

## Role Title

Senior Teacher YL Contracts

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Senior Teacher	Senior Teacher	Singapore	24 months	Head of Contracts

## 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 Senior Teacher YL Contracts is based between the Napier and Toa Payoh centres but should expect to work in other locations when required and to play a full role as a member of the Contracts and the Singapore Teaching Centre Management Team.

The post holder is expected to work Friday – Tuesday (with Wednesday/Thursday weekend) and act as duty manager regularly from 8am.

British Council Singapore has four centres (Napier Road, Tampines, Marsiling and Toa Payoh).

Please refer to our web site at [www.britishcouncil.org.sg/english](http://www.britishcouncil.org.sg/english) for a full range of courses and information about the centres.

## Main Accountabilities:

Support British Council's global English strategy by ensuring

- Ensuring that re-registration and customer satisfaction targets are met or exceeded for Contracts courses. Products and services meet customer needs, preferences and expectations
- Ensuring consistent high quality standards in teaching across the teaching team
- Maintaining a high level of professional development and motivation among teachers of Contracts course products.

### ***Accountabilities, responsibilities and main duties:***

#### **1) Academic Management, Marketing and Business Development**

- Liaise with customers and staff to ensure high levels of customer care to meet British Council Teaching Quality Standards
- Developing and managing the YL Contracts course syllabi, course book allocation, materials and course timetabling, including regular review and revision of courses to ensure relevance and quality
- Oversee, contribute to and monitor development of current and new products, including teen international school preparation courses, holiday camps, customised courses
- Organise and monitor use of teacher resources and ensure use is in line with British Council Teaching Quality Standards
- Provide proactive support for teaching team, from day to day support to mentoring and training sessions
- Communicate regularly with teaching team to ensure understanding of issues, gathering and acting on feedback as necessary
- Work closely with Head of Contracts to identify opportunities and react to market demands
- Work closely with the Marketing and Communications team and the Sales and Customer Management team to achieve objectives
- Support the other centres by offering training and liaising with colleagues in other departments to ensure support for related projects in these areas
- Placement testing and academic counselling on a regular basis

#### **2) Leadership and Management of Teachers**

- Lead and manage the team of teachers to teach to consistently high standards in line with the competencies and duties in their job description
- Allocate appropriate project tasks for these teachers in their non-teaching time
- Line manage up to 6 teachers in accordance with the "myportfolioteachers" standards

#### **3) Teaching/training up to 8 hours scheduled per week**

**4) Safeguarding and Quality Control:** Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:

- Child protection
- Equal Opportunities and Diversity
- Health and safety
- Teaching Quality Standards

- Edutrust

#### 5) Personal professional development

- Undertake the required personal and professional development initiatives in place
- Keep up-to-date with current developments in ESL, including methodology and testing
- Meet corporate performance portfolio deadlines

### Key Relationships:

#### Internal

- Head of Contracts
- Teaching centre management team
- Teachers
- Contracts Senior Teacher, coordinator and admin staff
- Sales and Customer Management team
- Marketing and communications team
- Other wider BC teams

#### External

- Students, parents and guardians
- International schools
- Corporate clients
- Education partners e.g. partner schools, agents
- Travel agencies

