

Job Title	Teacher of English		
Directorate or Region	Wider Europe	Department/Country	Kazakhstan
Location of post	Astana	Pay Band	Fixed term contract rate
Reports to	Academic Coordinator in Astana	Duration of job	1 year (plus another 1 year extension)
Purpose of job (global standard)			
<ul style="list-style-type: none"> To promote and ensure quality and effective teaching and learning of English To support the wider aims of British Council and its cultural relations mission 			
Context and environment (e.g. dept description, region description, organogram, country, centre and post challenges)			
<p>The British Council wishes to recruit two English language teachers for a number of one-year assignments, to deliver English language training in Astana to holders of the President of Kazakhstan's Bolashak scholarship scheme, from 25 September 2016.</p> <p>The assignments are initially available only for one year due to work permit considerations, but may be extended for up to two additional one-year assignments based on performance and business need.</p> <p>The training will be delivered intensively to Bolashak Scholars for up to six months, before they go abroad to undertake their main programme of study and/or an additional six months' language training. The training will include a mix of general English and IELTS preparation courses arranged according to the learners' current knowledge.</p> <p>Bolashak Scholars undertaking the training are likely to have a range of English language abilities (minimum IELTS 4.0), with the requirement to reach IELTS 5.5 by the end of the course. The Scholars will learn in small groups arranged according to ability and will study intensively for 35 hours per week for a period of 3 or 6 months.</p> <p>The training programme 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>The British Council is an equal opportunities and diversity employer, and the post-holder will play a role in ensuring that Equality, Diversity and Inclusion policies are consistently applied through the operation.</p> <p>The British Council has a fundamental duty of care of all children engaged in activities with us under our mandatory Child Protection Policy. All our employees must be familiar with and follow the Child Protection Code of Conduct. 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.</p>			
Accountabilities (standard globally)			
<p>Support British Council's global English strategy by</p> <ul style="list-style-type: none"> delivering teaching to the highest standards of ELT enhancing British Council's reputation as a world authority in ELT continuing professional development and sharing best practices 			
Responsibilities (global standard)			

- Ensuring teaching meets learner needs and expectations
- Ensuring teaching meets Teaching Quality standards and organisational expectations
- Maintaining good relationships with customers and colleagues
- Supporting the teaching centre's activities and British Council plans

Main duties (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 the 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	Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas: <ul style="list-style-type: none"> • Child protection • Equal Opportunity and Diversity • Health and safety

Key relationships: (include internal and external)

Internal

- Other teachers
- Teaching centre management team
- Teaching centre administration team
- Customer services staff
- Other wider BC teams
- Wider EFL community in Kazakhstan

External

- Learners
- The Centre for International Programmes (CIP) who are the funding organisation

Other important features or requirements of the job
(e.g. travel, unsocial/evening hours, restrictions on employment etc)

Teachers will be expected to teach at a partner premises.

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

Non-Kazakhstan teachers will need to get a criminal records check, a medical check and a working visa before arrival. The process could take up to 2 months. Applicants must have a valid current passport with an expiry date no earlier than 1 October 2017 and with at least one blank page for the necessary visa. The British Council, Kazakhstan will cover the cost of all checks and visas. No restrictions on passport holders. Kazakhstani or those with Kazakhstani residency status will need to get a criminal records check.

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

Standard child protection checks and references.

	Essential	Desirable	Assessment stage
Behaviours (global standard)	<ul style="list-style-type: none"> ▪ Making it happen (essential) ▪ Working together (essential) 	<p><i>Please note: the other behaviours below will not be assessed at interview. However, <u>all</u> behaviours will be used for performance management purposes.</i></p> <ul style="list-style-type: none"> ▪ Being accountable (essential) ▪ Shaping the future (essential) ▪ Connecting with others (essential) ▪ Creating shared purpose (essential) 	Interview
Skills and Knowledge (all skills = global standard) Level of skills by centre need	<p>Teaching competencies (all at level 1):</p> <ul style="list-style-type: none"> ▪ Classroom management ▪ Course and lesson planning ▪ Subject knowledge ▪ Understanding your learners ▪ Learning technologies 		<p>Interview</p> <p>Interview and Performance Management</p>
Experience	<p>2 years post-certificate i.e. CELTA/Trinity cert TESOL experience</p> <p>Experience in teaching exam preparation courses (IELTS)</p>		Short listing
Qualifications	<ul style="list-style-type: none"> • Cambridge CELTA/Trinity cert TESOL (<i>global minimum standard</i>) • 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 • Undergraduate degree or equivalent 	<p>Recognised diploma in EFL i.e. DELTA</p> <p>IELTS Examiner Status</p>	Short-listing

Submitted by	Nasser Ameri	Date	02.06.16
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