

Job Description
Ref no:

Job Title	Teacher of English		
Directorate or Region	EU Europe	Department/Country	Teaching Centre Romania
Location of post	Bucharest	Pay Band	Teacher salary scale
Reports to	Senior Teacher	Duration of job	Academic Year (September – June), renewable

Purpose of job

- To promote and ensure quality teaching and effective learning of English
- To support the wider aims of British Council and its cultural relations mission

Context and environment

The British Council Romania Teaching Centre teaches a range of Young Learner (early years, primary, and secondary young learner) and Adult courses. Young learners make up approximately 75% of our student numbers. There are 5 age groups of young learners, of which the youngest are 3 years old.

The centre, and our Young Learner business in particular, has been growing quickly. From September 2019 the Teaching Centre team will include: Director English Language Services, Academic Manager, three Senior Teachers (ST Secondary, ST Early Years & Primary; ST Adults), five Coordinators and 60 teachers. There is also a large Exams department and active Projects department.

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 up to 21 hours per week of high quality English language teaching that meets the needs of different customer groups 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. Regularly attend in-house training sessions.
6	Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of contemporary UK.
7	Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service.
8	Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas: <ul style="list-style-type: none"> • Child protection • Equal Opportunity and Diversity • Health and safety
Key relationships: (include internal and external)	
<u>Internal</u> <ul style="list-style-type: none"> • Other teachers • Teaching centre management team • Teaching centre administration team • Teaching assistants • Customer services staff • Other wider BC teams • Wider EFL community <u>External</u> <ul style="list-style-type: none"> • Learners • Parents • Partner schools (as applicable) • Corporate clients (as applicable) 	
Other important features or requirements of the job	
<p>Teaching takes place Monday – Saturday; most teachers work a Tuesday to Saturday week. Depending on teacher preferences and operational needs, teachers work either a morning/afternoon shift, with the first class being at 08:15, or an afternoon/evening shift with the last class finishing at 21:00. We teach from two centres in Bucharest and also have classes in six partner premises, so some travel is required.</p> <p>The 21 contact hours are typically made up of fourteen 90-minute lessons. The remaining contracted hours consist of lesson-planning, administrative tasks, and attending training and meetings.</p> <p>There are many teacher training and coordinator opportunities, as well as the opportunity to follow various management and general training courses.</p>	
Please specify any passport/visa and/or nationality requirement.	Applicants must have the right to live and work in the EU. We are unable to secure work permits for non-EU nationals.
Please indicate if any security or legal checks are required for this role.	All applicants need to apply for a DBS check. This needs to be applied for prior post.

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<ul style="list-style-type: none"> ▪ Making it happen (essential) ▪ Working together (essential) <p><i>Please note: the other behaviours below will <u>not</u> be assessed at interview. However, <u>all</u> behaviours will be used for performance management purposes.</i></p> <ul style="list-style-type: none"> ▪ Being accountable (essential) ▪ Shaping the future (essential) ▪ Connecting with others (essential) ▪ Creating shared purpose (essential) 		Interview only
Skills and Knowledge	All Five Teaching Skills – level 1 = essential Understanding your learners Classroom management Subject knowledge Course and lesson planning Learning Technologies		Short listing and interview
Experience	2 years post-certificate i.e. CELTA/Trinity cert TESOL/ PGCE experience Experience in teaching at least three of the following age groups: <ul style="list-style-type: none"> ▪ Early Years: 3 to 5 year olds (600+ hours) ▪ Primary Infants: 6 to 7 year olds (600+ hours) ▪ Primary 8 to 10 year olds (600+ hours) ▪ Lower Secondary 11 to 14 year olds (600+ hours) ▪ Upper Secondary 15 to 17 year olds (600+ hours) ▪ Adults General English (600+ hours) 	Experience in more / all of the age groups (600+)	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 and/or PGCE	MA TESOL Recognised diploma in EFL e.g. DELTA / Trinity Dip YL Qualification (CELTYL or TYLEC)	Short listing only English level may be tested.
Submitted by	David Lewis	Date	07.08.2019