

Role Title

Young Learner Coordinator

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Coordinator	Teacher	Taipei	Indefinite	Senior Teacher 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.
 To support the Director English in meeting British Council Taiwan strategic objectives.

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 British Council Taiwan has two teaching centres, one in the Xin Yi area of Taipei which holds classes for Primary, Secondary and Adult learners, and one in Shipai area which focuses on Primary and Secondary. We are looking for a Young Learner Coordinator to be based in our Shipai centre.

Main Accountabilities:

Accountabilities:

- Support British Council's global English strategy by maintaining the provision of high quality YL teaching in our centres.
- 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 practice

Responsibilities

- To teach up to a maximum of 18 hours a week, depending on operational requirements,

ensuring teaching meets quality standards and learner needs and expectations.

- To maintain good relationships with customers and colleagues.
- To effectively line manage up to five members of staff.
- To provide high quality training and support to teachers and Young Learner assistants.
- To support effective communication with parents and ensure we provide an excellent wraparound service to students and parents.

Main duties:

- To teach up to 18 hours a week of scheduled Young Learner classes or cover where necessary.
- To actively engage in performance management to ensure quality and high standards in teaching and learning.
- To provide support and training for all Young Learner English products.
- To support and motivate teachers to deliver excellent quality lessons in line with our Young Learner strategy.
- To be the first line of inquiry for teaching centre staff (teachers, Young Learner assistants and Sales and Customer Management staff who need ad hoc support and advice).
- To support the team of Young Learner assistants, giving regular feedback on performance.
- To contribute to development of Young Learner English language courses and added value services such as: (1) the parent communications (e.g. parent workshops); (2) additional products (short courses, workshops, holiday courses); (3) external events (e.g. student demos).
- To contribute to the development of Young Learner syllabus documents and teacher resources.
- To support local marketing and promotional strategies.
- To assist the teaching centre team in delivering excellent customer service.
- To work proactively as a member of the academic team.
- To actively engage in professional development and performance management.
- To ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:
 - Child protection
 - Equality, Diversity and Inclusion, especially with regard to children with Special Educational Needs
 - Health and Safety

Key Relationships:

Internal

- Director English
- Senior Teachers
- Teachers
- Young Learner Assistants
- Sales and Customer Management (SCM) team
- Operations team
- Marketing team

External

- Students
- Parents/guardians of students

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	The post holder must have the rights to work in Taiwan.	Shortlisting
Direct contact or managing staff working with children?	Yes	N/A
Notes	<p>UK nationals need to apply for a UK DBS (Disclosure and Barring Service) check. Local police check is required from non-UK nationals.</p> <p>In addition all new teaching staff should acquire a police check from their current country of residence.</p> <p>All the above must be cleared prior to post.</p>	
Person Specification:		Assessment stage
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Recognised diploma in EFL i.e. DELTA/Trinity Diploma (completed or in process) + <ul style="list-style-type: none"> ▪ CELTYL, TYLEC or equivalent + <ul style="list-style-type: none"> ▪ University Degree-level qualification 	<ul style="list-style-type: none"> ▪ PGCE/B.Ed in relevant subject 	Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>At least 4 years relevant teaching experience post qualification.</p> <p>TEFL Q (DELTA, Dip TESOL or equivalent)/</p> <p>Experience in teaching relevant courses:</p> <ul style="list-style-type: none"> ▪ Young Learners ▪ Adults ▪ Experience in training and developing teachers. 	<ul style="list-style-type: none"> ▪ Teacher Training experience e.g. TKT, CELTA, Distance DELTA tutoring ▪ Experience in managing teachers' performance and line management experience. 	Shortlisting and Interview
Role Specific Skills		Assessment Stage
<p>Academic Management</p> <ul style="list-style-type: none"> ▪ Able to manage and develop pedagogic activities such as syllabus design and course planning. ▪ Able to develop products to suit customer needs. ▪ Proven ability to undertake teacher observations, teacher training, line management and professional development of teachers. ▪ Proven ability to manage the efficient deployment of resources to 		Shortlisting AND Interview

<p>achieve outputs for the Teaching Centre.</p> <ul style="list-style-type: none"> ▪ Able to provide good customer service to students. 	
British Council Behaviours	Assessment Stage
<ul style="list-style-type: none"> ▪ Making it happen (more demanding) ▪ Working together (more demanding) <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> <ul style="list-style-type: none"> ▪ Creating shared purpose (essential) ▪ Being accountable (essential) ▪ Shaping the future (essential) ▪ Connecting with others (essential) 	<p>Interview and performance management</p> <p>Performance management</p>
Prepared by:	Date:
Andrea Hales, Director English	January 2019

