

Job Title	Part-time Teacher of English, Iasi		
Directorate or Region	EU Europe	Department/Country	Teaching Centre Romania
Location of post	Bucharest	Pay Band	Freelance Teacher Scale
Reports to	Senior Teacher	Duration of job	September – June renewable

### ***Purpose of job***

- promoting and ensuring quality teaching and effective learning of English and Skills through English;
- supporting the wider aims of the British Council and its cultural relations mission;
- promoting the British Council Romania and the British Council Romania's reputation, including support for the British Council's Child Protection Policy.

### ***Context and environment***

British Council Romania is currently looking for highly-motivated, hard-working and enthusiastic part-time teachers for our teaching operation in Iasi. The Iasi centre is part of one of the fastest growing Teaching Centres in the British Council network. Since opening it has developed a strong reputation for both Adult and Young Learner EFL teaching while enhancing the relationship between the UK and Romania.

This is an excellent opportunity to gain experience teaching across a wide range of courses and take advantage of the range of professional development opportunities on offer, including Teacher Training opportunities.

Across Romania we currently have a team of around 60 teachers, with a diverse range of nationalities. The Iasi team consists of currently two full time teachers that you would be working closely with. You'd also be working with the Administration and Customer Service teams to ensure the professional delivery of quality English language training programmes. The Teaching Centre team are part of the wider British Council working to create opportunities and build trust between the UK and Romania.

The successful candidate will have at least one year and preferably two years or more post-certificate (CELTA/Trinity Cert TESOL/PGCE) experience in young learner and/or adult teaching,

**Planned start date: 3 September 2018. Closing date for applications is 15 July 2018.**

<b>Accountabilities</b>	
<p>Support British Council's global English strategy by</p> <ul style="list-style-type: none"> <li>• Delivering teaching to the highest standards of ELT</li> <li>• Enhancing British Council's reputation as a world authority in ELT</li> <li>• Continuing professional development and sharing of best practices</li> </ul>	
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Ensuring teaching meets learner needs and expectations</li> <li>• Ensuring teaching meets Teaching Quality standards and organisational expectations</li> <li>• Maintaining good relationships with customers and colleagues</li> <li>• Supporting the teaching centre's activities and British Council plans</li> </ul>	
<b>Main duties</b>	
1	Plan, prepare and deliver 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.
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	<p>Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:</p> <ul style="list-style-type: none"> <li>• Child protection</li> <li>• Equal Opportunity and Diversity</li> <li>• Health and safety</li> </ul>

<b>Key relationships: (include internal and external)</b>	
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Other teachers</li> <li>• Teaching centre management team</li> <li>• Teaching centre administration team</li> <li>• Teaching assistants</li> <li>• Customer services staff</li> <li>• Child Protection Focal point</li> <li>• Other wider BC teams</li> <li>• Wider EFL community</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>• Learners</li> <li>• Parents</li> <li>• Partner schools (as applicable)</li> <li>• Corporate clients (as applicable)</li> </ul>	
<b>Other important features or requirements of the job</b>	
<p>Teaching takes place Tuesday to Saturday. Classes run throughout the day, from 8.00 until 21.00 and teachers work a morning / afternoon or afternoon / evening shift. Some travel might be required.</p> <p>Teacher training opportunities and 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.	UK nationals need to apply for a UK DBS check. Nationals of other countries need to provide an enhanced disclosure from that country. In addition all new teachers must acquire a police check from their current country of residence. All the above need to be applied for prior post.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>	<b>Assessment stage</b>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>▪ Making it happen (essential)</li> <li>▪ Working together (essential)</li> </ul> <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"> <li>▪ Being accountable (essential)</li> <li>▪ Shaping the future (essential)</li> <li>▪ Connecting with others (essential)</li> <li>▪ Creating shared purpose (essential)</li> </ul>		Interview only

<b>Skills and Knowledge</b>	<b>All Five Teaching Skills</b> – level 1 = essential Understanding your learners Classroom management Subject knowledge Course and lesson planning Learning Technologies		Short listing and interview
<b>Experience</b>	At least one year and ideally 2 years post-certificate i.e. CELTA/Trinity cert TESOL experience Experience in teaching <b>at least two</b> of the following age groups: <ul style="list-style-type: none"> <li>▪ Early Years learners aged 3 to 5</li> <li>▪ Young learners aged 6 to 7</li> <li>▪ Young learners aged 8 to 10</li> <li>▪ Young learners aged 11 to 14</li> <li>▪ Young learners aged 15 to 18</li> <li>▪ Adult learners</li> </ul>	Experience in three or more of the age groups mentioned	Short listing and interview
<b>Qualifications</b>	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/ PGCE	CELTYL/ TYLEC	Short listing only  English level may be tested.

Submitted by	David Lewis	Date	9 May 2018
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