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## Section A

### Information about the vacancy

Recruitment Responsibility	David Lewis	Date	21 August 2019
Location	Bucharest	DAC code	ROM-T-733
Job Title	Teacher of English	Job Type	Teacher
Start Date	4 September 2019	Closing Date	21 August 2019
Advertise job	internal / external	Number of posts	3

### Job Specific skills, knowledge, qualifications & experience (Advert for text)

The British Council Bucharest is looking for experienced Teachers of English to join our teaching team for the next academic year, starting at the beginning of September. We are looking for early years, primary as well as secondary / adult teachers. This post offers the chance to build on your existing YL experience, gain further qualifications, get involved in various projects and the chance to live and work in a growing European city.

You will have an undergraduate degree, a TEFL-I qualification or PGCE, and preferably a YL qualification (YL extension) and TEFL-Q qualification. 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 young learners at primary and secondary level and/or adults.

We reserve the right to shortlist against desirable behaviours / qualifications / experience.

For further information please email [contact@britishcouncil.ro](mailto:contact@britishcouncil.ro)

**For internal applicants only:** please include your 2 most recent end of year record of performance when sending in your application and also copy in 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 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 (if any)**

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.**

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**

Teachers contribute to British Council objectives through the delivery of quality English Language Teaching. Their main duties are:

- To teach 21 contact hours as timetabled; this may involve teaching at either of our premises in Bucharest, in partner premises or off-site company courses.
- To take part in the professional development programme of the TC and to attend staff meetings.
- 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.

Teachers can be timetabled for up to 21 contact teaching hours per week plus 3 hours timetabled substitution (paid if this takes a teacher over 21 contact hours). Placement testing may be timetabled or offered as overtime throughout the year. Teachers are typically given between 3-6 levels to teach; we try to maximise double-ups as far as possible.

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. There is a teachers' representative and a general (all office) staff association which meet to discuss areas of concern or interest to teachers and staff.

<b>Contract Length</b>	Academic Year (September – June)	<b>Renewable Period</b>	Possibly indefinite
<b>Contract Type</b>	local	<b>No. of Staff Managed</b>	none
<b>Contract Hours</b>	33 hrs	<b>Contact Hours</b>	21 hours

### Annual Salary

You will be employed on a local contract and placed on the salary scale according to qualifications and experience. Under the local contract the current 10 point salary scale is: RON 9428 – RON 11,193 per month (approx 5, 000 to 7, 000 RON net).

Your salary will be paid monthly in arrears in local currency into a Romanian bank account.

Cost of living indicator for Bucharest: <https://www.numbeo.com/cost-of-living/in/Bucharest>

### Income Tax & National Insurance

#### Income tax

Your gross salary will be subject to Romanian taxes which will be deducted at source. These may vary according to Romanian law but are currently at Income Tax is approx 10%.

#### National Insurance

Your gross salary will be liable for Romanian National Insurance Contributions. These will be deducted at source and the British Council. Again, these are under the control of the Romanian government and may change. They are currently at 35%.

Applicants who have been resident and working in the UK immediately prior to going abroad for employment, may be liable for UK National Insurance Class 1 contributions for one year, and the British Council will pay the employer's contributions.

### Relocation Allowance

One-off payment of up to 500 GBP for candidates who are currently located outside Bucharest. This accountable allowance can be used to contribute towards initial transport, baggage and accommodation costs related to moving to Bucharest.

### Annual Leave Allowance

26 days per annum paid leave. Normally this is split between Christmas and Easter with a mid semester break in February. In addition there are up to 14 days of Romanian and UK public holidays as determined by Romanian law and the British Council.

**Medical Allowance**

The British Council currently provides extra medical cover through a local health care provider, although all teachers have access to the state system which is generally adequate.

**Settling-In Allowance**

You will receive a settling-in allowance equivalent to two weeks' salary (three weeks' if accompanied). This is to help you to meet your initial expenses on first arrival in Romania. Please note all allowances are taxed.