### Role Requirements:

Threshold requirements:		Assessment stage
<b>Passport requirements/ Right to work in country</b>	UK nationals need to apply for DBS check (formerly known as CRB). Nationals of other countries need to provide an equivalent enhanced disclosure from that country. In addition all new staff should acquire a police check from their current country of residence. All the above need to be applied for prior post. Employment pass and approval from Ministry of Education is also required and to obtain this an undergraduate degree is required.	Shortlisting
<b>Direct contact or managing staff working with children?</b>	Yes	N/a
<b>Notes</b>	<p>Pre-employment medical check-up and reference checks will be carried out prior to successful appointment to the post.</p> <p>UK nationals need to apply for a UK DBS (Disclosure and Barring Service) check.</p> <p>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
<b>Qualifications</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>▪ Cambridge DELTA/Trinity DipTESOL (global minimum standard)</li> <li>▪ University degree</li> </ul>	<ul style="list-style-type: none"> <li>▪ Masters in relevant subject</li> </ul>	Shortlisting
<b>Role Specific Knowledge &amp; Experience</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>• At least 4 years post TEFL-Q teaching/training experience which should include having taught the following courses: <ul style="list-style-type: none"> <li>- Under 6s – 500+ hours</li> <li>- Primary age – 1000+ hours</li> <li>- Secondary age – 1000+ hours</li> <li>- Adults – 1000+ hours</li> </ul> </li> <li>• Line management experience</li> </ul>	<ul style="list-style-type: none"> <li>• At least two years' experience of academic management</li> <li>• A YL teaching qualification (TYLEC, CELTYL, PGCE)</li> </ul>	Shortlisting and Interview
<b>Role Specific Skills</b>		<i>Assessment Stage</i>
<p><b>Business Management and Development</b></p> <ul style="list-style-type: none"> <li>▪ Product &amp; service development – Proven ability to develop new products and services with an understanding of the local context, in order to improve our overall offer</li> <li>▪ Proven ability to manage contracts remotely and over a wide geographical area</li> </ul> <p><b>Academic Management</b></p> <ul style="list-style-type: none"> <li>▪ Able to manage and develop pedagogical activities such as syllabus design and course planning</li> <li>▪ Able to develop products to suit student needs</li> <li>▪ Proven ability to undertake teacher observations, teacher training, line management and professional development of teachers</li> <li>▪ Proven ability to manage the efficient deployment of resources to achieve outcomes for the team</li> </ul> <p><b>Communicating and Influencing</b></p> <ul style="list-style-type: none"> <li>▪ Displays good listening, writing and speaking skills, setting out logical arguments clearly, adapting language and forms of communication to meet the needs of different people/audiences.</li> </ul> <p><b>Managing People</b></p> <ul style="list-style-type: none"> <li>▪ Supervises a small team of people to deliver short term tasks to agreed quality and time standards.</li> </ul>		Shortlisting and Interview



### Information about the vacancy

<b>Job Title</b>	<b>Senior Teacher YL Contracts</b>	<b>Job Code</b>	<b>SNG-S-SNG-S-1898</b>
<b>Location</b>	<b>Singapore</b>	<b>Job Type</b>	<b>Senior Teacher</b>
<b>Applications Close</b>	<b>(23:59 UK Time)</b>	<b>Start Date</b>	<b>1 April 2019</b>
<b>Number of Posts</b>	<b>1</b>		

### Role Information

<b>Contract Length</b>	<b>Renewable Period</b>	<b>Contract Type</b>	<b>No of Staff Managed</b>	<b>Contract Hours</b>	<b>Contact Teaching Hours</b>
<b>2 years</b>	<b>1 year</b>	<b>Full time</b>	<b>6</b>	<b>37.5</b>	<b>8</b>

### Job Overview

We are recruiting a motivated and qualified Senior Teacher YL Contracts to join the Contracts Team in Singapore starting in April 2019. This post is contracted for 2 years and is a new position, in response to business growth.

You will work closely with the Head of Contracts and the two Contracts Senior Teacher to help manage a diverse and challenging suite of products. The department currently runs:

- A large 1:1 programme covering adults and YLs
- a full-time secondary school preparation programme
- EAL partnership programmes with international schools
- an international BC summer camp, currently attracting students from 22 countries
- holiday camps in partnership with international schools
- short term programmes for visiting overseas students.
- Offsite corporate English courses

For full details, please visit our website [here](#).

The main aspect of this role will involve:

- Managing the full operations of the department on Saturdays / Sundays (including timetabling of teachers, resourcing, client engagement, duty management, end to end contract management)
- Manage (and grow) the YL 1:1 product, including improving services, processes and wraparound
- Training and teacher support for YL and SEND
- Line management

Maintaining client satisfaction is central to the role, which requires high levels of customer care. You will be working with clients from around Asia, so tact and intercultural awareness are a must. Knowledge of Mandarin, or experience in working in China, would be a strong advantage. You will also be expected to provide a significant contribution to income

targets, develop new relationships clients and improve our current re-registration and registration targets.

You will be based between our Napier Road and our Toa Payoh centres, but will be expected to work across Singapore regularly, particularly when partnership projects are underway.

This post requires excellent communication skills, emotional intelligence and strong analytical thinking skills. Due to the short turnaround for many contracts, you need to be flexible and have a strong can-do approach and positive attitude. You should also have proven experience of client management and experience in coordinating projects across geographical areas.

To be considered, you need to have an undergraduate/university degree, Cambridge DELTA/Trinity Dip TESOL/relevant Master's degree, experience teaching or managing language programmes, experience of the IB / international school system and ideally have previous experience as a Senior Teacher.

