

Title	Young Learner Support Officer		
Directorate or Region	Europe	Department/ Country	Bucharest, Romania
Location of post	Bucharest	Pay	20 RON gross per hour
Reports to	Teaching Assistants and YLSO Coordinator	Duration of job	Academic year 2019-2020 (until June 2020)
<i>Purpose of the programme:</i>			
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, in order to ensure that learners are safe while on the British Council premises.			
<i>Context and environment:</i>			
British Council Romania teaches 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. Young Learner Support Officers supervise students aged 3-11 in the Kids' Corner, library or other communal areas. We are currently looking for YLSO's in three of our partner locations: <ul style="list-style-type: none"> • SEB Primary School (in 22 Martisor Street)- Tuesday to Friday 16:30-20:00 • Planeta Copiilor (in 3-11 Gabriela Szabo Street)-Tuesday to Friday 14:30-20:00 • Step by Step (in 10-14 Plugariilor Street)- Tuesday to Friday 16:30-20:00 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.)			
<i>Accountabilities:</i>			
Safety and security for all young learners attending the British Council. Positive feedback from YL students, parents, teachers and other stakeholders.			
<i>Responsibilities:</i>			
<ul style="list-style-type: none"> - Be 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. - Demonstrate the positive values, attitudes and behaviour expected from children and young people. - Have commitment to ensuring that all young learner students behave at the British Council. - Establish fair, respectful, trusting, supportive and constructive relationships with young learners. - Have a commitment to collaboration and co-operative working with teaching centre staff and parents/guardians of young learners. 			
<i>Main duties:</i> These are the main areas of the Young Learner Support Officer role:			
1.	Supervising the children in our Kids' Corner, library and communal areas, by <ul style="list-style-type: none"> • 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; 		
2.	Ensuring that the British Council Child Protection rules are followed, by <ul style="list-style-type: none"> • Liaising with the Teaching Assistant to identify the children when they are brought to the Kids' Corner. • Interacting with the children as per our Child Protection guidelines. • Monitoring the children's interactions and ensuring our internal rules are followed. • Taking action 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. 		

Occasionally, Young Learner Support Officers help with administrative tasks / events organised by the British Council.

Key relationships:

Internal:

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

External:

- Students;
- Parents and guardians;

Other important features or requirements of the job:

Please indicate if any security or legal checks are required for this role.

The successful candidate will need to submit a recent Criminal Record Check (Certificat de Cazier Judiciar) and the email addresses of 3 referees that we can contact, out of whom at least one has seen them working with or interacting with children.

The British Council believes that all children have potential and that every child matters – everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989.

Person Specification

	Mandatory	Desirable	Assessment stage
Behaviours	<p>Working together (essential) Establishes a genuinely common goal with others</p> <p>Connecting with others (essential) Makes regular opportunities to understand others better</p> <p>Being Accountable (essential) Takes personal responsibility for results of actions and accepts feedback.</p>	<p>Making it happen (essential) Delivers clear results and develops himself/ herself.</p>	Interview
Skills and Knowledge	<p>B2/C1 level of English C1/ C2 level of Romanian Good interpersonal skills Ability to communicate effectively with children, young people, colleagues, parents and carers</p>	First aid training	Application and interview
Experience	<p>Experience of working with children aged 3-11 in a formal or informal environment*, not necessarily in English.</p> <p><i>*such as teaching, private tutoring, supervising, baby-sitting, etc.</i></p>	<p>Experience of working with children aged 3-11 years in a formal or informal environment, in English.</p> <p>Experience with children with Special Educational Needs.</p>	Application and interview
Qualifications	<p>High-school graduate University degree (completed or in progress).</p>	University studies (completed or in progress) in languages, childcare, psychology or child education.	Application

Working together (essential)	<ul style="list-style-type: none"> Is respectful towards students and parents, other YLSOs and TAs, and the British Council staff Sends payment vouchers and other administrative documents on time Covers for other YLSOs when available Helps when available with events 		
Making it happen (essential)	<ul style="list-style-type: none"> Delivers their best work in order to meet commitments Is proactive and takes initiative Takes feedback on board Asks questions when they don't understand 		
Being accountable (essential)	<ul style="list-style-type: none"> Is punctual Is absent only for serious reasons (exams, sickness, emergencies) Informs the YLSO Coordinator in advance / as soon as possible about absences Complies with the internal British Council rules, safety rules, child protection rules, dress code and face to face and online behaviour code. 		
Submitted by	Mara Curechian	Date	24.07.2019