

**Job Title:** Hourly Paid Teacher of English

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, 3-18 years old. Currently there are three locations within Bucharest where classes are held, the main one being in Dorobanti. There are also some corporate / offsite classes. Flexible schedule, but please note most classes are in the afternoon & the evening. Saturday is also a popular teaching day.

The Teaching Centre team includes: three Senior Teachers, four Coordinators and 75 teachers. Romania is part of the 'Black Sea and Wider Europe' cluster (also including Georgia, Bulgaria, Ukraine and Azerbaijan). There is also a large Exams department and active Projects department.

**Role Purpose:**

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

**Main Accountabilities:**

Support British Council's global English strategy by

- Planning, preparing and delivering high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles.
- Monitoring progress and provide regular feedback to help manage students' performance throughout the course and actively promote learner autonomy.
- Contributing to the development, evaluation, and improvement of English language courses, materials and related services.
- Ensuring teaching meets the standards expected in Teaching Centre Performance Reviews, the annual Teaching Excellence Action Plan and organisational expectations.
- Using technology during lessons when required.
- Completing administrative tasks in a timely and accurate manner.
- Contributing to the development of lasting, mutually beneficial relationships by enhancing students' understanding of the contemporary UK.
- Assisting in covering classes for colleagues.
- Actively engaging 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.
- Supporting local marketing and promotional strategy and assist the teaching centre team in delivering excellent customer service.
- Ensuring safeguarding and other guidelines are applied and upheld in line with standards and policy for the following areas:
  - Child protection

- Equality, diversity and inclusion
- Health and safety

## **Certification and Professional Qualifications**

### **Essential:**

- Cambridge CELTA/Trinity CertTESOL or equivalent
- Undergraduate/University degree

### **Desirable:**

- Cambridge DELTA/Trinity Diploma or equivalent
- PGCE/B.Ed in Primary or relevant subject
- TYLEC or CELTYL
- MA (TESOL or another related subject)

## **Role specific knowledge and experience**

### **Minimum/essential**

A minimum of 1-year post-certificate experience, gained from teaching a variety of age groups and levels from young learners through to adults.

Experience in teaching two or more of the following age groups:

- Young learners aged <4 (300+ hours)
- Young learners aged 4 to 7 (300+ hours)
- Young learners aged 8 to 10 (300+ hours)
- Young learners aged 11 to 17 (300+hours)
- Adults aged 18+ (300+ hours)

### **Desirable:**

Experience teaching Cambridge exam preparation, IELTS, business English, pre-school and primary children.

## **Role Specific Skills**

### **Teaching skills (all at core level):**

- Engage and motivate learners
- Create a positive and inclusive learning environment
- Subject knowledge
- Plan and deliver coherent lessons
- Make use of feedback and assessment
- Manage teaching and learning resources
- Uphold professional responsibilities and values

### **Working with children**

- Ability to work in a way that promotes the safety and well-being of children
- Effective communication and engagement with children and their families
- Knowledge and understanding of child development and its impact on learning and behaviour
- Knowledge and understanding of positive disciplinary methods

### **Language Requirements:**

- High proficiency in English i.e. 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

**Pay Band:** Local grade: Teacher/hourly paid

From 97 to 156 RON/teaching hour (subject to experience)

**Location:** Bucharest. Romania

**Type of Contract:** Collaboration contract

**Employment Requirements:** a legal entity such as PFA or SRL