

Job Description
Ref no: Not applicable

Job Title	Teacher of English		
Directorate or Region	MENA	Department/Country	E&E Algeria
Location of post	Algiers	Pay Band	Teacher
Reports to	Senior Teacher	Duration of job	2 years renewable

Purpose of job

- To promote and ensure quality teaching and effective learning of English
- To support the wider aims of British Council and its cultural relations mission

Context and environment

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

The British Council Algeria opened in April 2105 in a new eight classroom teaching centre in Algiers. The centre is in a beautiful renovated garden villa situated in Hydra a picturesque suburb of Algiers. Since opening the teaching centre has grown from strength to strength with an average of 780 Adults and over 560 Young Learners registered each term. All teachers are expected to teach YLs as part of their teaching hours.

The Young Learner activity is a vital part of the Algiers centre's business. We aspire to offer the highest quality learner experience and the academic programme reflects the British Council's methodology, corporate standards and learning offer.

All our contracted teachers are supported and developed through a programme of continuous professional development, including a busy in service teacher training programme, including Trinity Teaching Young Learners Certification (TYLEC), and for those teachers wishing to develop beyond the CELTA, we offer support for the British Council/Cambridge Diploma in Teaching English to Adults (Distance DELTA) programme. We are also committed to revisiting and revising our syllabuses, evaluation systems and student communication systems on a continuous basis.

Accountabilities

Support British Council's global English strategy by

- delivering teaching to adults and young learners to the highest standards of ELT
- enhancing British Council's reputation as a world authority in ELT
- continuing professional development and sharing of best practices

Responsibilities

- 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

1	Plan, prepare and deliver high quality English language teaching that meets the needs of adult and young learners 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	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:

Internal

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

External

- Learners
- Parents
- Partner schools
- Corporate Clients

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

The working week will be Sunday to Thursday with the possibility of Friday and Saturday classes. While some teaching will be carried out during the day, core hours remain as afternoon to evening, and some morning and the bulk of our teaching timetables usually reflect this. The post may involve travel to offsite premises.

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

You will not receive a work permit if you are over 60 years of age.

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

Algerian nationals will be required to provide a criminal record check. UK nationals need to apply for a UK Criminal Records Bureau (CRB) check. Nationals of other countries need to provide an enhanced disclosure from that country. In addition all new teachers should acquire a police check from their current country of residence. All the above need to be applied for prior post.

	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 <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"> ▪ Being accountable (essential) ▪ Shaping the future (essential) ▪ Connecting with others (essential) ▪ Creating shared purpose (essential) 		Interview only
Skills and Knowledge (all skills = global standard)	High proficiency in English i.e. full mastery of English across all 4 skills equivalent to user (CEFR C1 high, C2) IELTS Band 8/9 in each of 4 sections of the academic module	All Five Teaching Skills – level 1	Interview
Experience (specific to centre)	Understanding of UK culture		Short listing and interview
		2 years post-certificate i.e. CELTA/Trinity cert TESOL experience Experience in teaching relevant age groups <u>specific to the centre</u> <ul style="list-style-type: none"> ▪ Young learners aged 8 to 10 (400+ hours) ▪ Young learners aged 11 to 13 (400+ hours) ▪ Young learners aged 14 to 17 (400+ hours) ▪ Adults General English 18+ (400+ hours) 	Short listing and interview
Qualifications	First degree from recognized tertiary institution		Short listing only
	Cambridge CELTA/Trinity cert TESOL <i>(global minimum standard)</i>	Recognised diploma in EFL i.e. DELTA	Short listing only

Submitted by	Bill Murray	Date	23/08/2017
--------------	-------------	------	------------