

## Role Title

Pre-school Mandarin Teacher

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Teacher	H	Singapore	Indefinite	Principal

## Role purpose

- To deliver quality preschool teaching and support effective learning
- To provide engaging learning experiences beyond the classroom
- 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:

British Council Singapore has four centres (Napier Road, Tampines, Marsiling and Toa Payoh), and the pre-school is located in Tampines. The British Council (Singapore) Pre-school (BCPS) provides a three-hour bilingual (English and Mandarin) programme for children from 2 to 6 years of age, preparing them for primary school and beyond. Our goal is to be a model school pioneering best practice in pre-school education, thereby enhancing the UK's leadership and shared learning through international education.

We are recruiting a Chinese-Language Pre-school Teacher. This is a full-time position. The work week will be Monday to Friday, 8:30am to 5:00pm. From time to time, you may also be asked to work on weekends (usually during promotional events).

## Main Accountabilities:

- *Delivering preschool teaching to the highest standards*
- *Enhancing British Council's reputation as a world authority in teaching*
- *Continuing professional development and sharing of best practices*
- *Ensuring teaching meets learner needs and expectations*
- *Maintaining good relationships with customers and colleagues*
- *Supporting teaching centre's activities and British Council plans*

## Key Relationships:

### Internal

- *Other teachers*
- *Teaching assistants*
- *Customer services and resources staff*
- *Management team*
- *Other wider British Council teams*

### External

- *Students*
- *Parents and family members*
- *Partner educational organisations*

## Role Requirements:

Threshold requirements:		Assessment stage
<b>Passport requirements/ Right to work in country</b>	You must have the right to live and work in the country in which the role is based. For applicants not currently living and working in this country please note that stringent visa restrictions apply in Singapore.	Shortlisting
<b>Direct contact or managing staff working with children?</b>	Yes	
<b>Notes</b>	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 Council but you are required to provide necessary documents or information to check your records up to 10 years on <ul style="list-style-type: none"> <li>• Prohibited Transactions</li> <li>• Enhanced Criminal Record Check</li> <li>• References</li> <li>• Professional Qualifications</li> <li>• Education</li> </ul>	
Person Specification:		Assessment stage
<b>Language requirements</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>

<ul style="list-style-type: none"> <li>▪ B4 in GCE 'O' level Chinese; or</li> <li>▪ HSK Level 6; or</li> <li>▪ Other acceptable alternatives according to ECDA guidelines</li> </ul>		Shortlisting
<b>Qualifications</b>		
<b><i>Minimum / essential</i></b>	<b><i>Desirable</i></b>	<b><i>Assessment Stage</i></b>
<ul style="list-style-type: none"> <li>▪ Diploma in Early Childhood Care &amp; Education (ECCE), previously known as Diploma in Pre-school Teaching</li> <li>▪ ECDA Teacher Certification at L2 (CL)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Early Childhood Education</li> </ul>	Shortlisting
<b>Role Specific Knowledge &amp; Experience</b>		
<b><i>Minimum / essential</i></b>	<b><i>Desirable</i></b>	<b><i>Assessment Stage</i></b>
<ul style="list-style-type: none"> <li>▪ Some teaching experience in a kindergarten or childcare setting</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2 years post-diploma teaching experience in a kindergarten or childcare setting</li> <li>▪ Experience in teaching classes from Nursery 1 to Kindergarten 2</li> </ul>	Shortlisting
<b>Role Specific Skills</b>		<b><i>Assessment Stage</i></b>
<b><i>Working with children</i></b> <ul style="list-style-type: none"> <li>▪ <i>Ability to work in a way that promotes the safety and well-being of children</i></li> <li>▪ <i>Effective communication and engagement with children and their families</i></li> <li>▪ <i>Knowledge and understanding of child development and its impact on learning and behaviour</i></li> </ul>		Shortlisting AND Interview
<b>British Council Core Skills</b>		<b><i>Assessment Stage</i></b>
<b><i>Teaching Skills at Level 1 (Essential)</i></b> <ul style="list-style-type: none"> <li>▪ Classroom management</li> <li>▪ Course and lesson planning</li> <li>▪ Subject knowledge</li> <li>▪ Understanding your learners</li> <li>▪ Learning technologies</li> </ul>		Shortlisting AND Interview
<b>British Council Behaviours</b>		<b><i>Assessment Stage</i></b>
<i>Making it happen (Essential)</i> <i>Working together (Essential)</i>  <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>  <i>Being accountable (Essential)</i> <i>Shaping the future (Essential)</i> <i>Connecting with others (Essential)</i> <i>Creating shared purpose (Essential)</i>		Interview

<b>Prepared by:</b>	<b>Date:</b>
Vivien Kwok Principal	25 January 2019

### Information about the vacancy

<b>Job Title</b>	Pre-school Mandarin Teacher	<b>Job Code</b>	SNG-T-1896
<b>Location</b>	Singapore	<b>Job Type</b>	Teacher
<b>Applications Close</b>	3 March 2019 (23:59 UK Time)	<b>Start Date</b>	27 May 2019
<b>Number of Posts</b>	1		

### Role Information

Contract Length	Renewable Period	Contract Type	No of Staff Managed	Contact Hours	Contact Teaching Hours
Indefinite	N.A.	Full time	0	30 hours per week	Up to 30 hours per week

### Job Overview

The British Council in Singapore is recruiting a Pre-school Mandarin Teacher to join our Pre-school based in Tampines. British Council (Singapore) Pre-school provides full time bilingual (English and Mandarin) education for children from 2 to 6 years of age, preparing them for primary school and beyond. Our goal is to be a model school pioneering best practice in pre-school education, thereby enhancing the UK's leadership and shared learning through international education.

This is an excellent career development opportunity for teachers to broaden their academic and professional skills. The Teaching Centres in Singapore benefits from a wide range of ICT and teaching resources, and provides many opportunities for training and development. Many of our teachers have benefitted from this.

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 must be registered with the Ministry of Education or Early Childhood Development Agency. To do this, the British Council needs the educational certificates and degree transcripts of the teacher/trainer concerned. Staff member is required to write to the universities or colleges for confirmation as required by local Singapore regulations.

## 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 academic, general and business English courses, 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. 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. 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 for both companies and MOE schools 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 ranges from S\$ 2,500 (Point 1, B Scale) to S\$ 3,319 (Point 4, A Scale) gross per month depending on qualifications and experience.

S\$1.79 = £1.00 @ Feb 2017

## Income taxes and national insurances

Income tax is between 2-22% depending on total actual income. It is paid one year in arrears and staff 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.

### Annual leave allowance

Annual paid leave is 21 days plus public holidays.

### Medical allowance

Local TACOS apply.

### Settling-in allowance

N/A

### Accommodation allowance

N/A

### Additional information

N/A

*Whilst all above information was accurate at time of writing, specific details and entitlements are subject to change.*

Vivien Kwok, Principal

25 January 2019