

Role Title

Young Learner Support Officer

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Young Learners support	20 RON gross per hour	Bucharest	1 year	Teaching Centre Support Coordinator

Role purpose

This is a learning opportunity for people planning to work with children. Young Learner Support Officers supervise Young Learners aged 3 to 11 while waiting for their parents/carers, in order to ensure that learners are safe while on the British Council premises. Also carrying out the collection procedure of young learner students and supporting their parents/carers if necessary.

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 in:

- Calea Dorobantilor no.14
- Mendeleev Street no. 2

Our partner location is: Planeta Copiilor (in 3-11 Gabriela Szabo Street, Militari)

We are currently recruiting for all locations.

Our academic year is September to June, and we encourage Young Learner Support Officers to stay with us until the end of the academic year. Our holidays are usually at the same time with state school holidays, and Young Learner Support Officers 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.)

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:

Supervising the children in our Kids' Corner, and communal areas, by

- *maintaining a calm environment while children are waiting for class or waiting for collection.*
- *providing activities for children to be involved in while waiting for class or waiting for collection.*
- *assisting children with their British Council (or other) homework.*

Ensuring that the British Council Child Protection rules are followed, by

- *Interacting with the children as per our Child Protection guidelines.*
- *Monitoring the children's interactions and ensuring our internal rules are followed.*
- *Acting as per our Child Protection guidelines when necessary (in cases of bullying etc.).*
- *Ensuring the safe handover of children from the British Council to their guardian.*

Key Relationships:

Internal

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

External

- *Students.*
- *Parents and guardians.*

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>
B2/C1 level of English C1/ C2 level of Romanian	C1 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 3-10 in a formal or informal environment*, not necessarily in English. *such as teaching, private tutoring, supervising, baby-sitting, etc.	First aid training	Application and interview
Role Specific Skills		<i>Assessment Stage</i>
<i>Good interpersonal skills Ability to communicate effectively with children, young people, colleagues, parents and carers.</i>		Application and interview
British Council Behaviours		<i>Assessment Stage</i>
<i>Working together (essential): Establishes a genuinely common goal with others. Connecting with others (essential): Makes regular opportunities to understand others better. Being Accountable (essential): Takes personal responsibility for results of actions and accepts feedback.</i>		Interview
Prepared by:		Date:
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