

Job Description
Ref no: SNG-S-1345

Job Title	Assistant Director, Professional Development Centre		
Directorate or Region	East Asia	Department/Country	Toa Payoh / Singapore
Location of post	Singapore	Pay Band	Senior Teacher
Reports to	Director, Professional and Teacher Development	Duration of job	24 months

Purpose of job:

The post holder will work as a team with other assistant directors and management staff to meet the strategic objectives for the centre.

Context and environment:

The Professional Development Centre has been operating for over 30 years. We train more than 8,000 employees a year in the public and private sectors, in Singapore and the region. We have a suite of over 60 courses, which range from business communication (writing, speaking, presenting) to leadership, team working, creativity and customer service.

1. Public 1, 2 or 3 day workshops at our training centre for mixed groups of employees
2. In-company, customised workshops for closed employee groups, usually off-site
3. 'Bitesize' 90 minute workshops
4. Bespoke programmes for Government Ministries and multinational companies for example transforming correspondence in the Public Service
5. E-learning
6. Regional and Global Training

The team is made up of 5 Customer Service staff members, 16 full time trainers (including three coordinators), three Assistant Directors (responsible for contracts and operations), a Business Development Manager and Director PDC.

The PDC shares premises with a teaching centre (mainly young learners) and teacher training (mainly CELTA courses).

The British Council in Singapore employs a team of over 100 trainers and teachers delivering English language, teacher training and professional development courses to Singaporeans and students of other nationalities.

Accountabilities, responsibilities and main duties:

Your principal duties are to lead and manage the Professional Development Centre (PDC) in order to meet business plans and the Singapore directorate's strategic objectives. You will manage 6 members of staff. This post does currently not require the management of finances, although awareness of income and running costs is important.

Duties include:

- Business Development (50%)
- Leadership and Management of Trainers (25%)
- Teaching/Training a maximum of 60 hours per quarter (15%)
- General management duties (5%)
- Personal professional development (5%)

These may be subject to clarification and change depending on needs.

Key relationships:

- Director PDC and leadership team
- Corporate clients in both Government and private sectors
- Regional and global British Council managers
- PDC trainers and administration team

Other important features or requirements of the job

NIL

<p>Please specify any passport/visa and/or nationality requirement.</p>	<p>Applicants must be granted the right to work in Singapore which is subjected to Ministry of Education/Ministry of Manpower approval. (NB an undergraduate/university degree is essential to obtain ministry approval)</p>
<p>Please indicate if any security or legal checks are required for this role.</p>	<p>UK nationals need to apply for a UK Disclosure and Barring Service (DBS) check. Nationals of other countries need to provide an enhanced disclosure from that country. In addition all new teachers should acquire a police check from their current country of residence. All the above need to be applied for prior post.</p>

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<ul style="list-style-type: none"> ▪ Being accountable (more demanding) ▪ Connecting with others (more demanding) ▪ Making it Happen (more demanding) <p><i>Please note: the other behaviours below will not be assessed at interview. However, all behaviours will be used for performance management purposes.</i></p> <p>Working Together (more demanding) Shaping the Future (most demanding) Creating shared purpose (more demanding)</p>		Interview only
Skills and Knowledge	<ul style="list-style-type: none"> ▪ Teaching skills (Level 2 = more demanding) ▪ Proven training skills in a range of professional courses ▪ Ability to work to tight deadlines and demonstrate a high level of flexibility ▪ Present to different stakeholders to promote the business ▪ Line Management of team members <p>Business Management and Development</p> <ul style="list-style-type: none"> ▪ Product and Service Development – Proven ability to develop and manage new projects and services with an understanding of the local context, in order to enhance corporate outputs. <p>Working with children</p> <ul style="list-style-type: none"> ▪ Ability to work in a way that promotes the safety and well-being of children. 		Shortlisting and Interview
Experience	<ul style="list-style-type: none"> ▪ Min 5 years of relevant work experience post-qualification with a proven track record of professional training in a wide range of situations in public and private sectors 		Short listing and Interview
Qualifications	<ul style="list-style-type: none"> ▪ Relevant teaching qualification and experience i.e. Cambridge CELTA/Trinity 	<ul style="list-style-type: none"> ▪ TEFL-Q (i.e. Cambridge) 	Short listing only

