

Role Title

Consultant Trainer, Senior Teacher, English for Education Systems

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Trainer	6	Flexible location between Beijing, Shanghai, Guangzhou and Chongqing (if not already in post)	2 years (renewable)	Senior Manager, EES

Role purpose

To work with the team to increase the scale, impact and academic quality of the EES programme across China through the delivery of training, consultancy and other professional development services aligned to sector and client needs. The post involves end-to-end responsibility for projects including planning and delivery of training to support the British Council China's work with schools, tertiary institutes and government bodies, which enhances our local standing and repute and improves professional and pedagogical credibility.

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.

Geopolitical/SBU/Function overview:

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create international opportunities for the people of the UK and other countries and build trust between them worldwide

We work in more than 100 countries and our 8,000 staff – including 2,000 teachers – work with thousands of professionals and policy makers and millions of young people every year by teaching English, sharing the arts and delivering education and society programmes.

In China the British Council operates across five offices: Beijing, Shanghai, Guangzhou, Chongqing and Wuhan. We employ over 750 staff across the country.

The British Council operates under two legal entities in China. 1) We operate as the Cultural

and Education Section of the British Embassy in Beijing and Cultural and Education Section of the British Consulate-General in Shanghai, Guangzhou, Chongqing and Wuhan. 2) Our Exams work across China operates as a Wholly Foreign Owned Enterprise - BC Education Consulting (Beijing) Company Ltd (BC 教育咨询 (北京) 有限公司)/ BC Education Consulting (Beijing) Co. Ltd Chongqing Branch (BC 教育咨询 (北京) 有限公司重庆分公司)/ BC Education Consulting (Beijing) Co. Ltd Guangzhou Branch (BC 教育咨询 (北京) 有限公司广州分公司)/ BC Education Consulting (Beijing) Co. Ltd Shanghai Shenyu Education Technology Branch (BC 教育咨询 (北京) 有限公司上海申宇教育科技分公司). This position will be employed by one of the above depending on location.

The EES (English for Education systems) team is based in four of the regional offices in China. The team works with Chinese government and private bodies to plan and deliver teacher development for teachers across China. Currently the team delivers training to state school primary and secondary school teachers, teachers in vocational colleges, potential teacher trainers and tertiary sector lecturers. Training is face to face with some online courses. Increasingly project design is moving towards an extensive, classroom-based, job-embedded, spaced intervention model with a focus on measuring the impact of intervention on classroom practice.

Main opportunities/challenges for this role:

The post-holder will work closely with the Senior Manager, Senior Project Manager, other consultant trainers and project managers/project officers based in the four offices to design and deliver teacher training services throughout mainland China.

Main Accountabilities:

Accountabilities, Responsibilities And Main Duties

- To plan, prepare and deliver training courses/ workshops/ seminars to groups of teachers in different locations in China. (60%)
- To lead on end-to-end academic management for projects: including academic consultancy (internal and external), proposal writing, negotiating with stakeholders, needs analyses, project design, course content selection, quality assurance/project management of project timeline/delivery, report writing, monitoring and evaluation etc.
- To work closely with the team strategic lead, to co-ordinate the EES China Academic Team to achieve effective operations that meet strategic objectives (as required)
- To keep updated professionally, as a trainer and an ELT practitioner, internationally and on the ELT context in China, to ensure high standards are maintained so that the British Council remains at the forefront of best ELT practice
- To ensure all duties are delivered in line with the British Council's policy on Child Protection and Equality, Diversity and Inclusion, and these is taken into account when planning and delivering activity
- Manage information created and received in compliance with the British Council's information management standards, policies, the UK data protection principles and local legislation.
- Line manage up to 7 staff (as required) in accordance with the British Council portfolio standards

Key Relationships:

Internal:

- British Council China EES staff in Beijing, Shanghai, Guangzhou and Chongqing
- Regional EES colleagues

- China Business Service Support team (BSS)

External:

- China Exams and Education colleagues working in public and private education sector
- Teacher researchers (school inspectors) and professional contacts in Education Bureaux, teacher training institutions and Chinese universities
- School teachers and heads of English

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	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 China and as such only incumbents with passports from China and the UK can be considered.	Shortlisting
Direct contact or managing staff working with children?	No	N/a
Person Specification:		Assessment stage
Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Language Proficiency: English C2 (Aptis, IELTS 9 or equivalent) 	<ul style="list-style-type: none"> ▪ Knowledge of spoken Chinese 	Shortlisting
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Undergraduate degree ▪ TEFL-Q qualification (e.g. DELTA or Trinity DipTESOL) 	<ul style="list-style-type: none"> ▪ Young Learner teaching qualification, e.g. CELTYL/CELTA YL Extension ▪ Accredited Trainer status for CELTA, ICELTA or Trinity Cert. ▪ PGCE, B.Ed. or equivalent ▪ A relevant Master's degree 	Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Four years teaching experience, including at least two years' post TEFL-Q ▪ Experience in teaching, or training teachers, of younger learners ▪ Experience of teaching or training teachers of in-school learners ▪ Proven experience of the design and delivery of extended teacher training courses 	<ul style="list-style-type: none"> ▪ Knowledge of context of school teachers in Chinese state schools ▪ Knowledge of context of university lecturers in Chinese universities ▪ Training teachers in Chinese or Asian contexts ▪ Design and/or E-moderation of online 	Shortlisting

<ul style="list-style-type: none"> ▪ Experience of teaching and learning at tertiary level (e.g. pre-sessional EAP teaching, ESP and/or EMI teacher training) ▪ Line management experience 	<ul style="list-style-type: none"> courses ▪ Trainer training ▪ Educational consultancy or curriculum design ▪ School based subject teaching and/or CLIL (Content and language integrated learning) 	
Role Specific Skills (if any)		Assessment Stage
<ul style="list-style-type: none"> ▪ English Language Teacher Training Skills - Knowledge of principles of learning, teaching and training methodology - Course and session design - Training session management 		Shortlisting AND Interview
British Council Core Skills		Assessment Stage
<p>Managing Projects: level 2 <i>Examines project data and performance, reporting on progress and recommending corrective action as needed.</i></p> <p>Communicating and influencing: level 2 <i>Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.</i></p> <p>Planning and organising: level 2 <i>Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</i></p>		Shortlisting AND Interview
British Council Behaviours		Assessment Stage
<p>Behaviour XX (Level): Level Descriptor Making it Happen -More demanding <i>I deliver excellent results, achieve challenging goals and develop myself and others. I do this by setting clear and demanding objectives to deliver what is required. I stay focused on measurable outcomes, while building longer-term capability. I demonstrate standards of excellence and deliver value for money. I measure progress and adapt plans when necessary.</i></p> <p>Working together -More demanding <i>Knowing that we will achieve more with other people than we can do separately, by sharing goals and resources to add more value, I work towards common goals with others. I do this by agreeing effective and respectful ways of sharing success. I generate mutual support, shared benefits and promote interdependence.</i></p> <p>Connecting with others -More demanding <i>I find common ground and build relationships and connections to support British Council goals. I do this by building trust with others, by paying attention to their concerns and needs, and showing that I understand their interests. I achieve understanding and trust in a culturally sensitive way – whatever my role.</i></p>		Interview
Prepared by:		Date:
Caspar Mays: Academic Manager		January 2017

ANNEXE B

Rotational roles or other roles involving mobility

Role Consultant Trainer, Senior Teacher, English for Education Systems

Role:	Pay Band:	Location:	Duration:	Reports to:
Trainer	6	Flexible location between Beijing, Shanghai, Guangzhou and Chongqing (if not already in post)	2 years (renewable)	Senior Manager, EES

Role information for applicants

Role information

Diplomatic status	No	Notes	
Security clearance required?	Yes		
Posting allows spouse/partner to accompany	Yes		
Posting allows dependent children to accompany	Yes		
Does the role attract a mobility package?	Yes		
Details of any mobility package provided (if eligible)*	Country plus – Employee is paid on the local salary scale and local terms and conditions apply, however some additional plus benefits may be provided to support mobility.		
*To be eligible to a mobility package or a change to a mobility package you are currently in receipt of you must be moving to another country for a fixed term only.			

