

Section A

Information about the vacancy

Recruitment Responsibility		Date	
Location	Kyiv, Ukraine	Job code	
Job Title	Full-time Teacher of English	Job Type	ToE
Start Date		Closing Date	Ongoing
Advertise job	internal /external	Number of posts	

Advert text

The British Council in Kyiv is looking for teachers of English for two years. You will have a first degree/or equivalent and a TEFL-I qualification (CELTA or equivalent), and be an experienced teacher of Adult, Primary and Secondary students in an EFL context.

IELTS band 8 (done in the last 5 years) or a degree from an English speaking University is a requirement. Speaking proficiency will also be checked during interview.

- Start date: asap

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)

Non-Ukrainian staff will need to get a criminal records check, a medical check and a working visa before arrival. The process could take up to 2 months. The British Council, Ukraine will cover the cost of all checks and visas.

No restrictions on passport holders.

Teachers coming with **married** partners should note that the British Council will be able to obtain visas or residence permits for them.

Teachers coming with unmarried partners should note that Ukraine does not recognise unmarried and same-sex relationships.

Section B

Information about the Teaching Centre. A brief overview.

The teaching centre in Kyiv has an excellent reputation among our target customers and the maintenance of this reputation is critical to future growth, We currently have between 800-900 Adults and over 850 Young Learners per term. The centre launched myClass in September 2014 making it one of the first centres in the world to do so. Corporate, one-to-one and teacher training work is also continuing to grow. We have 20 classrooms in our main site plus two classrooms in a partner school.

The Kyiv teaching centre also has a reputation for quality and innovation. As a result, teachers can expect to get a lot of opportunities to develop in different areas, such as materials creation, speaking at conferences, teacher-training and line management opportunities for those who have the relevant experience. The centre is also committed to supporting both financially and pedagogically teachers in completing a YL extension qualification and the DELTA.

The teaching team is diverse with both L1 and L2 teachers, and around 18 full time teachers and around 33 hourly paid teachers. The management team is made up of Director E & E, an Assistant Director Teaching Centre, two Senior Teachers and the Customer Excellence Team manager. We currently have two co-ordinators for Adults and Young Learners.

All teachers are expected to teach a range of classes and ages, from Primary to Adult students. In order to support them with this range of classes and to ensure quality, teachers will get a lot of professional support through their line manager and regular training sessions.

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

Your working week is 38 hours a week – 24 of those will be contact ones, 12 for preparation time and the remaining 2 will be devoted to admin, professional development and meetings.

You will be expected to work a Monday-Friday or Tuesday-Saturday week and this will be alternated from academic year to year. You will also be expected to teach off-site or at one of our partner premises.

Our customers expect very high standards from the British Council and your teaching will need to meet those expectations.

Contract Length	2 years	Renewable Period	2 years
Contract Type	Network/Local	No. of Staff Managed	N/A
Contract Hours	38	Contact Hours	24 hours a week

Annual Salary

Excellent package with different costs covered (please see below).

Teacher Level 1 (Newly Qualified) – Gross monthly salary – 19,233 UAH + accommodation allowance*

Teacher Level 2 (Core Teacher) – Gross monthly salary of UAH 21,312 - 26,329+accommodation allowance*

Teacher Level 3 (Higher Teacher) – Gross monthly salary of UAH 24,816-30,660+accommodation allowance*

* Accommodation allowance in the amount of 18,000 UAH applies only to network (country plus) contracts.

The British Council Ukraine serves as the tax agent for its employees. The taxes applicable are roughly as follows:

- the general personal income tax rate in amount of 18% at the moment;
- military tax in amount of 1.5%.

These all are also partially applicable to some of the additional benefits to employees.

Income Tax & National Insurance

The British Council, Ukraine will deduct all income tax and national insurance at source.

Fares & Travel

The British Council pays for teachers' flights to post at the beginning and on completion of their contracts. This is only applies to network contracts.

Baggage Allowance

You will receive an accountable unaccompanied baggage allowance of up to £1,200 and if you are travelling with partners and families, you will receive up to £2,000. This is only applies to network contracts.

Annual Leave Allowance

You will be entitled to 35 working days' holiday per year.

Medical Allowance

All network staff are covered by the British Council's corporate provider, BUPA.

Settling-In Allowance

Equivalent to two weeks' salary will be provided to network staff coming into Ukraine.

Accommodation Allowance

You will be provided with fully-furnished accommodation (UAH 18,000 approx. per month.). This only applies to network contracts. In case accommodation is chosen at a lower rate, the difference between the set allowance and monthly rental will be paid to the staff member on a monthly basis together with salary (subject to personal income tax (PIT)).

Additional Information

Ukrainian staff can be employed by the British Council, so the comments made above in local restrictions on employment, do not apply to Ukrainians.

Section D Information about the place

Country Overview

Ukraine is a very large and strikingly beautiful country with a population of about 48 million. Kyiv is the largest city with a population of approximately 3 million. There are great regional variations in Ukraine, with the beaches of Odessa to the South, the mountainous Carpathians to the West, the largely agricultural central regions and the industrial East. Ukrainian is the national language, although in the east and south, people tend to speak Russian as a first language. However, all TV broadcasting is in Ukrainian and all films shown in cinemas are dubbed into Ukrainian.