	<p>cert TESOL and/or Training qualification</p> <ul style="list-style-type: none"> ▪ Min 5 years relevant work experience in business or education ▪ 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/university degree 	<p>DELTA/Trinity DipTESOL</p> <ul style="list-style-type: none"> ▪ Masters in a relevant subject 	
Submitted by	Eldon Pascoe	Date	5 May 2016

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Section A
Information about the vacancy

Recruitment Responsibility	East Asia Regional Team	Date	13 May 2016
Location	Singapore	DAC code	SNG-S-1345
Job Title	Assistant Director, Professional Development Centre	Job Type	Senior Teacher (Network)
Start Date	July 2016 (negotiable)	Closing Date	30 May 2016 (23:59 UK time)
Advertise job	Internal and External	Number of posts	1

Job Specific skills, knowledge, qualifications & experience

We are recruiting for a motivated and qualified Assistant Director to join our team with the Professional Development Centre starting in July 2016 (start date is slightly negotiable).

You need to have an undergraduate/university degree, a Cambridge CELTA /Trinity CertTESOL and/or relevant recognised training qualification and also have 5 to 8 years of relevant post qualification work experience.

This post is contracted for 2 years.

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The British Council in Singapore employs a team of over 100 trainers and teachers delivering English language, teacher training and professional development courses to Singaporeans and

students of other nationalities.

Enquiries about the post can be sent to the attention of the [East Asia Teacher Recruitment team](#) (based in Singapore).

Please note that interviews will likely be from 3rd June – 15th June 2016.

Internal candidates only: please remember to include the full version of your most recent end-of-year-record of performance (2015/16) and confirm when the system prompts you to, that you have discussed the application with **both** your line and centre manager.

British Council is committed to a policy of equal opportunity. British Council is committed to safeguarding and promoting the welfare of children and young people and expects all of its partners to share this commitment. In line with the British Council's Child Protection policy, any appointment is contingent on thorough checks. In the UK, and in other countries where appropriate systems exist, these include criminal records checks.

Local restrictions on employment (if any)

All staff 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. A first 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 normally enter Singapore on a 3-month Visitor's Pass which they will receive on arrival.

Section B

Information about the Teaching Centre. A brief overview.

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

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 general and business English 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. 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, as well as adult General and Business English courses. 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.

The [Katong Centre](#) is a 4 classroom partnership with Aardman animations. It delivers lessons based for 2-5 year olds themed on the Timmy Time animated series. The centre is located in a mall and is well served by transportation.

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

Section C

Information about the terms and conditions of service (TACOS).

Whilst the information below was accurate at time of writing, specific details and entitlements are subject to change

Job Overview

You will join a team of over 100 trainers and teachers delivering English language, teacher training and professional development courses to Singaporeans and students of other nationalities. Your principal duties are to lead and manage the Professional Development Centre (PDC) in order to meet business plans and the Singapore directorate's strategic objectives.

Contract Length	24 months	Renewable Period	24
Contract Type	Network	No. of Staff Managed	6
Contract Hours	37.5	Contact Hours	-

Annual Salary

Salary on a scale from \$7,750(scale point 1) per month to \$8,925 (scale point 7) per month. This applies to non permanent residents and non Singaporean citizens. **For permanent residents and Singapore citizens, salary is inclusive of employer's CPF contribution.** Starting point on scale is according to qualifications and experience. A pension contribution has already been factored into salary.

S\$1.97 = £1.00 @ May 2016

Income Tax & National Insurance

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.

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 & 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

35 days leave allowance per year.

Medical Allowance

Contract staff and their non-working dependants are covered by the British Council BUPA medical plan. Optical and dental treatment is 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 dependants).

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.

Accommodation Allowance

N/A

Any Other Allowances

N/A

Additional Information

Information on the Centre's current courses can be found at www.britishcouncil.org.sg/corporatetraining

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Section E**Information about the place****Country Overview**

Singapore is an island republic at the southern end of the Malayan Peninsula. This city-state has a population of approximately 4 million. It is a clean, well-organised state ambitious to become a modern showcase city.

There are few natural resources and the Government's policy is to build a strong economy based on the technical skills of its population. Education plays an important role in this and English is seen as the key to knowledge and the international market.

