part of a stepped change to the team, connected to business growth and development across the city of Yangon. To support these changes, it is expected that 50% of the role will be dedicated to coordinator responsibilities. The role is part of a strategy to support teachers and junior managers along specialist career paths, which will help you to build skills and experience of managing a specific area while working in a joined-up team. This therefore offers excellent developmental opportunities as well as an opportunity to specialise in academic management and training, and quality delivery of products and services.

To be considered, you should be a highly proficient user of English with an undergraduate degree. You should also have an internationally recognised Cambridge DELTA/Trinity Diploma or equivalent and a minimum of 3-4 years full-time relevant post-certificate teaching experience with a wide range of relevant classes, levels and age groups.

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

**Interviews are likely to be held one 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.

## Local restrictions on employment

For immigration and registration purposes; new teachers must

- consent to a pre-appointment background check
- obtain local police check from previous country of employment

Note that any delay in obtaining the above may result in the employment start date also being delayed.

## Centre information

The Yangon teaching operation is in a period of expansion where we expect to offer English language courses across partnership schools, specialist centres as well as offsite contracts. The main Teaching Centre has 10 classrooms with IWBs, a teachers' room and an administrative office. There is a large and busy library which includes an extensive ELT collection, a DVD collection and public internet access. There is a positive dynamic in the building, which is always full of students, library members, exam candidates and those seeking information on UK education.

The Centre's main work is in General English for Young Learners (7-17 year olds) and Adults. Courses follow outcomes-based syllabii and use recently published course books. The centre is well resourced and recently been renovated and expanded to give teachers' space and resources to work together to efficiently to deliver high quality lessons. Teachers working in the Professional Development Unit work mostly offsite, but prepare lessons at the main centre a few days per week.

English is taught in Burmese high schools, but the overall neglect shown in the recent past for teaching, learning and using English in the community is very evident in today's younger generation. With an increasing push for economic development and interaction with native and non-native speakers of English in a professional setting, more companies realise that English is key to their success. Teachers coming from many other parts of the world will find Burmese students refreshing. They are highly respectful of their teachers, hard-working and motivated. Their grammatical knowledge is a strength, but confidence when speaking less so.

## Salary

Salaries are divided into two components - US dollars and sterling. You will be placed on the 10-point teacher's salary scale depending on qualifications and experience.

The current scale ranges from:

US\$15,660 – 20,532 gross per year and GBP 7,740 – 8,700 gross per year.

The USD salary component is converted into local currency (MMK) at the monthly bookkeeping rate and paid into a local bank account, which trainers will be required to open upon arrival in Burma. The GBP portion can be paid into an overseas bank account. The British Council book-keeping rate for January 2019 is 1 GBP to 1.27 USD and 1 USD to 1535.43 MMK, but local

bank exchange rates may vary.

## Income taxes and national insurances

Currently no income tax payable. Any UK income tax charged will be your own responsibility and will not attract compensation or extra payment from the British Council.

Applicants who have been resident and working in the UK immediately prior to going abroad for employment, are liable for UK National Insurance Class 1 contributions for one year, and the British Council will pay the employer's contributions.

## Fares and travel

One way economy class air fares paid at the beginning and end of contract for the teacher and accompanying partner and children.

British Council pays for visas, work permits, medical examinations and vaccinations required for employment. While Burma remains an ECA category F country you and accompanying members of your family are entitled to a mid-contract economy class return airfare to the UK. ECA categories are revised on a regular basis, and the category of country where you are employed may alter, rendering this clause no longer applicable..

## Baggage allowance

Teachers are eligible for an accountable baggage allowance of £1,200 for single teachers; £2,000 for staff with accompanying spouse, partner and/or children.

*N.B Incoming baggage allowance applies only to teachers recruited from outside Burma.*

## Annual leave allowance

40 days (whilst Burma remains an ECA category F country) and public holidays as determined by the British Council (approx. 14 days).

Maternity leave - Any female teacher who has been continuously employed by the British Council for at least one full year at the time maternity leave begins, will be entitled to 26 weeks' maternity leave on full pay.

Paternity leave - Any male teacher who has been continuously employed by the British Council for at least one full year will be entitled to 10 days paternity leave on full pay. This should be taken from 6 weeks before to 12 months after the birth.

## Medical allowance

All British Council teachers are registered with Allianz, the designated British Council insurer, to receive medical cover for themselves and their dependents. The teacher may be responsible for an annual deductible for everyone who makes a claim.

The scheme covers medical and hospital treatment, repatriation costs, personal liability and other items. Routine dental, optical, infertility and alcohol abuse treatments are not included in the policy. The full terms and conditions will be provided upon enrolment.

