

**Job Description**
**Ref no:**

Job Title	Remote Teacher of English		
Directorate or Region	Americas	Department/Country	Argentina
Location of post	Buenos Aires	Pay Band	Teacher salary scale
Reports to	Teacher Coordinator	Duration of job	Indefinite
<b><i>Purpose of job</i></b>			
<ul style="list-style-type: none"> <li>▪ To promote and ensure quality remote teaching and effective learning of English</li> <li>▪ To support the wider aims of the British Council and its cultural relations mission</li> </ul>			
<b><i>Context and environment</i></b>			
<p>The Buenos Aires Remote Teaching Centre (RTC) is the British Council's global flagship hub for remote English learning. Its state-of-the-art facilities and expert English teachers offer a high quality innovative learning experience. Remote teaching involves the teacher being based in a different physical location from the learners.</p> <p>Remote Teachers will work in a variety of exciting and innovative programmes with customers in the Americas region and worldwide. Lessons take place via videoconference.</p>			
<b><i>Accountabilities</i></b>			
<p>Support the British Council's global English strategy by:</p> <ul style="list-style-type: none"> <li>• delivering teaching to the highest standards of ELT</li> <li>• enhancing the British Council's reputation as a world authority in ELT</li> <li>• continuing professional development and sharing of best practices</li> </ul>			
<b><i>Responsibilities</i></b>			
<ul style="list-style-type: none"> <li>• Ensuring teaching meets learner needs and expectations</li> <li>• Ensuring teaching meets Teaching Quality standards and organisational expectations</li> <li>• Maintaining good relationships with customers and colleagues</li> <li>• Supporting the teaching centre's activities and British Council plans</li> </ul>			
<b><i>Main duties</i></b>			
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 ELT 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: <ul style="list-style-type: none"> <li>• Child protection</li> <li>• Equality, Diversity and Inclusion (EDI)</li> <li>• Health and safety</li> </ul>

### **Key relationships**

#### Internal

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

#### External

- Learners
- Classroom teachers and/or facilitators
- Corporate Clients

### **Other important features or requirements of the job**

*(e.g. travel, unsocial/evening hours, restrictions on employment etc)*

Work on Public Holidays is required occasionally.

You will be contracted to teach up to 25 academic hours over a five-day week either from Monday to Friday or from Tuesday to Saturday and will also be placed on a cover timetable. Every effort is being made to reduce split shifts although operational needs do require them and teachers may have to do them.

You are required to attend meetings, carry out class admin tasks, and take an active part in the Performance Management system for teachers, which encourages professional development and supports the quality of our academic offer.

Holidays are taken in accordance with Teaching Centre holiday periods.

Please specify any passport/visa and/or nationality requirement.

Right to work in Argentina. The British Council is not able to support or sponsor work visa applications from non-Argentineans.

Please indicate if any security or legal checks are required for this role.

Criminal record checks (DBS) and other local police checks are required before taking up post.

**Person Specification** (see guidance below before updating this section)

	<b>Essential</b>	<b>Desirable</b>	<b>Assessment stage</b>
<b>Behaviours</b> (global standard)	<ul style="list-style-type: none"> <li>▪ Making it happen (essential)</li> <li>▪ Working together (essential)</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>		Interview only
<b>Skills and Knowledge</b>	Teaching Skills – level 1 = essential <ul style="list-style-type: none"> <li>▪ Classroom management (1)</li> <li>▪ Course and lesson planning (1)</li> <li>▪ Subject knowledge (1)</li> <li>▪ Understanding your learners (1)</li> <li>▪ Learning technologies (1)</li> </ul>		Interview
<b>Experience</b> (specific to centre)	2 years post-certificate i.e. CELTA/Trinity Cert or equivalent TESOL experience Experience in teaching: <ul style="list-style-type: none"> <li>▪ Primary students (aged 6 to 10) and /or</li> <li>▪ Lower Secondary students (aged 11 to 14) and /or</li> <li>▪ University/Vocational students (aged 18 to 25) and /or</li> <li>▪ Adults General English 18+</li> </ul>	- IELTS Preparation (and/or examiner) - ESOL Exam Preparation (and/or examiner) - Business English	Short listing and interview
<b>Qualifications</b>	Cambridge CELTA/Trinity Cert TESOL or EFL Teaching degree  Full mastery of English across all 4 skills equivalent to user (CEFR C1/2) IELTS Band 7+ in each of 4 sections of the academic module.	Recognised diploma in EFL i.e. DELTA	Short listing only
<b>Submitted by</b>	Yohana Solís	<b>Date</b>	22 July 2016