N.B. The settling-in allowance applies only to teachers recruited from outside Romania.

**Accommodation Allowance**

There is no accommodation allowance.

**Any Other Allowances**

None.

**Additional Information****Induction:**

There will be a structured programme to introduce you to the British Council, Romania and the Teaching Centre. Basic Romanian language training of up to 36 hours can be negotiated as part of your personal development where there is a group of three or more. The cost of this language training will be met by the British Council, but you will have to schedule it in your own time.

**First arrival:**

We will meet you at the airport on arrival in Bucharest and take you to a self-catering apartment. The Council will pay for up to 2 weeks accommodation in this self-catering apartment. We will provide you with a welcome pack including basic provisions, useful information, maps of Bucharest, contact numbers and the name of a contact person assigned specially to help you.

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

Romania is a dynamic place to live and work in, the people are helpful, hospitable and welcoming to foreigners. It has a population of 18 million and is the second largest country in Central Europe after Poland.

The country offers some unique experiences:

- mountain scenery, national parks and nature reserves, hiking and skiing at weekends in Transylvania's Carpathians
- medieval streets in historic towns like Brasov, Sibiu and Sighisoara
- sophisticated Hapsburg cities of Timisoara and Cluj
- Brancusi sculpture tours in Targu Jiu
- tours of the Danube Delta's narrow waterways with local fishermen, ferry trips along the Delta
- black mud bathing at Eforie Nord on the Black Sea, sunbathing on the golden beaches of Mamaia
- studying pelicans on Lake Furtana and bird watching
- thermal baths in Baile Herculane
- taking a steam train up the Vaser Valley, overnighting in a forest cabana
- 300m high limestone rocks, trekking through the 'Gates of Hell' in Bicaz Gorge
- Voronet Monastery, the 'Sistine Chapel of the East', exterior frescos on Sucevita Monastery, two of the famous painted churches
- the Maramures region still untouched by modern life

And, if you really want to get off the beaten track, there's a trip to the Republic of Moldova. Just north of the capital, Chisinau, is the underground wine kingdom of Craiova and a 13 century monastery carved into the cliff face.

**City Overview**

Bucharest is unique. It is a place where shiny new glass and steel office blocks emerge from vacant lots next to elegant 19 century villas. Where you will see brightly lit fashion boutiques next to old tailor shops dating back to the times when even Ceausescu had never heard of communism.

There is no real centre to the city, but everything you need is here. There are bars from grimy biker dives to brightly lit cafes full of the Beautiful People. There are parks for lazy Sunday strolls with lots of tempting cafes and bars. There are cinemas – sadly the huge old Socialist affairs have largely closed down, but the spanking new multiplexes replete with nachos and mega sized colas are easy to find. You can eat pizza, sushi, curry or a peasant's stew. You can shop in a market and buy the vegetables from the hands that grew them, or in the many international supermarkets. You can dance to everything from the latest trance hits to music from a village perched on some darkly forested mountain or sway to a Bob Dylan concert in a car park. There are high tech gyms, or steep mountain paths to walk up 90 minutes away by train.

**Climate**

Romania is in the temperate zone with a continental climate. The seasons are very marked, with the summers being very hot with clear blue skies, and the winters very cold. Average temperatures range from 38 C in July to -10 C in January (in Bucharest).

**Accommodation**

We'll provide you with contact details of an agent who will take you around to view flats according to your budget. The agent will also translate and liaise with prospective landladies/lords. It is common practice in Romania for rents to be paid in Euros (i.e. you will need to convert RON into Euros each month to pay the rent) so you need to bear the RON/Euro exchange rate in mind when deciding your budget as your rent will go up or down as this rate changes. The British Council pays the agent's fee. Flat prices are about 350 Euro upwards. There is a small, but good, metro system as well as buses and trams.

**General living costs & conditions**

Prices have remained steady for the last few years, with inflation averaging around 4%. Virtually everything is available although imported goods (eg electronic equipment) can be more expensive than in other parts of Europe.