## Settling-in allowance

Teachers are given a settling-in allowance of two weeks' salary for a single teacher and three weeks' for a teacher with spouse, partner, and/or children. You will also receive up to two weeks' hotel accommodation on first arrival.



## Accommodation allowance

There is an accommodation allowance for full-time teachers. For single teachers or couples this is currently US\$3600, and for teachers with children US\$4800. Teachers may request a loan of up to one year's rent which is likely to be necessary as rent is generally paid a year in advance. This is repaid in instalments deducted from the dollar component of your monthly salary.

## Other allowances

N/a

## Additional information

### Passport

Your passport must be valid for at least 12 months after your arrival and you will need at least 4 consecutive clear pages in your passport to accommodate the visa.

### Recognition of previous service

Service in one British Council centre is recognised as of equivalent value to service in the teacher's new centre.

### Pension Support

The British Council will match contributions to the newly established British Council International Retirement and Savings Plan with Zurich International Life (ZIL). The qualifying period is 3 months (in first centre).

### Induction

A structured induction programme will take place in the first week in post.

### First arrival

Transport from the airport to your accommodation will be arranged.

### Location information: Burma

Stretching from the edge of the Himalayas to northern China and bordering on Thailand, Bangladesh, India and Laos, Burma is a surprisingly large, but grossly underdeveloped country. The predominantly rural population lived in relative isolation from the 60s to the early 90s; Burma certainly hasn't experienced the development that, say, South Korea or Malaysia has felt. The basic infrastructure (water, electricity) is in dire need of improvement, although there have been some stabs at modernisation over the past 2 decades (TV, sporadic road works, wifi in hotels and restaurants). As a member country of ASEAN, Burma imports many products from South Korea, Malaysia and Singapore which means some foreign brands are generally available, and becoming more so week by week. Although there are current and past staff members with children and pets, it should be noted that living here does present extra challenges. For example, while local healthcare provision is adequate for day to day, minor illnesses, you may be required to travel to nearby Thailand for treatment of more serious medical conditions. The latest travel advice on Burma can be found at:

<https://www.gov.uk/foreign-travel-advice/burma>

### Location information: Rangoon (also known as Yangon)

Rangoon is safe although rather dilapidated and poor and in some places, chaotic. However, it has many parks, tree-lined streets and quiet, leafy lanes. There are a few busy roads and despite the expanding rush hours in the morning and evening, is still far quieter than most Asian cities. Although you may not be able to buy a quarter pounder at McDonalds or pop into Starbucks for a latte, the Burmese are attempting to create local variants to meet the demands of expats and the increasing numbers of Burmese demanding a sample of international life.



KFC and other international food brands have recently popped up in Rangoon, and there is a weekly farmers market. Seasonal fresh produce is widespread and delicious and local tailoring standards are high.

### **Climate**

Rangoon has three distinct seasons:

June - October - Rainy season – quite humid and wet.

November – February - 'Winter' – pleasantly cool and dry.

March – May - Summer - very hot and dry.

Warmer clothes are needed only for higher altitude areas, although some long-staying expats find that they occasionally need a jumper on the cooler winter evenings.

### **General Living Costs and Conditions**

Money: While there are an increasing number of international banks and ATMs, Burma is still largely a cash economy. Credit cards are accepted at some hotels and restaurants and supermarkets now accept credit and debit card payments. If you are bringing in USD dollars at the beginning of your post make sure they are in good condition, notes that have pen marks, creases or tears will not be accepted. US dollars with the letters AB and CB at the start of the serial number (top left-hand corner of the note) will also not be accepted over concerns of counterfeit money.

Cost of living: the cost of living depends on the lifestyle you choose to live. All teachers enjoy a good standard of living and manage to save a proportion of their salary and can afford international holidays. A typical cost break down of day to day expenses; Cigarettes – \$2, local beer - \$2 a bottle, Burmese restaurant - \$5 for chicken and potatoes, gym - \$12 a session in hotels/\$80 a month for private gyms, haircut - \$3, taxis - \$2/3 around town.

### **Transport and Communications**

It is possible to travel anywhere within Rangoon for a reasonable price. Grab and Oway are established in Rangoon and improving the quality of taxi travel. Rangoon has an increasing number of imported buses, but none of the teachers use them on a regular basis yet. Travel elsewhere is time-consuming as the road system is in a poor state of repair, so trips outside the city are best left for long weekends or holidays. At the time of writing a return trip to Bangkok costs around 150 (AirAsia) - 220 USD and is an easy weekend trip. Direct flights to other locations include Chiang Mai, Vietnam, Kuala Lumpur, Singapore, Kunming, Guangzhou, and Calcutta. Internal flights cost around 80 - 120 dollars one way and some wonderful places can be reached, such as the unspoiled coastal paradise of Ngapali Beach, and the idyllic Inle Lake located on the cool plateau of Shan State.