The role of English is further enhanced by the fact that the population is made up of a mix of Chinese (of various dialect backgrounds), Malays, Indians, and a small percentage of "others". There are four official languages - Mandarin Chinese, Malay, Tamil and English.

English is used heavily as the lingua franca. All but a small percentage of education is conducted in English, a good pass in the Cambridge University set O-level English examination being important if a student wishes to go on to higher education. English is also heavily used in business although there are sectors where Chinese is the most important language.

Singapore can offer a very comfortable lifestyle because of its relatively clean environment and stable society. Crime rates are low and the political climate is stable.

City Overview

Singapore is both the country and the city. See above.

Climate

Singapore is very near the equator. The weather is therefore hot and humid throughout the year. In between bursts of sunshine, frequent rainstorms and cloudy skies keep the average temperature down to 24-32C. In December, which is usually very wet, the temperature can fall to around 25/6 degrees C.

Accommodation

There is private and public accommodation in Singapore. For information on rates and what is available, please visit: <http://www.propertyguru.com.sg/>

General living costs & conditions

Generally, the cost of living in Singapore is not unlike Britain in many respects. Everything is available, although imported goods are of course more expensive. International supermarket prices tend to be on a par with the UK, whereas prices at local markets can be much lower. Eating out can be very cheap in local food centres (\$4 for a good curry) and equivalent to UK in restaurants. Alcohol is freely available, but expensive. Books are in good supply, and the mark-up on UK prices is not too high. Cinemas are popular, with tickets at around \$8.50.

Income tax is between 2%-22% depending on your 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.

Although certain aspects of life here are quite expensive, it is also possible to live well but economically, and most contract staff comment that they are able to save money.

Transport & Communication

Public transport is plentiful, efficient, comfortable, and reasonably priced. This is just as well as Singapore is the most expensive country in the world to buy and own a car. As a rule of thumb, assume 3 times the price you would pay in the UK. However, a number of staff have motorcycles, which are more affordable.

General Health, Medical & Dental Care

Singapore has first-rate medical facilities and services.

Network staff and their dependants are covered on the British Council's BUPA Medical Insurance Scheme.

Dental care is excellent but expensive. BC insurance only covers emergency dental treatment, routine dental treatment is not included in the policy.

Generally, Singapore is a very healthy, clean and unpolluted place to live. There are strict regulations about health and safety in all spheres. Tap water is drinkable and the island is regularly "fogged" for mosquito control.

Singapore has a low crime rate and is considered a very safe place to live.

Job Opportunities for Partners

Singapore can be attractive to working couples, either both as network contracts, or one as network contract and the other on an hourly paid basis (around \$60-70 per hour gross). Many of our teachers work long-term on this basis. There are several other schools which may offer work. There are limited opportunities for work for foreigners in other sectors.

Schooling & Childcare

Local state schools are inexpensive but are probably not suitable for the children of short-stay foreign parents. International schools are expensive. Some teachers have children below school age, but parents should take into account the costs of child care if both parents are working. A live-in maid/nanny will cost between S\$350 and \$400 a month + levy of \$345 a month plus air fares after 2 years and medical insurance.

Any Other Information (Shopping facilities, entertainment, leisure.)

Singapore is a shopping and eating paradise. Shopping is a national pastime and it takes place in a range of locations from luxurious shopping malls selling the top world brands to wet markets. All palates are catered for by a huge variety of restaurants serving dishes from around Asia and for special treats staff can enjoy Sunday brunches in the top hotels, serving lobster and freeflow champagne.

There is a lot of very good organised entertainment in the form of cinemas, leisure parks and leisure centres. There are several good walks available around reservoirs and through nature reserves. There is an excellent botanical garden and several well-kept parks. Most sports are available at reasonable prices - tennis, squash, golf, swimming, soccer, rugby and cricket being some of the most popular.

Nightlife is very colourful, and there are hundreds of bars and discos in the Boat Quay and Clarke Quay areas made famous by the rogue trader, Nick Leason, as well in Chinatown and Little india.

The Arts are flourishing as Singapore establishes itself as a regional cultural hub.

The beaches of Singapore are mediocre but coral islands off the East coast of Malaysia can be reached within 4 hours and offer cheap accommodation.

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