

Role Title

Freelance Teacher of English

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Teaching	n/a	Astana/Almaty	One year service contract	Academic Manager

Role purpose

- To promote and ensure quality and effective teaching and learning of English
- To support the wider aims of British Council and its cultural relations mission

About us

The British Council wishes to recruit Freelance Teachers of English to deliver English language training in Astana and Almaty, to holders of the President of Kazakhstan's Bolashak scholarship scheme.

The training will include a mix of general English and IELTS preparation courses arranged according to the learners' current knowledge.

The training programme will be managed by the British Council in Almaty, which will provide academic management and administrative support to the teachers. Teachers will need to have a degree of self-management and resilience as they will be teaching in partner premises rather than a standard British Council teaching centre.

There may also be some other teaching opportunities which the British Council, Kazakhstan may be able to offer.

The British Council is an equal opportunities and diversity employer, and the post-holder will play a role in ensuring that Equality, Diversity and Inclusion policies are consistently applied through the operation.

The British Council has a fundamental duty of care of all children engaged in activities with us under our mandatory Child Protection Policy. All our employees must be familiar with and follow the Child Protection Code of Conduct. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989.

Main opportunities/challenges for this role:

Support British Council's global English strategy by

- delivering teaching to the highest standards of English Language Teaching
- enhancing British Council's reputation as a world authority in English Language Teaching
- continuing professional development and sharing best practices

Main Accountabilities:

- 1) Plan, prepare and deliver high quality English language teaching that meets the needs of

different customer groups taking into account individual learning styles

- 2) Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy
- 3) 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
- 4) Complete teaching related administrative tasks to specified standards
- 5) Actively engage in professional development and performance management to ensure quality and high standards in teaching and learning, and maintain the British Council's position at the forefront of best English Language Teaching practices
- 6) Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of contemporary UK
- 7) Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service
- 8) Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:
 - Child Protection
 - Equality, Diversity and Inclusion
 - Health and Safety

Key Relationships:

Internal

- Other teachers
- Teaching project management team
- Teaching project administration team
- Customer service staff
- Other wider British Council teams

External

- Learners
- Partner

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Right to work in Kazakhstan	Shortlisting
Direct contact or managing staff working with children?	No Standard child protection checks and references	N/a
Person Specification:		Assessment stage
Qualifications		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>

<ul style="list-style-type: none"> Cambridge CELTA/Trinity cert TESOL (<i>global minimum standard</i>) 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 Undergraduate degree or equivalent 	<ul style="list-style-type: none"> Recognised diploma in EFL i.e. DELTA 	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 Experience in teaching exam preparation courses (IELTS) 		Shortlisting and/or interview
Role Specific Skills		
Essential	Desirable	Assessment Stage
Teaching competencies (all at level 1): <ul style="list-style-type: none"> Classroom management Course and lesson planning Subject knowledge Understanding your learner Learning technologies 		Shortlisting and/or Interview
British Council Core Skills		Assessment Stage
<i>Skill (level X). level descriptor</i>		<i>Shortlisting and/or Interview</i>
British Council Behaviours		Assessment Stage
<ul style="list-style-type: none"> Making it happen (essential) Working together (essential) Being accountable (essential) Shaping the future (essential) Connecting with others (essential) Creating shared purpose (essential) 		<i>Shortlisting and/or Interview</i>
Prepared by:		Date:
Head English Language Services		2019

