

Job Description
Ref no: SNG-T-1802

Job Title	Pre-school Mandarin Teacher - Hourly Paid		
Directorate or Region	East Asia	Department/Country	Singapore
Location of post	Singapore	Pay Band	Local payband H
Reports to	Principal	Duration of job	One year contract, renewable yearly
Purpose of job			
<ul style="list-style-type: none"> ▪ 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 			
Context and environment			
<p>We are recruiting an Mandarin teacher to join our full time preschool based in Tampines. This is an hourly paid position, and is to start 2 January 2019, or earlier. The pre-school operating hours are from Monday to Friday, from 8:30am to 5:00pm. You may be asked to work/teach during these operating hours. From time to time, you may also be asked to work at weekends (usually during promotional events). The number of hours required will vary from week to week.</p> <p>The British Council (Singapore) Pre-school provides full-time bilingual (English & 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 preschool education, thereby enhancing the UK's leadership and shared learning through international education.</p> <p>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 for a full range of courses and information about the centres.</p>			
Accountabilities			
<ul style="list-style-type: none"> • 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 			
Responsibilities			
<ul style="list-style-type: none"> • Ensuring teaching meets learner needs and expectations • Ensuring teaching meets organisational expectations • Maintaining good relationships with customers and colleagues • Supporting the teaching centre's activities and British Council plans 			
Main duties			

1.	Provide overall and primary care to children assigned, ensuring general well-being of the children
2.	Plan, prepare and deliver high quality preschool teaching that meets the needs of different customer groups taking into account individual learning styles
3.	Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy
4.	Contribute to the development, evaluation, and improvement of preschool courses, materials and related services, in order to meet students' needs by actively working as a member of the teaching team
5.	Complete teaching related administrative tasks to specified standards
6.	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 teaching practices
7.	Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of contemporary UK
8.	Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service
9.	<p>Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:</p> <ul style="list-style-type: none"> • Child protection • Equal Opportunity and Diversity • Health and safety • Information Management • Edutrust • CPE • ECDA

Key relationships:

Internal

- Other teachers
- Management team
- Customer services and resources staff
- Teaching assistants

External

- Learners
- Parents
- Partner educational organisations

Other important features or requirements of the job

Please specify any passport/visa and/or nationality requirement.	Applicants must be granted the right to work in Singapore which is subjected to Ministry of Education/Ministry of Manpower approval.
Please indicate if any security or legal checks are required for this role.	<p>UK nationals need to apply for a UK DBS check. Nationals of other countries need to provide an enhanced disclosure from that country. In addition all new teachers must acquire a police check from their current country of residence. All the above need to be applied for prior post.</p> <p>All new teachers must also sign a standard declaration issued by ECDA.</p>

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<ul style="list-style-type: none"> ▪ Making it happen (essential) ▪ Working together (essential) <p>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.</p> <ul style="list-style-type: none"> ▪ Being accountable (essential) ▪ Shaping the future (essential) ▪ Connecting with others (essential) ▪ Creating shared purpose (essential) <p>For information on the British Council Behaviours please refer to our website at www.britishcouncil.org.sg/en/about-us/jobs</p>		Interview only
Skills and Knowledge (Level 1: Essential)	<p>Teaching Skills – all at level 1</p> <ul style="list-style-type: none"> ▪ Classroom management ▪ Course and lesson planning ▪ Subject knowledge ▪ Understanding your learners ▪ Learning technologies 		Interview only
	<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 • Effective communication and engagement with children and their families • Knowledge and understanding of child development and its impact on learning and behaviour 		Interview only

Experience	2 years post-diploma teaching experience in a kindergarten or childcare setting with: <ul style="list-style-type: none"> ▪ Young Learners aged 2 to 6 	Experience teaching pre-school classes from Nursery 1 to Kindergarten 2	Short listing and interview
Qualifications	<ul style="list-style-type: none"> ▪ Diploma in Pre-School Teaching (DPE-T) or a Diploma in Early Childhood Care and Education (DECCE-T); or a Letter of Notification (LON) issued by MSF or MOE ▪ B4 in GCE 'O' Level Chinese or acceptable alternatives. Candidates with a C5 or C6 in CL will be required to obtain HSK Level 6. 	Bachelor's degree in Early Childhood Education	Short listing only
Submitted by	Vivien Kwok	Date	30 August 2018

Information about the vacancy

Job Title	Pre-school Mandarin Teacher	Job Code	SNG-T-1802
Location	Singapore	Job Type	Teacher
Applications Close	16 Sep 2017 (23:59 UK Time)	Start Date	02 January 2019, or before
Number of Posts	1		

Role Information

Contract Length	Renewable Period	Contract Type	No of Staff Managed	Contact Hours	Contact Teaching Hours
One year	Yearly	Hourly Paid	0	Up to 30 hours per week	Up to 30 hours per week

Job Overview

The British Council in Singapore is recruiting a Pre-school English Teacher – Hourly Paid to join our Pre-school based in Tampines. This start date is 2 January 2019, or before. 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 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.

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

N/A

Medical allowance

N/A

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

30 August 2018