

## Role Title

**Hourly Paid (Part time)Teacher of English**

## Role Information

| Role Type | Pay Band             | Location  | Duration | Reports to:    |
|-----------|----------------------|-----------|----------|----------------|
| Teacher   | Teacher salary scale | Hong Kong | NA       | Senior Teacher |

## 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:

British Council Hong Kong was established in 1948. We moved into our current ‘flagship’ premises, situated in Admiralty, near the business and financial centre of Hong Kong, in 1997. We offer English classes on Hong Kong Island, in Kowloon and in the New Territories.

We have around 24,000 students per year and about 120 teachers. We are a seven-day-a-week operation with Saturday and Sunday being our busiest days. Around 65% of our students are kindergarten, primary and secondary YLs and we have recently launched Primary Plus, the new regional primary product which is currently in an exciting period of growth. For Adults, we teach a wide range of general English, exam preparation and business courses, with the British Council global product myClass being the largest area.

The size of the Hong Kong centre enables us to be excellently resourced and one of the most exciting centres in terms of breadth of opportunity to develop. All our classrooms at the main office are equipped with Interactive White Boards (IWBs) and you will receive training in how to use these if needed.

## Main Accountabilities:

**Accountabilities:**

Support British Council's global English strategy by:

- 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 practices.

**Responsibilities:**

- Ensuring teaching meets learner needs and expectations.
- Ensuring teaching meets Teaching Quality Standards and organisational expectations.
- Maintaining good relationships with customers and colleagues.
- Supporting the teaching centre's activities and British Council plans.

**Main duties:**

- Plan, prepare and deliver high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles.
- Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy.
- 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.
- Complete teaching related administrative tasks to specified standards.
- Actively engage in professional development and performance management to ensure quality and high standards in teaching and learning, and maintain British Council's position at the forefront of best ELT practices.
- Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of the contemporary UK.
- Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service.
- Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:
  1. Child Protection
  2. Equality Diversity Inclusion
  3. Health and Safety

**Key Relationships:**

- Learners and parents
- Other teachers
- Teaching Centre management team
- Business Support team
- Sales and Customer Management team
- Resources team
- Marketing team

**Other important features and requirements of the job**

The vast majority of hourly-paid work is on a Saturday and/or Sunday although there may infrequently be the opportunity for work on other days. It may involve travel to one of our branch centres and will more than likely involve teaching Young Learners.

There is the possibility of extra working hours on Monday to Friday during Summer Courses (July and August)

## Role Requirements:

| Threshold requirements:   |  | Assessment stage        |
|---|--|-------------------------|
| <b>Passport requirements/<br/>Right to work in country</b>  | Please note that hourly paid teacher applicants need to hold valid Hong Kong work visas / dependent visas / Hong Kong permanent residency in addition to meeting the requirements below.   | Shortlisting            |
| <b>Direct contact or managing staff working with children?</b>  | Yes<br><br>UK nationals need to apply for a UK DBS (Disclosure and Barring Service) check. In addition all new teaching staff should acquire a police check from their current country of residence. All the above need to be applied for prior to post. |                         |
| Person Specification:   |  | Assessment stage        |
| Language requirements   |  |                         |
| <i>Minimum / essential</i>  | <i>Desirable</i>   | <i>Assessment Stage</i> |
| <ul style="list-style-type: none"> <li>High proficiency in English - full mastery of English across all 4 skills equivalent to user IELTS Band 9 in each of the 4 sections of the academic module.</li> </ul>   |  | Shortlisting            |
| Qualifications  |  |                         |
| <i>Minimum / essential</i>  | <i>Desirable</i>   | <i>Assessment Stage</i> |
| <ul style="list-style-type: none"> <li>Cambridge CELTA/Trinity, CertTESOL or equivalent</li> <li>Undergraduate/University degree</li> </ul>   | <ul style="list-style-type: none"> <li>Cambridge DELTA/Trinity Diploma or equivalent</li> <li>PGCE/ B.Ed in Primary/Secondary or equivalent</li> <li>CELTYL or TYLEC</li> </ul>  | Shortlisting            |
| Role Specific Knowledge & Experience  |  |                         |
| <i>Minimum / essential</i>  | <i>Desirable</i>   | <i>Assessment Stage</i> |
| <p>A minimum of 1 year full-time post-TEFL qualification (CELTA/Trinity CertTESOL) teaching experience gained from teaching a variety of age groups and levels from young learners through to adults.</p> <p>You should have experience in teaching <b>two or more</b> of the following age groups:</p> <ul style="list-style-type: none"> <li>Young learners &lt; 4 (400+ hours)</li> <li>Young learners aged 4 to 7 (400+ hours)</li> <li>Young learners aged 8 to 12 (400+ hours)</li> </ul> | Experience teaching specialist courses.  | Shortlisting            |

| <ul style="list-style-type: none"> <li>• Young learners aged 13 to 17 (400+ hours)</li> <li>• Adults aged 18+ (400+ hours)</li> </ul>  |                            |  |
|--|----------------------------|--|
| <b>Role Specific Skills</b>  | <b>Assessment Stage</b>    |  |
| <ul style="list-style-type: none"> <li>▪ Teaching skills (all at level 1):</li> <li>▪ Classroom management</li> <li>▪ Course and lesson planning</li> <li>▪ Subject knowledge</li> <li>▪ Understanding your learners</li> <li>▪ Learning technologies</li> </ul> <p>Working with Children</p> <ul style="list-style-type: none"> <li>▪ Ability to work in a way that promotes the safety and well-being of children</li> <li>▪ Effective communication and engagement with children and their families</li> <li>▪ Knowledge and understanding of child development and its impact on learning and behaviour</li> <li>▪ Knowledge and understanding of positive disciplinary methods</li> </ul> | Shortlisting AND Interview |  |
| <b>British Council Behaviours</b>  | <b>Assessment Stage</b>    |  |
| <ul style="list-style-type: none"> <li>▪ Being accountable (essential)</li> <li>▪ Working together (essential)</li> </ul> <p>Please note: the other behaviours below will not be assessed at interview. However, all behaviours will be used for performance management purposes.</p> <ul style="list-style-type: none"> <li>▪ Making it happen (essential)</li> <li>▪ Shaping the future (essential)</li> <li>▪ Connecting with others (essential)</li> <li>▪ Creating shared purpose (essential)</li> </ul>  | Interview                  |  |
| <b>Prepared by:</b>  | <b>Date:</b>               |  |
| Jonathan Griffiths   | 17 July 2018               |  |