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Section A

Recruitment Responsibility	East Asia Teacher Recruitment Team	Date	11 July 2016
Location	Flexible location between Beijing, Shanghai, Guangzhou and Chongqing, China	DAC code	CHN-S-1462
Job Title	Consultant Trainer, Senior Teacher, English for Education Systems (EES)	Job Type	Full-time
Start Date	3 April 2017	Closing Date	14 February 2017
Advertise job	Internal / External	Number of posts	1

Job Specific skills, knowledge, qualifications & experience

British Council China is seeking an enthusiastic and experienced professional to join the team as a Consultant Trainer in one of the four regional offices (Beijing, Shanghai, Guangzhou or Chongqing).

This role is based within the English for Education Systems (EES) team. Working closely with a Senior Manager, Senior Project Manager, Project Managers, Project Officers and two other Consultant Trainers, you will have the opportunity to increase the scale, impact and academic quality of the EES programmes across China through the delivery of training, consultancy and other professional development services in both public and private sectors.

To be considered for this post you should be diploma-level qualified i.e. with either a Cambridge DELTA or Trinity DipTESOL and have at least four years of relevant teaching experience post certificate. You should also have experience of training teachers and course delivery and design. Experience and expertise in Higher Education and/or in the fields of EMI, (English-Medium Instruction), ESP, EAP or CLIL (Content and Language Integrated Learning) would be an advantage. Similarly, experience of online and blended delivery would also be a plus, whilst, for internal candidates an experience of working with the British Council's Global Products would be an advantage.

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

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

The British Council is committed to a policy of equal opportunity and is keen to reflect the diversity of UK society at every level within the organisation. We welcome applications from all sections of the community. 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)

Applicants must be Chinese or UK passport holders or spouses/partners of diplomats (who hold 'W' visas).

We are unable to obtain visas for unmarried accompanying partners or married accompanying spouses in a same sex relationship.

Section B
Information about the EES team. A brief overview.

The EES (English for Education systems) team is based in four regional offices in China (Beijing, Shanghai, Chongqing and Guangzhou). The team works with the Chinese government and private bodies to plan and deliver teacher development for teachers across China. Currently the team delivers training to state school primary and secondary school teachers, teachers in vocational colleges, potential teacher trainers and tertiary sector lecturers. Training is face to face with some online courses. Increasingly project design is moving towards an extensive, classroom-based, job-embedded, spaced intervention model with a focus on measuring the impact of intervention on classroom practice.

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

To work with the team to increase the scale, impact and academic quality of the EES programme across China through the delivery of training, consultancy and other professional development services aligned to sector and client needs. The post involves planning and delivery of training and projects to support the British Council China's work with schools, tertiary institutes and government bodies, which enhances our local standing and repute and improves professional and pedagogical credibility.

Contract Length	2 years	Renewable Period	One year
Contract Type	Full-time	No. of Staff Managed	Up to 7 (as required)
Contract Hours	7.5 hours per day, 37.5 hours per week	Contact Hours	Up to 30 hours / week

Annual Salary

Salary starts at RMB 15,800 gross per month.

Income Tax & National Insurance

Income tax: currently untaxed, owing to British Council diplomatic status

National insurance:

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

Flights: Economy airfare to and from post on completion of contract for individual and accompanying family and return leave flight after two years if renewing.

Baggage Allowance

Accountable allowance of up to £1500 unaccompanied and up to £2500 accompanied

Annual Leave Allowance

35 days per year with 14 days of public holidays

Medical Allowance

You will be registered with the Council's Group Medical Insurance Scheme, currently managed and administered by BUPA International. It is the largest provider of medical insurance to expatriates in the world and has a global network of over 7,500 hospitals and clinics where direct settlement agreements are in place for inpatient treatment.

