### Job Description

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|  | Apprentice Teacher Role Profile |

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| Job Title | | Apprentice Teacher of English | | | |
| Directorate or Region | | EU | | Department/Country | Romania |
| Location of post | | Bucharest | | Pay Band | Freelance Teacher Scale |
| Reports to | | Line manager | | Duration of job | September 2019 –June 2020; renewable |
| ***Purpose of job*** | | | | | |
| * To actively contribute to the development of a thriving and sustainable teaching centre through exceptional teaching; the development and delivery of high quality ELT products; through participating in other Teaching Centre projects and events to build a vibrant student community * To work as part of the TC team to provide services that will develop people with the confidence, ability, motivation and international outlook to fully and effectively participate in and contribute to global society through English * To support the wider aims of British Council and its cultural relations mission | | | | | |
| ***Context and environment*** | | | | | |
| The British Council Bucharest teaching centre is a large centre, teaching a range of early years, primary, secondary and adult courses in a single centre. We are currently recruiting experienced, enthusiastic and dedicated teachers to join our teaching centre team on a hourly paid basis. | | | | | |
| ***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*** | | | | | |
| 1 | Plan, prepare and deliver high quality English language teaching that meets the needs of the learners taking into account individual learning styles. | | | | |
| 2 | Monitor progress and provide regular feedback to help manage students’ performance throughout the course, and actively promote learner autonomy. | | | | |
| 3 | 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. | | | | |
| 4 | Complete teaching related administrative tasks to specified standards. | | | | |
| 5 | 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. | | | | |
| 6 | Actively participate in the apprentice teachers training programme of peer observations, input sessions and developmental observations to ensure ongoing development of teaching skills. | | | | |
| 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 | Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:  * Child protection * Equal Opportunity and Diversity  Health and safety | | | | |
| ***Key relationships:*** *(include internal and external)* | | | | | |
| Internal   * Other teachers * Teaching centre management team * Teaching centre administration team * Teaching assistants * Customer services staff * Other wider BC teams * Wider EFL community   External   * Learners * Parents * Partner schools | | | | | |
| ***Other important features or requirements of the job*** *(e.g. travel, unsocial/evening hours, restrictions on employment etc.)* | | | | | |
| Houry-paid work takes place during the normal working week of Tuesday to Saturday. | | | | | |
| Please specify any passport/visa and/or nationality requirement. | | | Applicants must be entitled to work in the EU | | |
| Please indicate if any security or legal checks are required  for this role. | | | UK nationals need to apply for a UK CRB 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 (see guidance below before updating this section)

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|  | **Essential** | **Desirable** | **Assessment stage** |
| **Behaviours**  (global standard) | * Making it happen (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.*   * Being accountable (essential) * Shaping the future (essential) * Connecting with others (essential) * Creating shared purpose (essential) |  | Interview only |
| **Skills and Knowledge**  (all skills = global standard)  Level of skills by centre need | Teaching Skills – level 1 = essential   * Classroom management (1) * Course and lesson planning (1) * Subject knowledge (1) * Understanding your learners (1) * Learning technologies (1) |  | Interview |
| **Experience**  (specific to centre) | At least one year experience in teaching at least two of the following age groups:   * Early Years learners aged 3 to 5 * Primary learners aged 6 to 10 * Lower Secondary learners aged 11 to 14 * Upper Secondary learners aged 15 to 17 * Adult learners | Experience in teaching other age groups;  Experience as a teaching assistant at British Council Bucharest | Short listing  and interview |
| **Qualifications** | First Degree  Full mastery of English across all 4 skills equivalent to user (CEFR C2) IELTS Band 8/9 in each of 4 sections of the academic module.  Cambridge CELTA/Trinity cert TESOL | First Degree in Teaching or English Language  TYLEC / CELTA YL extension | Short listing only |

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| Submitted by | David Lewis | Date | 11/06/2019 |