Sample prices:

A reasonable meal out costs 50 RON per head depending on what you drink, a good one about 70 RON. A more expensive restaurant will set you back about 100 RON.

Groceries, clothing and toiletries are comparatively expensive, often more than in the UK, especially in smaller, city-centre shops.

A card for 10 underground trips anywhere in the city costs 20 RON and a monthly one 70 RON.

A single bus trip costs about 1.30 RON.

A cinema ticket costs between 15 RON for a city centre cinema to 35 RON (or more) at a multiplex.

Taxi rides within Bucharest are extremely reasonable, usually costing between 10 and 25 RON.

**Transport & Communication**

Public transport is reliable and cheap. Transport between cities in Romania is normally by train, though buses operate on a few routes. This can at times be slow, although there are faster trains to the coast and the major cities. There are planes between major cities, and low cost airlines have started running domestic routes, bringing down the cost of these dramatically. Train fares are lower than in Britain. e.g 25 RON for the three hour trip to Brasov.

Transport in Bucharest is good, with an extensive bus, tram and trolleybus service. However traffic is an issue and the shortest journeys can take a very long time at rush hour. At these times the underground system is the quickest and cheapest option. Parking is very scarce, cars park on the pavement which can make walking difficult.

Internet connections in Bucharest are excellent and Romania ranks among the top countries in the world for speed of connection.

Mobile Phones / SIM cards are easily available on contract or pay-as-you-go; you can purchase a SIM card on arrival but will need your Romanian registration card, passport etc. to sign a post-paid contract. Expect to pay between 60 and 120 RON per month on contract depending on how many minutes / SMSs / how much data you want included. The three major operators are Vodafone, Orange and Telekom.

**General Health, Medical & Dental Care**

Teachers and partners are currently covered by a local private medical scheme.

**Job Opportunities for Partners**

Job opportunities depend on skills. Partners may be able to find work in companies whose language of communication is English but more opportunities will be available if partners can speak Romanian. There are a number of other private language institutes as well as international schools and the British Council may be able to provide some hourly paid teaching for suitably qualified partners. Please be aware that non-EU partners will need to negotiate some red-tape before they are able to work. The British Council provides as much assistance with this as it can but some persistence may be required on the part of the individual.

**Schooling & Childcare**

State schools are quite good and there are a number of International schools; these are however prohibitively expensive.

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

There are several large malls each having a wide selection of good quality clothes shops: you can find Next, as well as Accessorize and H&M. Local cinemas and the Multiplex cinemas in the malls show films in their original language with Romanian subtitles, while all television programmes are shown in their original language, too. Classical music is popular here and with tickets from 5.5 RON to 50 RON it is very accessible and the quality of performance is excellent.

Bucharest has a thriving club and bar scene: regular DJ nights with everything from Jazz to Grunge and live music. Sapte Sere or B52, the local "Time Out" magazines, will tell you what's going on where, so it's easy to plan your fun nights out.

There's no shortage of restaurants to choose from: Fusion, Indian, Italian, traditional Romanian and French to name but a few - lots of them with a great ambience for a relaxing, chatty night out. Or you can lounge with your friends in one of the many funky, traditional or relaxing cafes/bars, you'll definitely find one to suit your mood.

There are spa and fitness centres in the major hotels, though membership is expensive. Otherwise there are local gyms costing 15-25 RON a time, and Yoga and Dance centres as well as indoor climbing clubs or horse-riding.

There are regular sports events in Bucharest, especially football and rugby, and tickets for local matches can start from 10 RON. Romanian teams regularly play in the Champions League and matches can be attended for 20-100 RON.

For weekends the Carpathians are less than 2 hours away by train; Sinaia is the most popular resort, and is good for skiing in winter and walking in summer. Constanța and the Black Sea are 4 hours away.

Low-cost airlines have expanded rapidly since joining the EU and you can currently find cheap flights to Italy, Spain, Greece, Cyprus, Turkey, Germany and the UK. Though with so much to explore in Romania you may well decide to stay here!