Internet speeds are sufficient for video calls although quality varies at different times of day and in different areas. SIMs can now be purchased for \$1-2. All teachers have mobile phones and it is essential that staff are contactable for both operational and security reasons. All SIM cards now allow access to the internet on surprisingly fast 4G networks. As quality increases and the price goes down, it is becoming increasingly common for teachers to have internet at home. Wifi is becoming increasingly available in cafes, restaurants and hotels around town. International post delivery is surprisingly reliable and efficient, and all teachers also have the option of using the weekly FCO diplomatic bag for personal mail and have a parcel privilege (up to 2kg) in the internal mail.

### **General Health, Medical & Dental Care**

Network teachers are covered under the Allianz scheme. The plan covers medical and hospital treatment, repatriation costs and other items. Optical and dental treatment is NOT included in the policy. The full terms and conditions will be provided upon enrolment.

Local hospitals are adequate for routine operations, but treatment in Bangkok or elsewhere is

often recommended for more serious complaints. Allianz does not normally cover the cost of this travel but does cover all medical care costs. Cases of malaria, cholera and typhoid do occur though rarely in the expatriate community. Please confirm with a GP the latest immunisation advice for Burma or visit [http://www.nathnac.org/ds/c\\_pages/country\\_page\\_MM.htm](http://www.nathnac.org/ds/c_pages/country_page_MM.htm)

Local dentists are adequate for emergencies but for complicated or invasive treatment it's recommended to go to Bangkok which is the premier health tourist destination in the region with superb international standard hospitals. Tap water is not drinkable but mineral water is cheaply available everywhere.

### **Job Opportunities for Partners**

As your partner will be on a British Council sponsored resident visa it is possible for your partner to engage in paid and unpaid employment. Partners with qualifications and experience in teaching and/or NGO work can find opportunities in these areas. There are an increasing number of job opportunities for partners in the private sectors. We are always interested in hourly paid teachers who have a CELTA or equivalent.

### **Schooling & Childcare**

International school fees in Burma are very expensive and difficult to afford on a teacher's salary (Primary \$2,000-\$17,000 / Secondary \$4,000-\$20,000 per year. We currently have only one teacher with a school age daughter in school and this is only really affordable with the help of a second income. There is one fully accredited US International school, which is incredibly expensive (\$17,000-\$20,000 per yr) as well as the British School and Dulwich College, although there are an increasing number of new 'international' schools which have opened up in the last couple of years. However, the quality and reputations of these vary hugely. Many of the smaller international schools, whilst following an international curriculum, are not generally international in terms of student intake catering primarily to Burmese and a small percentage of expat ASEAN families.

Schooling costs aside, childcare in Burma is cheap (particularly for pre-school children) and can be very good. Local parents will be able to make recommendations if necessary.

### **Shopping facilities, entertainment & leisure**

Rangoon has few options compared with neighbours Bangkok and Singapore, but modern malls are dotted around the city selling some international labels such as Giordano and Mango, although it may be difficult to find western sizes. Bring smart clothing for work with you as options locally are very limited, however local tailoring is excellent, if sometimes slow. Recent additions to the market are a few western label sports stores – Nike and Adidas – as well as Esprit, Havaianas, Charles & Keith and high-end designer labels (Armani, Versace, Coach) but clothing, especially for women, is more suited to the Myanmar market. Bangkok, Kuala Lumpur and Singapore are a short flight away and have a full range of shopping options. Shopping for handicrafts, jewellery, fabrics and furniture is excellent. Marketplace outlets have recently become very impressive, with an increasing range of cheese, Italian coffees, international wines and products imported from overseas.

Many of the larger hotels have expensive gyms and swimming pools while slightly cheaper private facilities are opening up every month. Prices vary significantly and most gyms seem to offer seasonal deals especially as the market is becoming more competitive. Private gyms tend to be superior to the hotel gyms and have regular group classes - but usually they come without a swimming pool.

There is a variety of bars and restaurants catering to more international clientele although there is still not the variety of nightlife that you might expect in other SE Asian capitals and be warned that places close relatively early (11pm). There are a couple of cinemas which show one Western movie at a time as well as a brand-new cinema in the recently opened Junction City

mall downtown. Satellite TV is widely available and relatively cheap at around \$120 a year. Netflix is now available to stream with better internet connection. There is also an increasing variety of cultural events, with regular film and music festivals, exhibitions, etc. from by organisations like the Goethe Institute and the Alliance Francaise, whose monthly events are popular with teachers. Check Myanmore.com for up to date information of activities including happy hours, art galleries, cafes and restaurants, and trips outside the city.

*This position is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.*

Michael Little, Director English

25 January 2019