

Job Description
Ref no:

Job Title	Resources and Systems Co-ordinator		
Directorate or Region	AME	Department/Country	Teaching Centre
Location of post	Caracas	Pay Band	Teacher scale
Reports to	TCM	Duration of job	1 year +

Purpose of job:

To contribute to British Council by demonstrating the excellence of UK ELT standards and practices, with a particular focus on the management of teaching centre academic systems and processes.

Context and environment:

Venezuela is a challenging and exciting operating environment. The country has some of the largest oil and gas reserves in the world, however there is a perception that the wealth these have generated has tended to stay in the hands of the rich, or gone overseas, and that this has exacerbated the considerable gap between rich and poor.

There is a considerable and enthusiastic market amongst our target audiences for what the British Council has to offer, especially in the areas of English, the internationalisation of education and the arts, and significant potential for income generation, sponsorship and partner funding.

The teaching centre currently employs approximately 19 teachers of English on both full time and hourly paid contracts and teaches English to 1,800 adults and young learners in each of the 5 terms every year. There are several projects in progress to develop the business, in particular, an intensive summer course programme and an off site premises project for young learners. We will be looking to grow the business for both adults and young learners in the coming year.

Accountabilities, responsibilities and main duties:
Classroom Teaching / Substitution

- As detailed in the teachers' job description/role profile.
- Prepare and deliver lessons and assess learners in accordance with the centre's agreed and stated approach and methodology. Demonstrate good practice in this area to teachers.
- Teach a maximum of 18 hours a week of regular timetabled classes during the academic year (this may include skills sessions or support classes) subject to operational needs.
- Form part of a substitution / standby rota and substitute classes as required.
- Assist with placement testing as required.

Resources and Systems Management

In collaboration with Senior Teachers, contribute to the efficient customer focused management (external and internal customer) of the centre:

- Manage the efficient storage of adult and Young Learner's labs materials, both in soft and hard copies.
- Set up and manage a system to maintain the teachers' room resources.
- Perform regular register spot checks and take action as appropriate.
- Contribute to student placement and counselling and assist in the co-ordination of placement testing.
- Contribute to the production and monitoring of internal assessment materials in conjunction with

the academic management team and setting of progress targets, in conjunction with coordinators for YOUNG LEARNER and adult programmes.

- Manage and help with the rollout and use of TEACHING CENTRE MANAGEMENT SYSTEM for teachers.

Professional Development/Line Management

- Deliver training sessions (INSETT) as part of the overall centre training plan.
- Provide day-to-day support to teachers on academic issues.
- Act as a role model for good classroom practice and be open to observation by teachers as a tool for teacher development.
- Assist with induction sessions to new teachers and provide mentoring to new hourly paid teachers, as required.
- Agree own personal development plan with line manager and review it at least four times a year.
- Acting shift supervisor/duty manager for teaching centre.
- Conduct developmental observations as required.
- Line management of up to 5 teachers.

British Council performance management standards are met in accordance with TQS, Essential HR, and Learning and Performance Management of Teachers processes. This includes classroom observation, feedback and on-going support where necessary.

Learning plans, observations, reviews and appraisals are completed on time in line with the centre's PM timetable.

Key relationships:

- Students
- Teachers
- Teaching Centre Management team
- Teaching Centre Support teams
- Suppliers

Other important features or requirements of the job:

Unsocial/evening hours and Saturdays

Please specify any passport/visa and/or nationality requirement.	Applicants must have the right to work in Venezuela
Please indicate if any security or legal checks are required for this role.	N/A

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	Making It Happen (More Demanding) Shaping The Future (More Demanding) Being Accountable (Essential) Creating Shared Purpose (Essential) Working Together (Essential) Connecting With Others (Essential)		Interview only Performance management
Skills and Knowledge	Course and Lesson Planning – level 2 Learning Technologies – level 1 for exploiting learning technology resources, creating lesson materials, troubleshooting and learning, developing and innovating. Subject Knowledge – level 2		Short listing and Interview
Experience	Proven competence in teaching <i>English as a Foreign Language</i> with <u>both adults and YLs</u> at a wide variety of ages/levels.	Teacher Training experience	Short listing and Interview
Qualifications	CELTA Certificate YOUNG LEARNER EC	A relevant teaching qualification as outlined in CSS – ENGLISH AS A FOREIGN LANGUAGE -Q	Short listing
Language proficiency	Ability to operate in English (both written and spoken) at a business level (equivalent to CEF level C2).		Short listing

Submitted by	Aishling Buckley	Date	12/04/2018
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