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Section A

Information about the vacancy

Recruitment Responsibility	David Lewis	Date	06.05.2019
Location	Bucharest	DAC code	ROM-T-xxx
Job Title	Teacher/ Branch Premises Coordinator	Job Type	Teacher
Start Date	3 September 2019	Closing Date	29 May 2019
Advertise job	internal / external	No of posts	1

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

The British Council Bucharest is looking for a Coordinators Branch Premises to provide support to the growing number of teachers working in the partner school premises of the Teaching Centre in Bucharest.

This post, commencing at the start of the next academic year, offers a chance to a pro-active young learner teacher to develop their skills in the area of teacher training and project management as well as gain experience in line management.

You will have a TELF-I qualification as well as a YL-qualification and minimum of 3 years of post-certificate teaching experience. Also, preferably, you'll hold a TELF-Q qualification. You will have proven ability to provide academic support to young learner teachers. You will have track record of working effectively with various stakeholders.

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 early years and primary learners as well as adults.

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

For further information please contact monika.zaczek@britishcouncil.ro

For internal applicants only: please include your two most recent end of year records 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 (early years, primary, and secondary young learner) and Adult courses. Primary and Early Years students make up approximately 45% of our student numbers.

This is an expanding and dynamic centre. Currently there are 3200 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 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

The Teaching Centres in Romania runs three 11 week terms for adult courses and two 17 week semesters for YL courses through the year followed by intensive courses in the summer months. The timetable means that most teachers teach over five days from Tuesday to Saturday or Monday to Friday. Lessons take place throughout the day (08.15 to 21.00) and teachers usually work either a morning/afternoon or afternoon/evening shift.

Courses include General English for adults and YLs as well as Professional English Skills, Legal English, Spoken English, and IELTS, FCE and CAE preparation classes for adults. Professional skills, corporate and offsite classes are also offered. Teachers are timetabled according to their experience / preferences, as well as operational needs.

All teachers are expected to attend regular in-service training sessions, follow the professional development systems and are encouraged to provide input into resources and other areas for the development of the centre's language programmes.

As Coordinator Early Years and Primary you will work closely with the academic team to ensure that we deliver high quality English Language teaching, support and training. You will line manage up to six teachers and carry out lesson observations and performance management meetings in accordance with corporate standards.

This is an excellent opportunity for the right candidate to develop skills and gain experience of training and teacher support of a centre team on a day-to-day basis.

Contract Length	1 year	Renewable Period	May be extended
Contract Type	local	No. of Staff Managed	up to 6
Contract Hours	40	Contact Hours	max 18 hours

Annual Salary

Your salary will be paid monthly in RON into a local bank account. You will be paid according to your place on the ten point scale (10,774 RON to 12,793 RON gross; approx 6, 000 to 7, 000 RON net)

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 by 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

35 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

You and accompanying members of your family will be registered with a local private health care provider.

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

The British Council is committed to a policy of equality, diversity and inclusion 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. We are committed to safeguarding and promoting the welfare of children and young people and expect all of our partners to share this commitment. Appointments to teaching roles are subject to Criminal Records Bureau checks in the UK, and, where appropriate, equivalent systems overseas.

British Council Romania is strongly committed to equality, diversity and inclusion. Our work is centred on building meaningful, enduring and respectful relationships across different cultures. We cannot do this if we do not have a commitment to equality, inclusion and valuing diversity. Our Equality strategy and Equality policy sets out how we approach the challenges of mainstreaming equality, diversity and inclusion internationally.

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 ticket 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 Seri 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!