The scheme covers medical and hospital treatment, outpatient and family doctor treatment, repatriation costs, personal liability and other items. Optical treatment is NOT included in the policy. Dental treatment is NOT included except in the case of emergency treatment. Full costs of medicines to be reimbursed less NHS prescription charge.

Settling-In Allowance

2 weeks local net salary (single)
3 weeks local net salary (if accompanied)

Accommodation Allowance

Accommodation is paid up to **RMB 8,000 per month.**

Up to 2 weeks' hotel accommodation and subsistence (unaccompanied) and up to 3 weeks (accompanied) whilst you look for accommodation if permanent accommodation is not available on first arrival.

Any Other Allowances

Pension: E&E network scheme, currently GBP £1,800 per year

13th month salary: staff who pass the probation and work for minimum of 6 months in a year will be entitled to annual bonus in each December

Additional Information

British Council pays for visas, work permits, medical examination and vaccinations required for employment.

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

China is an exciting place to live and facilities are improving rapidly; infrastructure and transport are, in and between large cities, better than in most developed countries. Street life is vibrant and food, culture and entertainment options are numerous, especially in the four big cities.

While there are numerous Chinese dialects, putonghua, or Mandarin, is the lingua franca and is spoken by everyone. In the major cities, the use of English is growing and it is increasingly easy to get around without more than survival-level Chinese. Street signs and other public information necessary to move around are in both Chinese and English, as are ATMs and announcements on public transport.

There are various ways of getting around the cities from bicycle to high-speed maglev trains. The major cities have excellent modern public transportation systems which cost very little to use. Taxis are generally plentiful (except for during rush hour) and inexpensive.

While pollution is a concern, there are very obvious efforts to make the cities cleaner and greener and there's also a growing organic food initiative. Crime rates are low and the political climate is stable.

As with any country where the language and systems might be unfamiliar, there are challenges to living, working and travelling in this new environment. This role suits someone who enjoys challenges, is flexible and has some experience living and working in a different culture. China offers a comfortable, interesting lifestyle for adaptable people.

Climate

China is a huge country with most climate types represented. The south of the country tends to be more humid and 'tropical' with high summer temperatures and generally mild winters. The north tends to be dry and arid with hot summers and cold winters.

Accommodation

Most foreigners choose to live in private apartments at various price ranges depending on the location, condition and age of the apartment. Accommodation costs vary between cities, an indicative range, depending on location, size and condition for Beijing could be from around CNY 8,000 – CNY 10,000 or more depending on size, and proximity to offices etc. Some foreigners choose to live in suburban areas where rents are cheaper.

General living costs & conditions

Accommodation is not cheap but depends significantly on location. Rents are comparable to other major international cities. Transport is cheap by international standards. Although certain aspects of life in the major cities of China can be quite expensive, it is also possible to live well but economically, and most staff are able to save money.

Transport & Communication

Public transport is plentiful, efficient, comfortable, and reasonably priced. Some staff prefer to use bicycles or electric bikes, although the traffic rules do take some getting used to.

The internet is readily available and inexpensive; it's easy to get the internet installed at home and most coffee shops and restaurants have wifi. It's possible to access most internet sites. The speed of the internet reasonable, but not fast.

General Health, Medical & Dental Care

The major cities in China have a range of hospitals and clinics at various different price levels. In practice, it is difficult for foreigners to attend local wards and they are usually directed to the 'international ward' where staff generally speak a reasonable level of English.

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

China is an exciting place to live and develop professionally. The lifestyle is very suitable for anyone who is adaptable and enjoys being in a vibrant urban environment. There's plenty to do and almost nothing you cannot find in the way of shopping. Working and socialising with Chinese people is easy and a very rewarding experience. Being part of a large expatriate community from around the world also offers opportunities.

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