

Role Title

Teacher of English Young Learners

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Teacher	Teacher	Korea	24 months	Academic Manager / Young Learners Co-ordinator

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 English business unit's goals are to deliver more widespread and better quality English language teaching. The opportunity to do this in Korea is based on the huge demand for English from a hard-working and aspirational audience. In order to achieve our goal, the British Council Korea launched a new product, myClass, and opened the first myClass dedicated branch in the British Council network in 2014. This was followed by the first Young Learner branch in Korea. The next phase of development took place in 2015 with the move into specialisation and the opening of one dedicated Adult Branch and two new dedicated Young Learners Branches.

The Young Learners' operation is based in three locations – a 7-classroom Young Learners Branch in the historical centre of Seoul to the north of the Han river near the Seoul City Hall, and two Young Learner branches to the south of the river: a 7 classroom Young Learners branch in Mokdong and a 7-classroom Young Learners branch in Seocho. We currently have more than 2,800 Young Learners studying with us with growth planned for the future. More information about the courses we offer can be found on our [homepage](#).

Main Accountabilities:

Support British Council's global English strategy by

- delivering teaching to the highest standards of ELT
- enhancing British Council's reputation as a world authority in ELT
- continuing professional development and sharing of best practices
- ensuring teaching meets learner needs and 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

Key Relationships:

Internal

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

External

- Young Learners
- Parents of Young Learners
- Publishers and partners

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	<ul style="list-style-type: none"> ▪ To obtain a teaching visa, teachers' nationalities and university degrees must be from a native English-speaking country defined by the government of South Korea. ▪ Visas are not obtained for partners unless they are married. ▪ The British Council Korea will provide full assistance throughout the visa application process. 	Shortlisting
Direct contact or managing staff working with children?	<p>Yes</p> <p>UK nationals need to apply for a UK DBS (Disclosure and Barring Service) 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.</p> <p>If offered the role, British Council will ask you to go through pre-appointment screening appropriate for the role you apply for. The screening will be carried out by British</p>	

	<p>Council, but 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 Check • References • Professional Qualifications • Education 	
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 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"> ▪ Undergraduate/University degree ▪ TEFL-I qualification (CELTA/Trinity) 	<ul style="list-style-type: none"> ▪ Cambridge DELTA/Trinity Diploma ▪ PGCE in Primary/Secondary or equivalent ▪ CELTYL or 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 in two or more of the following age groups:</p> <p>Young learners aged 5 to 7 (400+ hours)</p> <p>Young learners aged 8 to 10 (400+ hours)</p> <p>Young learners aged 11 to 13 (800+ hours)</p> <p>Young learners aged 14 to 17 (400+ hours)</p>		Shortlisting
Role Specific Skills		Assessment Stage
<ul style="list-style-type: none"> ▪ Teaching skills (all at level 1): 		Shortlisting AND

<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 	<p>Interview</p>
British Council Behaviours	Assessment Stage
<ul style="list-style-type: none"> ▪ Making it happen (essential) ▪ Working together (essential) <p>Please note: the other behaviours below will not be assessed at interview. However, all behaviours will be used for performance management purposes.</p> <ul style="list-style-type: none"> ▪ Being accountable (essential) ▪ Shaping the future (essential) ▪ Connecting with others (essential) ▪ Creating shared purpose (essential) 	<p>Interview</p>
Prepared by:	Date:
Head of Young Learners	<i>30 January 2019</i>

Information about the vacancy

Job Title	Teacher of English (Young Learners)	Job Code	KOR-T-1895
Location	Seoul, Korea	Job Type	Teacher
Applications Close	17 February 2019 (23.59 UK Time)	Start Date	May 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	Fixed Term	0	38	24 + 2 substitution

Job Overview

The British Council Korea is recruiting EFL teachers for its expanding teaching centres. The post offers excellent developmental opportunities, as well as the chance to earn and save well in a modern Asian city with a well-developed infrastructure and low crime rate.

To be considered, you should be a highly proficient user of English with an undergraduate degree from an English-native speaking country. Please note the original degree transcripts are essential for immigration and registration purposes. You should also have an internationally recognised TEFL-I qualification (i.e. Cambridge CELTA/ Trinity CertTESOL) and a minimum of 2 years' full-time relevant post-certificate teaching experience with a wide range of classes, levels and age groups.

