

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

Job Title	Freelance Teacher of English		
Directorate or Region	Wider Europe	Department/Country	Kazakhstan
Location of post	Almaty/ Astana	Pay Band	Teacher salary scale
Reports to	Academic Coordinator	Duration of job	n/a
<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>The British Council wishes to recruit Teachers of English to deliver The Professional English language training program for journalists in Kazakhstan from February 2019.</p> <p>The Professional English language training program for journalists is delivered by the British Council on behalf of the US Embassy in Kazakhstan. The program is designed to support Kazakhstan's aspiration to develop the professionalism of journalists and expand knowledge of the English language as it becomes a trilingual society. The program will provide 160 hours of English classes to journalists at Kazakhstani print, TV, radio and online media outlets in eight cities. Classes will run for a year from February 2019, with breaks over the summer and for Kazakhstani public holidays. Classes will be scheduled outside of normal working hours.</p> <p>The training program will be managed by the British Council in Almaty, which will provide academic management and administrative support to the teachers. Teachers will need to have a degree of self-management and resilience as they will be teaching in partner premises rather than a standard British Council teaching centre.</p> <p>There may also be some other teaching opportunities which the British Council, Kazakhstan may be able to offer.</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 English Language Teaching</li> <li>enhancing British Council's reputation as a world authority in English Language Teaching</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 English Language Teaching 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>• Equality, Diversity and Inclusion</li> <li>• Safety and Security</li> <li>• Fraud Awareness</li> <li>• Information Management</li> </ul>
<b>Key relationships:</b> (include internal and external)	
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Other teachers</li> <li>• Teaching project management team</li> <li>• Teaching project administration team</li> <li>• Customer services staff</li> <li>• Other wider British Council teams</li> <li>• Wider EFL community</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>• Learners</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)	
Teachers will be expected to teach at a partner premises, occasional evening hours working.	
Please specify any passport/visa and/or nationality requirement.	The postholder must have the right to live and work in the country in which the role is based.
Please indicate if any security or legal checks are required for this role.	In line with our Child Protection policy, the postholder will be required to obtain a criminal record check.

**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) Level of skills by centre need	Teaching Skills – level 1 = essential <ul style="list-style-type: none"> <li>▪ Classroom management (1)</li> <li>▪ Course and lesson planning (1)</li> <li>▪ Subject knowledge (1)</li> <li>▪ Understanding your learners (1)</li> <li>▪ Learning technologies (1)</li> </ul>		Interview
<b>Experience</b> (specific to centre)	<ul style="list-style-type: none"> <li>▪ 2 years post-certificate i.e. CELTA/Trinity cert TESOL experience</li> <li>▪ Experience in teaching exam preparation courses (IELTS)</li> </ul>		Shortlisting and interview
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Cambridge CELTA/Trinity cert TESOL (<i>global minimum standard</i>)</li> <li>▪ High proficiency in English i.e. 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</li> <li>▪ Undergraduate degree or equivalent</li> </ul>	Recognised diploma in EFL i.e. DELTA	Short listing only
Submitted by	Academic Coordinator	Date	December 2018