**Section A**

**Information about the vacancy**

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| Recruitment Responsibility | David Lewis | Date | 11 June 2019 |
| Location | Bucharest | Job Type | Local Teacher  |
| Job Title | Apprentice Teacher of English  | Closing Date | 30 June 2019 |
| Start Date | 4 September 2019 | Number of posts | 2 |

**Job Specific skills, knowledge, qualifications & experience**

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| British Council Bucharest is looking for highly motivated, flexible and customer oriented EFL apprentice teachers to join our professional team for the next academic year, starting at the beginning of September. The post offers the chance to join a thriving and dynamic centre that has enjoyed considerable growth in recent years. It will give the right candidates the opportunity to build on their existing YL experience, gain further qualifications and get involved in various extramural activities. You will have an undergraduate degree, preferably in teaching or English, and TEFL-I qualification (CELTA or TESOL); at least one year teaching experience with two age groups and preferably at least one year experience as a Teaching Assistant with British Council Bucharest. You will be a highly proficient user of English across all skills (CEFR C2) and you will also have specific knowledge, skills and experience related to teaching two age groups. We reserve the right to shortlist against desirable behaviours / qualifications / experience. The posts guarantee 6 contact hours per week and additional hourly paid work may be available. In addition to this, there are paid training days and regular training sessions as well as other opportunities to supplement income delivering workshops, placement testing as well as the opportunity to be paid for contributing to cultural events. For further information please email David.Lewis@britishcouncil.ro *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 and we guarantee an interview to disabled candidates who meet the essential criteria. British Council appointments are contingent on thorough checks. In the UK, and where appropriate systems exist overseas, these include Criminal Records checks.* |

**Local restrictions on employment**

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| Applicants must have the right to live and work in the EU. We are unable to secure work permits for non-EU nationals.  |

**Section B**

**Information about the Teaching Centre. A brief overview.**

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| The British Council Romania Teaching Centre teaches a range of Young Learner (kindergarten, primary, and secondary young learner) and Adult courses. Young Learners make up approximately 75% of our student numbers. This is an expanding and dynamic centre. Currently there are 4000 students per term taught by a team of 37 full time and 21 hourly paid teachers. In September 2019 the teaching centre management team will consist of a Director English Language Services, an Operations Manager, an Academic Manager, a Senior Teacher Early Years & Primary, a Senior Teacher Secondary, and a Senior Teacher Adults. In addition, there will be 5 coordinators with specific roles who share line management duties.  |

**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**

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| Teachers contribute to British Council objectives through the delivery of quality English Language Teaching. Their main duties are: * To provide quality teaching mainly to Young Learners (although other preferences can be accomodated); this may involve teaching at # our premises in Bucharest, in partner premises or off-site company courses.
* To take part in the professional development programme of the TC.
* To carry out routine administration and customer care as required by the teaching centre and to assist in the testing, counselling and registration of new students.

Placement testing may be offered throughout the year. Teachers are able to participate in in-house professional development sessions. In addition, there are opportunities to attend (and present at) local conferences and to participate in various projects and events. As part of the professional development system, teachers are observed and mentored by managers and/or peers to support their on-going development and to ensure the quality of teaching.There is a thriving exams department and many teachers are Cambridge and/or IELTS examiners. |

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| **Contract Length** | 1 Academic Year | **Renewable Period** | Renewable |
| **Contract Type** | Local freelance contract | **No. of Staff Managed** | none |
| **Contract Hours** | minimum 6 hours a week | **Contact Hours** | flexible |

**Hourly Rates**

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| The hourly rates are under review but there are currently 4 points according to qualifications and experience.

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| **Point 1** | **68 Lei per hour** (CELTA and less than two years' full-time teaching experience) |
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| **Point 2** | **84 Lei per hour** (CELTA and 2 or more years' full-time teaching experience) |
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| **Scale 3** | **90 Lei per hour** (CELTA and 4 or more years' full-time teaching experience) |
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| **Scale 4** | **100 Lei per hour** (Delta and 4 or more years full-time teaching experience) |

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**Income Tax & National Insurance**

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| As per Romanian legislation on individual labour agreements |

**Annual Leave Allowance**

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| N/A |

**Medical Allowance**

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| N/A |

**Additional Information**

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| Bucharest Teaching Centre is operating into partner premises and some teaching may take place away from the main British Council centre. |