Information about the vacancy

Job Title	Young Learner Coordinator	Job Code	TWN-T-1894
Location	Taipei, Taiwan	Job Type	Coordinator
Applications Close	15 February 2019 (23:59 UK time)	Start Date	1 April 2019
Number of Posts	1		

Role Information

Contract Length	Renewable Period	Contract Type	No of Staff Managed	Contact Hours	Contact Teaching Hours
Indefinite	Indefinite	Full time	Up to 5	37.5	Up to 18 hours per week

Job Overview

The British Council in Taiwan is recruiting a Young Learner Coordinators to join our Shipai Young Learner Teaching Centre. This role is an excellent career development opportunity for a teacher to broaden his or her academic and professional skills.

The post holders should have at least four years teaching experience (post-CELTA) and a TEFL-Q qualification (DELTA, DipTESOL or equivalent). The post holders should have extensive experience of teaching Young Learner classes and experience in managing teachers' performance is desirable.

Suitable applicants should also:

- have experience in Young Learner teaching and Young Learner course and material design
- be invested in learning about our learners and ensuring learners have a sense of progress within every lesson
- communicate subject knowledge of concepts, skills and language systems effectively and in ways appropriate to the learners and type of course being delivered
- prepare courses and individual lessons that fully meet course objectives, employ appropriate methodology and meet learners' needs
- plan, control and facilitate interaction in the classroom that is appropriate to the classroom activity and which takes into account the different needs, abilities, cultures and genders of the learners
- employ evaluation and assessment tools at various stages in the learning process
- evaluate learners' needs suggesting appropriate materials and strategies to help learners achieve their negotiated objectives and become more independent in their learning and to help learners adjust their learning styles and strategies in order to become more effective in their learning
- be customer focussed and dedicate attention to our customers' experience whilst studying with us
- communicate well with students, parents and other teachers

Enquiries about the posts 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

To obtain the relevant work permit for this role the British Council needs the passport, physical check, criminal record check, educational certificates and degree transcripts of the successful candidate.

An Alien Resident Certificate (ARC) is issued by the National Immigration Agency once the Ministry of Labour has issued the work permit for staff member. The process will take about 3 ~ 4 weeks.

Centre information

There are two British Council teaching centres in Taipei. One is located in the Xin Yi area of Taipei and opened in 2004. It has 8 classrooms and offers courses for primary and secondary school children, myClass and IELTS preparation.

Our second centre is located in the Shipai area of Taipei and opened in 2017. It also has 8 classrooms and offers courses for primary and secondary school children.

This post holder will be working as the Young Learner Coordinator in our Shipai Centre.

Please refer to our web site at www.britishcouncil.org.tw/english for our full range of courses and information.

Salary

Salary ranges from 90,000 –112,250 TWD* depending on qualifications and experience.

This range is based on a 37.5 hours per week, on a five days a week contract.

Post holders will have two consecutive days off per week, but will be required to work on both a Saturday and a Sunday.

*£1 to 39.4 TWD (based on British Council book-keeping rate for December 2018).

Income taxes and national insurances

Income Tax

All staff working in Taiwan are liable to pay local income tax. Staff are responsible for managing

their own end of year tax form and ensuring they submit it on time.

More information can be found here:
<http://www.asianconsultants.com/tax-tw/>

Pensions

British Council will enrol all teachers under either a Defined Benefits pension scheme (DB Scheme) or a Defined Contribution scheme (DC Scheme) and make appropriate reserve fund or pension fund contributions pursuant to labour law.

Fares and travel

For applicants recruited from outside of Taiwan only: an economy class air fare will be paid for the member of staff at the beginning of your employment with the British Council from your previous post or from the UK. Flights apply only to teachers recruited from outside Taiwan.

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

Baggage allowance

Baggage allowance of up to £1,200 at the beginning of your employment.

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

Annual leave allowance

Annual paid leave is 35 days plus public holidays.

Medical allowance

Taiwan has very good medical facilities and services. Staff are covered by the National Health Insurance Scheme and a supplementary private Medical Insurance plan. Dental care is good and generally not expensive under the National Health Insurance scheme.

N.B. Taiwan is not part of the global British Council Health insurance scheme.

Settling-in allowance

2 weeks' hotel accommodation and subsistence.

Accommodation allowance

No accommodation allowance, but we will put you in touch with a local estate agent, and time off (during non-teaching hours) is also given in order to seek accommodation on first arrival.

