

**Job Description**
**Ref no:**

Job Title	Teacher of English		
Directorate or Region	AME	Department/Country	Teaching Centre
Location of post	Caracas	Pay Band	Teacher salary scale
Reports to	TCM	Duration of job	Locally-engaged
<b>Purpose of job</b> (global standard)			
<ul style="list-style-type: none"> <li>To promote and ensure quality teaching and effective learning of English</li> <li>To support the wider aims of British Council and its cultural relations mission</li> </ul>			
<b>Context and environment</b> (see guidance)			
<p>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.</p> <p>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.</p> <p>The teaching centre currently employs approximately 29 teachers of English on both full time and hourly paid contracts and teaches English to 2,100 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.</p>			
<b>Accountabilities</b> (global standard)			
<p>Support British Council's global English strategy by</p> <ul style="list-style-type: none"> <li>delivering teaching to the highest standards of ELT</li> <li>enhancing British Council's reputation as a world authority in ELT</li> <li>continuing professional development and sharing of best practices</li> </ul>			
<b>Responsibilities</b> (global standard)			
<ul style="list-style-type: none"> <li>Ensuring teaching meets learner needs and expectations</li> <li>Ensuring teaching meets Teaching Quality standards and organisational expectations</li> <li>Maintaining good relationships with customers and colleagues</li> <li>Supporting the teaching centre's activities and British Council plans</li> </ul>			
<b>Main duties</b> (global standard)			
1	Plan, prepare and deliver high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles		

2	Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy
3	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
4	Complete teaching related administrative tasks to specified standards
5	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
6	Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of contemporary UK
7	Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service
8	<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"> <li>• Child protection</li> <li>• Equal Opportunity and Diversity</li> <li>• Information management</li> <li>• Health and safety</li> <li>• Anti-bribery</li> </ul>
<b>Key relationships:</b> (include internal and external)	
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Other Teaching Centre staff (teachers, coordinators, senior teachers, teaching centre manager)</li> <li>• Finance and resources team</li> <li>• Customer services team</li> <li>• Operations (Grant-funded Projects) team</li> <li>• Examinations team</li> <li>• Other wider BC teams</li> <li>• Wider EFL community</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>• Learners</li> <li>• Parents</li> <li>• Partner schools</li> <li>• Corporate Clients</li> </ul>	
<b>Other important features or requirements of the job</b> (e.g. travel, unsocial/evening hours, restrictions on employment etc)	

- The working week will either run from Monday to Friday or from Tuesday to Saturday, and this may vary from term to term.
- The post-holder will have 24 contact hours per week.
- The post-holder will be given scheduled slots for substituting absent/sick teachers and will be expected to be available for them.
- The post-holder must be prepared to teach split shifts when necessary.
- Leave may only be taken on non-teaching days. Leave in other circumstances must be agreed with the Teaching Centre management team.
- Teaching corporate courses may involve travel to offsite premises.

Please specify any passport/visa and/or nationality requirement.

Applicants must have the right to work in Venezuela

**Person Specification** (see guidance below before updating this section)

	Essential	Desirable	Assessment stage
<b>Behaviours</b> (global standard)	<ul style="list-style-type: none"> <li>▪ Making it happen (essential)</li> <li>▪ Working together (essential)</li> </ul> <p><i>Please note: the other behaviours below will <u>not</u> be assessed at interview. However, <u>all</u> behaviours will be used for performance management purposes.</i></p> <ul style="list-style-type: none"> <li>▪ Being accountable (essential)</li> <li>▪ Shaping the future (essential)</li> <li>▪ Connecting with others (essential)</li> <li>▪ Creating shared purpose (essential)</li> </ul>		Interview only
<b>Skills and Knowledge</b> (all skills = global standard)	Teaching Skills: Classroom management (1) Course and lesson planning (1) Subject knowledge (1) Understanding your learners (1)	Teaching Skills: Learning technologies (1)	Interview
<b>Experience</b> (specific to centre)	i.e. CELTA/Trinity cert TESOL experience: Adults General English 18+ (1200+ hours) Young learners aged 8 to 17 (200+ hours)	Young learners aged 5 to 7 (200+ hours)  Corporate courses (200+ hours)	Short listing and interview
<b>Qualifications</b>	Cambridge CELTA/Trinity Cert TESOL or recognised equivalent. First degree or recognised equivalent. 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.	PGCE/B.Ed Primary/Secondary.  Cambridge YL Extension/BC Trinity TYLEC.	Short listing only
Submitted by	Aishling Buckley	Date	April 2017