

Job Title	Teacher/Branch Premises Coordinator		
Directorate or Region	EU	Department/Country	Teaching Centre Romania
Location of post	Bucharest, Romania	Pay Band	Teacher Salary Scale
Reports to	Academic Manager	Duration of job	1 year
<i>Purpose of job</i>			
<ul style="list-style-type: none"> To provide academic support to teachers working with young learners the partner school premises and to contribute to the teacher training provision To ensure appropriate teaching materials, resources and IT provision are in place in the partner school premises To support the Academic Manager and Teaching Centre Admin Team in managing relationships with partners as well as parents and learners in the partner school premises To line manage up to six teachers in accordance with corporate standards To teach up to 18 hours per week, promoting and ensuring quality teaching and effective learning of English To support the wider aims of British Council and its cultural relations mission 			
<i>Context and environment</i>			
<p>The British Council Teaching Centre in Bucharest continues to expand rapidly and is now one of the largest centers in the EU. Classes are offered over 6 days (Monday – Saturday) with approximately 3200 young learners and 900 adults per term. We enjoy a strong reputation in Romania as the leading provider of English language courses. Current performance of Exams and Teaching across the country is strong and there are ambitious growth targets for both businesses.</p> <p>We are looking to appoint a Coordinator Branch Premises, to help provide day-to-day academic support to teachers working in the partner school premises. This will involve teaching support, such as assisting teachers during planning times, working with less experienced teachers, carrying out developmental observations, as well as identifying any other appropriate ways of providing support. You will also contribute to teacher training provision and line manager up to six teachers in accordance with corporate standards.</p> <p>This role will also focus on the ensuring appropriate provision of teaching materials for the partner school premises; you will review existing resources and identify new resources to meet teaching needs.</p> <p>You will work together with Academic Manager and the Teaching Centre Admin Team to maintain positive relationship with partners in partner school premises as well as act as first point of contact for parents and learners.</p> <p>In addition to the role as a Coordinator Branch Premises, you will teach up to 18 contact hours. The majority of these classes will be with learners aged early years and primary in the afternoons and evenings, but it may also be necessary to teach teenage or adult groups as well, depending on your experience and preferences as well as centre needs.</p>			
<i>Accountabilities</i>			

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	Provide day-to-day academic support to teachers working in partner school premises through assisting teachers during planning times, working with less experienced teachers and carrying out developmental observations where appropriate.
2	Ensure there is appropriate provision of teaching materials in the partner school premises such as course books, supplementary materials folders, resource packs, storybooks, toys and puppets as well as arts and crafts materials.
3	Liaise with teachers working in the partner school premises, Academic Manager, ST Early Years and Primary and ST Secondary and identify classroom and teachers' area resources that will add value to the courses.
4	Liaise with teachers working in the partner school premises, Academic Manager, ST Early Years and Primary, ST Secondary and identify (and implement where possible) ways of providing further academic support.
5	Liaise with Academic Manager and Teaching Centre Admin Team to maintain, and further develop, a positive relationship with partners as well as learners attending classes in partner school premises and their parents.
6	Act as first point of contact for learners attending classes in partner school premises and their parents.
7	Liaise with Partner Premises Coordinator to ensure appropriate all resources provision in partner school premises and to provide basic technical support to teachers.
8	Contribute to teacher training days and the INSETT programme through helping to plan and deliver teacher training related to learners aged early years and primary. Carry out mentoring of less experienced teachers.
9	Line-manage up to six teachers and carry out lesson observations and performance management meetings in accordance with corporate standards.
10	Plan, prepare and deliver up to 18 hours per week of high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles.

11	Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy.
12	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.
13	Complete teaching related administrative tasks to specified standards.
14	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.
15	Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of contemporary UK.
16	Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service.
17	<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"> • Child Protection • Equality, Diversity and Inclusion • Anti-bribery • Information management • Health and Safety

Key relationships

Internal

- Teachers
- Teaching Assistants
- Teaching centre management team
- Teaching centre administration team
- Regional and local HR teams
- Customer services staff
- Other wider BC teams
- Wider EFL community

External

- Learners
- Parents
- Prospective learners and parents
- Branch Partners

Other important features or requirements of the job

The working week will be Tuesday to Saturday in the afternoons and evenings and may vary depending on the schedule. Some travel will be required.

Please specify any passport/visa and/or nationality requirement.	Applicants must already have the right to live and work in the EU.
Please indicate if any security or legal checks are required for this role.	Enhanced and clear DBS (Disclosure and Barring Service) background check is mandatory as well as other appropriate checks.

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	Working together (more demanding) <i>Ensuring that others benefit as well as me</i> Making it happen (essential) <i>Delivering clear results for the British Council</i> Shaping the Future (essential) <i>Looking for ways in which we can do things better</i> Creating Shared Purpose (essential) <i>Communicating an engaging picture of how we can work together</i>		Shortlisting and interview
	Connecting with others (essential) <i>Making regular opportunities to understand others better</i> Being Accountable (essential) <i>Delivering my best work in order to meet my commitments</i>		Not assessed during the application stage but assessed during Performance Management process
Skills and Knowledge	Teaching Skills <ul style="list-style-type: none"> • Course and lesson planning (Level 2) • Understanding your learners (Level 2) • Subject knowledge (Level 2) • Classroom management (Level 2) • Learning technologies (Level 2) 		Short listing and / or interview
Experience	Teaching At least 3 years full time post-certificate (i.e. CELTA/Trinity CertTESOL/PGCE) experience Extensive experience (600+ hours) teaching primary (6-11 years old) Academic management Proven ability to provide academic support and/or professional development to teachers working with young learners. Proven ability of undertaking teacher	Experience of teaching very young learners (up to 5 years old) and/or secondary (12-18 years old)	Short listing and / or interview

	training, developmental teacher observations and/or line management for teachers teaching young learners.		
Qualifications	<p>First degree</p> <p>TEFL-I qualification (CELTA or Trinity CertTESOL) / PGCE</p> <p>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.</p>	<p>YL qualification (YL Extension to CELTA / TYLEC / B.Ed / MA-TEYL)</p> <p>TEFL-Q qualification (DELTA or Trinity Diploma in TESOL)</p> <p>Speaker of Romanian equivalent to user CEFR B2 or above.</p>	Short listing and / or interview

Submitted by	David Lewis	Date	08.05.2019
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