

Role Title

Hourly Paid Teacher – Young Learners

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Hourly Paid Teacher – Young Learners	HP teacher salary scale	Korea	1 year (renewable)	Academic Manager

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 British Council Korea is recruiting an experienced, enthusiastic, dedicated teacher to join our teaching team on a part-time hourly paid basis. We are keen to appoint staff who can demonstrate good professional skills, are willing and able to learn and develop, and are good members of a team. We are particularly looking for qualified Early Years teachers who have experience in phonics, kindergarten, and lower primary curriculum.

The ideal candidate will be comfortable teaching multiple age groups from 5 years old to 17 years old.

The suitable candidate must already be in Korea and have the legal right to take up additional employment.

Enquiries about the post can be sent to recruitment@britishcouncil.or.kr.

Main Accountabilities:

- Teach a variety of young learner lessons in groups of up to 18 students (16 for Very Young Learners)
- Adapt materials to meet the needs of learners
- Use technology during lessons when appropriate
- Complete registers and other administration within agreed time frames
- Support the British Council's global English strategy by delivering professional teaching to the highest standards
- Enhance the British Council's reputation as a world authority through continued professional development and sharing of best practices

Key Relationships:

Internal

- Teaching colleagues
- Senior teachers and management team
- Customer management team

External

- Learners
- Parents

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Applicants must already have the legal right to work in Korea which is subjected to Ministry of Education approval. Applicants must seek permission for additional work from the current visa provider (main employer) in case of holding a E1 or E2 working visa.	Shortlisting
Direct contact or managing staff working with children?	No	N/a
Notes	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.	

Person Specification:		Assessment stage
Language requirements		
Minimum / essential	Desirable	Assessment Stage
High proficiency in English i.e. full mastery of English across all 4 skills equivalent to user (CEFR C2) IELTS Band 9 in each of 4 sections of the academic module		Shortlisting
Qualifications		
Minimum / essential	Desirable	Assessment Stage
<ul style="list-style-type: none"> ▪ First degree or equivalent AND ▪ Relevant teaching qualification i.e. Cambridge CELTA/ DELTA OR ▪ Diploma in Early Childhood Care and Education (DECCE-T) or equivalent ▪ Letter of Notification (LON) Level 2 	<ul style="list-style-type: none"> PGCE (QTS)/B.Ed in Primary or relevant Secondary subject Relevant Master's Degree CELTYL or equivalent Bachelor's degree in Early Childhood Education 	Shortlisting
Role Specific Knowledge & Experience		
Minimum / essential	Desirable	Assessment Stage
<p>2 years post-certificate i.e. CELTA/Trinity cert TESOL experience in two or more of the following age groups:</p> <p>Young learners aged 5 to 7 (400+ hours)</p> <p>Young learners aged 8 to 10 (400+ hours)</p> <p>Young learners aged 11 to 13 (800+ hours)</p> <p>Young learners aged 14 to 17 (400+ hours)</p>	<ul style="list-style-type: none"> Experience of working / teaching in a school environment Experience in teaching primary learners aged 6-12 Experience in teaching secondary learners up to 17 years old 	Shortlisting and interview
Role Specific Skills		Assessment Stage
<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 <p>Working with children: Ability to work in a way that promotes the safety and well-being of children.</p>		Interview
Behaviours		Assessment Stage
<ul style="list-style-type: none"> ▪ Making it happen (essential) 		Interview

- Connecting with others (essential)
- Working together (essential)

Please note: the other behaviours below will not be assessed at interview. However, all behaviours will be used for performance management purposes.

- Shaping the future (essential)
- Being accountable (essential)
- Creating shared purpose (essential)

Information about the vacancy

Job Title	Hourly Paid Teacher (Young Learners)	Job Code	KOR-T-1774
Location	Seoul, Korea	Job Type	Hourly Paid
Applications Close	15 August 2018	Start Date	Flexible
Number of Posts	5		

Role Information

Contract Length	Renewable Period	Contract Type	No of Staff Managed	Contact Hours	Contact Teaching Hours
1 year	Renewable	Hourly Paid	NIL	NIL	NIL

Job Overview

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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 of the teacher/trainer concerned. An undergraduate degree (Bachelor's) is essential. In addition, all new teachers should pass the medical check-up before taking up the post.

As this is an hourly paid position, it is necessary that the successful candidate already has the

right to work in Korea.

Centre information

British Council teachers work in well-appointed and resourced offices, which also have break-out areas and kitchen facilities. There is a hot-desking system in place in the office to ensure that all teachers have access to computers. Every centre has a full range of teaching materials both on paper and in digital form, as well as multimedia resources and iPads.

The Young Learners' operation is based in three locations – a 7-classroom Young Learners Branch in the historical centre of Seoul to the north of the Han river near the Seoul City Hall, and two Young Learner branches to the south of the river: a 7 classroom Young Learners branch in Mokdong and a 7-classroom Young Learners branch in Seocho. We currently have more than 2,600 Young Learners studying with us with growth planned for the future. More information about the courses we offer can be found on our [homepage](#).

All branches are open 7 days a week. From Monday to Friday, the earliest weekday classes start at 1:00pm and the last ones finish at 7:40pm with weekend classes starting at 9:30am and the last ones finishing at 6:45pm. You will work five days per week, with two consecutive weekend days. At the moment, these are either Friday/Saturday or Sunday/Monday, but these may change in the future according to operational needs. During the two intensive periods in the summer and the start of the calendar year, classes currently run from 10.00am until 5.00pm from Monday to Friday, with a Sat/Sun weekend. This may also be subject to change in the future.

Current Young Learner teachers teach a range of classes, made up of approximately 30% Early Years (5-7 years old) and 50% Primary (8-13). The remaining classes are made up of either Secondary or Returnees classes, depending on the centre.

The main office is located near City Hall, the historical, cultural and political centre of Korea's capital.

Salary

Salary on a scale ranging from KRW 43,000 per hour to KRW 48,500 per hour. This applies to non-permanent residents and non-Korean citizens. The starting point on the scale is according to qualifications and experience.

Income taxes and national insurances

Income tax is paid on a monthly basis and is automatically deducted from the monthly salary.

Head of Young Learners

1 August 2018