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

All staff members have to be registered with the Ministry of Education. To do this, the British Council needs the educational certificates and degree transcripts of the teacher/trainer concerned. The British Council then writes to the universities or colleges for confirmation as required by local Singapore regulations. An undergraduate degree (Bachelor's) is essential.

An employment pass is issued by Immigration once the Ministry of Education has registered the staff member. The whole process takes about 6-8 weeks but the staff member concerned will be issued with a temporary visa until the process is complete. Staff members usually enter Singapore on a 3-month Visitor's Pass which they will receive on arrival.

### Centre information

British Council Singapore has four centres (Napier Road, Tampines, Marsiling and Toa Payoh)

The [Napier Road Centre](#) occupies its own custom built building next to the British High Commission, just outside the main tourist belt in a salubrious residential area. Here we run adult

courses (full and part time), and courses for secondary, primary and preschool school children. The Teacher Development Centre is also based here.

The [Tampines Centre](#) is located in the east of the island in the first carbon-neutral building in Singapore. It has 9 classrooms and offers courses for preschool, primary and secondary school children, and a small adult course offer. It also houses the first full-time pre-school in the region. It is a busy centre located in the bustling eastern suburb of Tampines.

The [Marsiling Centre](#), an 8 - classroom centre, opened in June 2003, accommodates courses for preschool, primary and secondary school children, and a growing adults business. Located in the heartlands of Singapore, the centre has a strong community atmosphere. The centre is on the 3rd and 4th floor of a community centre in Marsiling, located in the north of the island.

The [Toa Payoh Centre](#) is a 15-classroom centre that opened in August 2009. The centre accommodates courses for preschool, primary and secondary school children, adult General and Business English courses. The Professional Development Centre (PDC), which runs business communications skills and management training courses, is also based here. The centre is on the 9th floor of the HDB Hub, an office and shopping complex, located in the centre of the island. The Toa Payoh area is high density and serviced by excellent transport links, with a bus interchange and MRT station within the complex itself.

We also run contracts offsite throughout Singapore on a regular basis.

Please refer to our web site at [www.britishcouncil.org.sg/english](http://www.britishcouncil.org.sg/english) for a full range of courses and information about the centres.

## Salary

Salary is on a 7-point scale ranges from S\$7,750 gross per month to S\$8,925 gross per month.

The starting point on the scale is according to qualifications and experience. This applies to non-permanent residents and non-Singaporean citizens. For permanent residents and Singapore citizens, salary is inclusive of employer's CPF contribution. The starting point on the scale is according to qualifications and experience. A pension contribution has already been factored into salary.

S\$1.76 = 1 pound @ March 2017

## Income taxes and national insurances

### *Income tax*

Income tax is between 2-22% depending on total actual income. It is paid one year in arrears and staff members are responsible for submitting the necessary tax forms and arranging payment. Payment is usually demanded as one lump sum but instalments can be arranged as long as you do this before you receive your assessment.

### *National insurance*

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

Economy class flight for member of staff, accompanying partner and children from previous post or London paid by British Council Singapore. Economy class returns to London for the member of staff, accompanying partner and children at successful completion of a two-year contract if



this contract is extended by mutual agreement for a minimum of a further 12-month period.

This benefit will be payable only if member of staff is not already resident in Singapore at the beginning of contract.

### **Baggage allowance**

Accountable allowance of £1,200 for single staff; £2,000 for staff with accompanying partner and/or children per transfer paid by British Council Singapore.

This benefit will be payable only if member of staff is not already resident in Singapore at the beginning of contract.

### **Annual leave allowance**

Annual paid leave is 35 days.

### **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 is responsible for an annual deductible of £150 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**

Up to 2 weeks' hotel accommodation and subsistence plus 2 weeks' settling in allowance (for single teachers) or 3 weeks' settling in allowance (for teachers accompanied by dependents).

This benefit will be payable only if member of staff is not already resident in Singapore at the beginning of contract.

On first appointment a network teacher is entitled to an advance of up to three months' salary recoverable in twelve equal monthly instalments.

### **Additional information**

There is no financial support provided for schooling.

Enquiries about the post should be directed to the [East Asia Teacher Recruitment team](#)

Information on the Centre's current courses can be found at [www.britishcouncil.org.sg](http://www.britishcouncil.org.sg)

*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.*

Clare Robertson, Head of Contracts

8 February 2019