

## Role Title

Teaching Assistant

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Teaching support	17 RON gross per hour 23 RON gross per hour after four months	Bucharest	1 year	Teaching Operations Coordinator

## Role purpose

This is a learning opportunity for people working or planning to work with children or in the educational field, about how children learn and about teaching methods. Teaching Assistants provide support to teachers and Young Learners aged 3 to 7 in class, in order to ensure that learners are safe, and use the British Council services effectively while on the British Council premises.

## About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

## Geopolitical/SBU/Function overview:

The English Strategic Business Unit (ESBU) is one of three strategic business units in the British Council (the others being Arts and Education & Society). Romania is part of the British Council's EU region, with large teaching and exams operations. The British Council Teaching Centre in Bucharest is one of the largest in the EU.

We teach a range of Young Learner courses in our centres in Bucharest, as well as in shared partner premises. Young Learners currently make up approximately 75% of our students.

The on-site classes are held in our teaching centres at:

- Calea Dorobantilor no.14
- City Gate-Piata Presei 3-5
- One Cotroceni- Str. Sergent Nutu Ion 44

We are currently recruiting for all locations.

The length of our classes is 60 minutes for Learning Time with Timmy & Primary Infants 1 and 2 or 90 for minutes Primary Infants 3. Lessons take place Monday to Saturday, twice a week (Monday & Wednesday or Tuesday & Thursday), or once a week (a double lesson on Friday, or on Saturday).

The schedule is flexible with a minimum of 6 hours per week

Our academic year is September to June, and we encourage Teaching Assistants to stay with us until the end of the academic year. Our holidays are usually at the same time with state school holidays, and teachers and Teaching Assistants can only take time off during these scheduled holidays. Although flexible, this programme is a commitment. We allow absences only for serious reasons (illness, exams etc.)

### Other benefits include:

- *Working in an international environment, improving your English level*
- *Opportunities for administrative work*
- *Access to British Council training courses*
- *After one year, you can apply for the foundation teacher role and get support and funding for your CELTA training*
- *Opportunities to take part in summer school and run a class as an Activity Leader*

### Main opportunities/challenges for this role:

- *Being familiar with the policies and practices of the teaching centre, particularly in the area of child protection, and share in collective responsibility for their implementation.*
- *Demonstrating the positive values, attitudes and behavior expected from children and young people.*
- *Establishing fair, respectful, trusting, supportive and constructive relationships with young learners.*
- *Having a commitment to collaboration and co-operative working with teaching centre staff and parents/guardians of young learners.*

### Main Accountabilities:

#### **1. Offering class support to the teacher and the students with whatever they may need.** Most common class tasks are:

- *Monitoring students during activities.*
- *Error correction/ checking homework.*
- *Clarifying task/ whatever questions students may have.*
- *Helping the teachers demonstrate tasks*
- *Handing out supplies (scissors, glue, etc.).*

#### **2. Ensuring that the British Council Child Protection rules are followed, by**

- *Taking students to the HUB (where they have adult supervision) if guardians are late.*
- *Accompanying children on our premises when they need to leave the room during class time.*
- *Monitoring the children's interactions and informing the teacher when necessary (in cases of bullying etc.).*

#### **3. Translating for the teachers and parents, after the class if necessary, and during Parents' Weeks.**

#### **4. Covering for other TAs who cannot come to their own classes due to sickness/ exams.**

Occasionally, Teaching Assistants help with administrative tasks / events organized by the British Council.

## Key Relationships:

### Internal

- Teachers.
- Other Teaching Assistants.
- Teaching Centre management team.
- Customer services staff.
- Security staff.

### External

- Students.
- Parents.
- Partner schools.

## Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Yes	Shortlisting
Direct contact or managing staff working with children?	Yes  The successful candidate will need to submit a recent Criminal Record Check, Integrity Certificate and 3 references.	Shortlisting
Person Specification:		Assessment stage
Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
C1 level of English C2 level of Romanian	C2 level of English	Application and interview
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
High-school graduate University degree (completed or in progress).	<i>University studies (completed or in progress) in languages, childcare, psychology, or child education.</i>	Application
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Experience of working with children aged 3-7 in a formal or informal environment*, not necessarily in English. *such as teaching, private tutoring, supervising, baby-sitting, etc.	Experience of working with children aged 3-10 years in a formal or informal environment, in English. Experience with children with Special Educational Needs.	Application and interview
Role Specific Skills		Assessment Stage
Good interpersonal skills.		Application and

<i>Ability to communicate effectively with children, young people, colleagues, parents and carers.</i>	interview
<b>British Council Behaviours</b>	<b>Assessment Stage</b>
<p><b>Working together (essential):</b> Establishes a genuinely common goal with others.</p> <p><b>Connecting with others (essential):</b> Makes regular opportunities to understand others better.</p> <p><b>Being Accountable (essential):</b> Takes personal responsibility for results of actions and accepts feedback.</p>	Interview
<b>Prepared by:</b>	<b>Date:</b>
<b>Nita Stefan, Teaching Operations Coordinator</b>	30.08.2023