Teachers contribute to British Council objectives through the delivery of quality English Language Teaching. The main duties are:

- Teaching Young Learners to standard as timetabled
- Taking part in the professional development programme and attending staff meetings
- Carrying out routine administration and customer care as required by the Teaching Centre and to assist in the testing, counselling and registration of new students

Teachers teach 24 contact teaching hours per week plus 2 hours timetabled substitution (paid if taught). Placement testing may be timetabled or offered as overtime throughout the year.

Teachers can submit preferences for specific levels and course types to fit their professional

needs. Timetables are usually in place for 5 months, although in some cases, changes are made on a monthly basis in response to classes opening, closing and merging. In general, teachers are given between 4-6 levels to plan and teach, although there are times when this number goes up and down as operational needs vary.

Teachers are able to participate in a variety of developmental opportunities to ensure the quality of teaching. The Performance Management and Professional Development system ensures every teacher has a line manager to go to for support and feedback. There are regular in-house professional development sessions as well as opportunities to attend local conferences and to participate in numerous projects, such as materials writing. The Teaching Centre also runs the Trinity Dip-TESOL and the Trinity TYLEC (Trinity Young Learners Extension) and provides both financial and non-financial support for them. As a Young Learner teacher, you would be expected to complete TYLEC in your first two years, if you do not already have it.

The Centre is open 46 weeks of the year and you can expect to have a combination of fixed and semi-flexible leave.

There is a Staff Association which meets to discuss areas of concern or interest to teachers.

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

Interviews are likely to be held around 1 week after closing.

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.

The British Council is committed to a policy of equal opportunity and is keen to reflect the diversity of UK society at every level within the organisation. We welcome applications from all sections of the community. The British Council is committed to a policy of equal opportunity, and to safeguarding and promoting the welfare of children and young people. We expect all of our partners to share this commitment. British Council appointments are contingent on thorough checks. In the UK, and in other countries where appropriate systems exist, these include criminal records checks.

Local restrictions on employment

For immigration and registration purposes; new teachers must

- hold a passport from an English-speaking country; UK, Ireland, US, Canada, Australia, New Zealand, and South Africa
- provide an original undergraduate degree/MA certificate from an English-speaking country
- obtain an apostilled / verified Disclosure and Barring Service (formerly known as Criminal Record Bureau) certificate (Nationals of other countries need to provide an enhanced disclosure from that country.)
- provide requested documentation to obtain local police check from previous countries of employment over the past 10 years.
- pass a medical check-up in Korea, including an HIV and drugs test

NB. Canadian Citizens must also obtain a set of course transcripts in a sealed envelope with a university stamp on the seal.

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

Local law prevents the British Council from obtaining visas for unmarried partners. They will be required to enter on a three-month tourist visa and leave every three months at their personal costs.

Centre information

British Council teachers work in well-appointed and resourced offices, which also have break-out areas and kitchen facilities. There is a hot-desking system in place in the office to ensure that all teachers have access to computers. Every centre has a full range of teaching materials both on paper and in digital form, as well as multimedia resources and iPads.

The Young Learners' operation is based in three locations – a 7-classroom Young Learners Branch in the historical centre of Seoul to the north of the Han river near the Seoul City Hall, and two Young Learner branches to the south of the river: a 7 classroom Young Learners branch in Mokdong and a 7-classroom Young Learners branch in Seocho. We currently have more than 2,800 Young Learners studying with us with growth planned for the future. More information about the courses we offer can be found on our [homepage](#).

All branches are open 7 days a week. From Monday to Friday, the earliest weekday classes start at 1:00pm and the last ones finish at 7:40pm with weekend classes starting at 9:30am and the last ones finishing at 6:45pm. You will work five days per week, with two consecutive weekend days. At the moment, these are either Friday/Saturday or Sunday/Monday, but these may change in the future according to operational needs. During the two intensive periods in the summer and the start of the calendar year, classes currently run from 10.00am until 5.00pm from Monday to Friday, with a Sat/Sun weekend. This may also be subject to change in the future.

Current Young Learner teachers teach a range of classes, made up of approximately 30% Early Years (5-7 years old) and 50% Primary (8-13). The remaining classes are made up of either Secondary or Returnees classes, depending on the centre.