The recent events in Ukraine have led to a more Western-looking interim government. Despite what is reported in the media, Kyiv is a safe city and Ukrainians are very welcoming of foreigners. Ukraine is also at a stage where we expect to see a lot of investment from international organisations and companies. This will translate into a wide spectrum of work for the British Council especially in the areas of teaching and teacher training.

City Overview

Kyiv is a beautiful city. All its streets are shaded by trees, mostly chestnuts, and there are many parks in which to relax or stroll. The main street in the centre, Khreshatyk, becomes pedestrianised at weekends and is a good place to people watch. Kyiv was once the capital of Kyiv-Rus, the first Slavic nation to accept Christianity and this legacy is everywhere, with the most noticeable landmark being the Pecherska Lavra, an ancient monastery built upon a labyrinth of caves on the hills overlooking the Dnieper River. In the middle of the River there are two islands, Trukhaniv Island, where teachers often go cycling and Hydro-Park where people go to sunbathe in summer on the many riverine beaches, or to eat and drink in its numerous bars and restaurants.

Climate

Kyiv is very hot in summer, with temperatures reaching the mid-thirties Celsius and it can also be very cold in winter, with snow and the temperature dropping as low as minus 20. Teachers are recommended to bring warm clothes for the winter, or to buy them as soon as they get here. Good stout walking shoes are advised and well as a hat and gloves.

Accommodation

Accommodation is usually a furnished one- or two-bedroom flat, with all necessary appliances such as fridge, cooker, washing machine and TV. All flats are centrally-heated, with the heating coming on in mid-October and being switched off again in April. Cable TV can be arranged for about £10 per month, as can internet access via broadband. Internet connectivity in Kyiv is some of the fastest on the planet. The area where the British Council is located is in the oldest part of Kyiv and very close to the centre. It is a popular area with historical sites and numerous bars and restaurants to suit all tastes.

General living costs & conditions

Cost of living

The cost of living has undeniably gone up in Kyiv over the last couple of years, but British Council staff can afford a reasonable standard of living. Local produce is still relatively cheap and there are plenty of outdoor markets in Kyiv, which tend to be cheaper than supermarkets. Imported produce is readily available too, in the growing number of western type supermarkets and hypermarkets all over the city.

Transport & Communication

Public transport

Driving a car in Kyiv is possible but car prices can be slightly higher than in other European countries. Public transport is widely available and very cheap. Although crowded in rush hour just like London or any other city, the metro is cheap (12p for one journey) and efficient.

The British Council is located 5 minutes' walk from a metro station "Kontraktova Ploshcha" There are also cheap buses, trams and trolleybuses. As everywhere, taxi drivers enjoy demanding as much money as possible, especially from foreigners and taxi rides have to be negotiated before you get in the car. Outside Kyiv, the rail network is cheap and efficient too. Tourist destinations such as Lviv, Odessa, or the Carpathians

are an overnight train journey away.

General Health, Medical & Dental Care

All non-Ukrainian staff should register with the British Council's medical insurance provider BUPA. Ukrainian staff will automatically be enrolled in the local staff insurance scheme. The British Embassy has resident English-speaking doctors and they will refer anything that they cannot handle to an appropriate clinic in Ukraine. These can be very expensive, but the insurance company has covered all emergencies that have taken place to date with the minimum of fuss. There are also numerous dental clinics ranging from cheap to expensive and some have English-speaking staff.

Job Opportunities for Partners

There are plenty of English teaching opportunities for qualified partners.

However, unless employment is in the embassy or British Council, partners will need work permits to work legally in Ukraine. The British Council does not provide work permit to partners.

Schooling & Childcare

There are three international schools in Kyiv, but they are very expensive. Education within the state sector is free of charge, but of course this is in Ukrainian language only. There are also numerous "detsky sads" (kindergartens) and the international schools have part-time nursery departments.

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

There are excellent cultural programmes for lovers of opera, ballet and classical music. Prices are cheap in comparison to most European cities. Those who like the outdoor life will find opportunities to go cross-country skiing in winter and to the beaches of Odessa in summer. Sports facilities in and around the city include health clubs, riding and swimming, and there is the chance to see top-level European football at the Dynamo Kyiv stadium.

A pub scene for young middle-class Ukrainians with disposable income is developing fast. The restaurant, cafe and club scene is also developing quickly with a tendency to cater for the wealthy Ukrainian and expatriate market which means that prices can be high. There are, however, Chinese, Indian, Jewish, Japanese, Mexican, Georgian restaurants where you can eat well and at more reasonable prices, and a wide range of discos and clubs. Alternatively, if you want to stay at home you can order your pizza and have it delivered to your door. Fast food options have increased. In springtime cafes and restaurants set up tables outside, and open air cafes abound in the summer in the many city parks.

Fruit and vegetables are available year-round, either in supermarkets, or in markets where the selection is greater. For vegetarians, there are options in a number of restaurants, and salads are very good and varied. Beans, dried soya mince, frozen vegetables, nuts and dried fruit can be found in various markets.

There is no difficulty with finding electrical equipment at reasonable prices.