Additional information

Country Overview

Taiwan is an island off the coast of mainland China with one of the highest population densities in the world. Outside of Taipei, Taiwan is very mountainous, home to the tallest peak in north-

east Asia, and has an abundance of nature reserves and hot springs.

Taiwanese people are extremely friendly, helpful and gracious. They will go out of their way to make visitors feel at ease and comfortable and pride themselves on being good hosts. The language barrier is no obstacle to this hospitality and willingness to assist.

The main religions in Taiwan are Taoism, Confucianism and Buddhism and almost all Taiwanese pay homage to their ancestors. Some homes will have sacred shrines where people can burn incense and make offerings to ancestors. Beautiful temples are found throughout the country, but churches and mosques are also relatively easy to find.

Expats moving to Taiwan are unlikely to be affected by political tensions. Many young foreign nationals move to Taiwan to teach English, and in doing so are becoming part of a thriving industry that is helping to equip Taiwan's new generation with vital skills pivotal to embracing the wider world.

For more information on Taiwan please visit the Taiwan Tourism Board website:
www.taiwan.net.tw

Accommodation

Most people tend to live in apartments, as houses are not very common in the main city areas. The most commonly available type of apartment is the small, studio-style variety. Rental prices in Taipei City are much higher than places further out from the city centre, so those looking for more space at an affordable price, should consider renting in New Taipei City which is a little further out than Taipei City but easily commutable.

Most teaching staff choose to live in apartments which typically range from \$15,000 to \$30,000, depending on the size, location, condition and the age of the apartment.

General Living costs and Conditions

As is the case anywhere, the cost of living in Taiwan varies depending on your lifestyle. You can get by on a 100 TWD a day or live a life of luxury. While Taipei has the highest cost of living in Taiwan, it is still far cheaper than regional competitors like Beijing, Seoul, Singapore, and Hong Kong.

Taipei has an abundance of shopping and food options. The historical districts in west and central Taipei have many small stores lining the bustling, narrow streets, especially around the main station. Eastern Taipei has more open spaces and features shopping malls and large department stores. A number of these can also be found in the cosmopolitan Xin Yi district, which is home to Taipei 101.

Visiting a night market is an essential Taiwanese experience and a popular leisure activity. Located outdoors, the endless food stalls and game arcades create a carnival atmosphere.

Transport

Taiwan has an excellent, reasonably priced, user-friendly public transportation system. You can travel to different places around the island by long distance bus, train and high speed rail. Taipei and Kaohsiung have subways called the MRT (Mass Rapid Transit).

Mass Rapid Transport (MRT)

Since its introduction to Taipei, it has dramatically cut traveling time as well as traffic congestion.

Taxis

Taxis use meters, you pay what is shown and receipt is available on request. The standard of English among drivers varies considerably.

U-Bike

Taipei City Government has a YouBike scheme (Bike Sharing System) where bicycles can be easily rented. There are over 100 locations where bikes can be rented across the city.

Schooling & Childcare

There is no financial support provided for schooling.

Local state schools are inexpensive. There are also good private English-education schools in Taipei but you should be prepared to pay high fees.

Job Opportunities for Partners

Opportunities for partners to find work are limited. There are international schools for qualified teachers and other language schools which may offer work. However, there are limited opportunities for work for foreign nationals in other sectors.

Climate

Taiwan has a subtropical climate, giving it cool but pleasant winters and very hot summers. The most popular time to visit is from the middle of September to the end of February, when the weather is cooler. The climate is quite sunny for much of the year, with sunshine hours averaging six hours a day in winter and seven or eight hours in summer. The whole island shares the tropical monsoon climate experienced on mainland China.

Spring (March to mid-May): Temperatures and humidity rise gradually in spring. Evenings can be cool but lightweight jackets suffice. The average temperature ranges from 14oC-27oC (57oF-80oF), humidity about 82%.

Summer (late May to mid-September): Tends to be consistently hot and humid with temperatures ranging from 24oC-33oC (75oF-91oF) and humidity near 84%. Air conditioning becomes essential, especially in the cities where the effect of the relentless heat is most noticeable.

Autumn (late September to early December): From the end of September, the temperature begins to drop, although air conditioning is still frequently used. Short sleeves can be worn until December. The average temperature ranges from 15oC-28oC (64oF-82oF), humidity about 72%.

Winter (mid-December to February): Winters are mild with low humidity at 72%. Though the temperature ranges from 14oC-18oC (57oF-68oF). There are occasional cold days, though the temperature doesn't often remain cold for long periods. Jumpers and warm layers are often needed.