The main office is located near City Hall, the historical, cultural and political centre of Korea's capital.

Salary

Salary for this post is paid in two components, UK Sterling (GBP) and Korean Won (KRW) depending on qualifications and experience.

Basic Salary

The monthly Korean Won salary is within the range of ₩1,654,330 to ₩2,084,428 and the UK Sterling salary is from within the range of £555.51 to £687.95.

Statutory Severance Pay

In line with the Korean law, staff members will be entitled to receive the Statutory Severance Pay after completing the first year of employment. The statutory severance pay is equivalent to one month's average wage for each year of service. This is paid in full when the staff member leaves the British Council Korea.

British Council book-keeping rate for October 2018 is £1 to ₩1,470 but local bank exchange rates may vary.

Income taxes and national insurances

Teachers' salary is subject to local income taxes at approximately around 10-15% plus local national insurance payments, all terms and conditions dependent on the relevant local national authorities, including the National Tax Service, National Pension Service, etc.

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.

Contributions to the Korean Pension Scheme are compulsory. Both the employer and employee pay approx. 4.5%. Contributions are neither refundable nor transferable.

Fares and travel

The British Council will pay economy class air fares from London to Seoul at the start of contract (for staff recruited from the UK) and Seoul to London at the end of the successful completion of the contract. The British Council will also pay for the same incoming and outgoing air fare for spouse, partner, and/or children recognised via the Family Certificate and Partner Declaration Form.

N.B Incoming flights apply only to teachers recruited from outside Korea.

Baggage allowance

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

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

Annual leave allowance

Annual paid leave is 35 days. In addition, there are 14 public holidays per year.

Teachers take a combination of fixed leave and semi-flexible leave. Fixed leave is taken over the Christmas period and the two major Korean holidays of Seolnal and Chuseok and semi-flexible leave is taken in Summer or Winter.

Medical allowance

All British Council teachers are registered with Allianz Partners, the designated British Council insurer, to receive medical cover for themselves and their dependents. The teacher is responsible for an annual deductible of £150 for everyone who makes a claim.

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 a partner/ a spouse/ dependents. You will also receive up to two

weeks' hotel accommodation and subsistence on first arrival.

N.B Settling-in allowance and hotel accommodation applies only to staff recruited from outside Korea.

Accommodation allowance

The Council will pay up to KRW 15 million *key money* (deposit) and a monthly accommodation allowance of ₩914,760 (+₩65,340 for employees with children) on the employee's behalf. Should an employee choose a flat at a higher rent, the difference will be deducted from her/his salary; should a flat with a lower rent be chosen, the difference will be paid in the monthly payroll. The British Council will pay the initial estate agency fee, and organise the search for accommodation. The employee is responsible for all utilities, phone and other charges over and above the rent.

N.B Key money support applies only to teachers who come from abroad and/or have no place to stay in Korea.

Other allowances

Terminal Gratuity payments

Terminal Gratuity payments are made to teachers after a successful completion of initial two year contract with the British Council Korea. Specifically, on successful completion of a two year contract, a Terminal Gratuity payment of £1,000 (one thousand pounds) will be paid net of any outstanding bills and financial obligations. Upon successful completion of a one year extension contract, a Terminal Gratuity payment of £500 (five hundred pounds) will be paid net of any outstanding bills and financial obligations. For any extension contracts with less than one year contract term, the Terminal Gratuity payment will be calculated pro-rata, net of any outstanding bills and financial obligations. In the event the teacher prematurely terminates the contract before the contract end date, Terminal Gratuity will not be paid.

Additional information

There is no financial support provided for schooling.

You will be eligible to join the British Council International Retirement and Savings Plan (the provider for which is Zurich International) from your start date. The British Council will match any monthly contributions you make to the plan up to £150 per month (1,800 per annum). There is a £50 minimum monthly employee contribution.

The British Council is committed to safeguarding and promoting the welfare of children and young people and expects all of its partners to share this commitment.

Appointment to this role is subject to Disclosure and Barring Service (formerly Criminal Records Bureau) checks in the UK, and, where appropriate, equivalent systems overseas.

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.

Head of Young Learners

30 January 2019

