

Job Description
Ref no: TE-SL 07-19

Job Title	Teacher of English – 21 contact hours		
Directorate or Region	EU	Department/Country	Teaching Centre / Slovakia
Location of post	Bratislava	Pay Band	Teacher salary scale
Reports to	Senior Teacher	Duration of job	2 years

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 in Slovakia is focused on English and primarily on Teaching and Examinations services. The teaching centre operates out of city centre premises and through schools. There is currently a Senior Teacher, 3 full-time teachers under contract and 8-10 freelance teachers. The operation is approximately 5,000 class hours and 1,000 students. Currently about 54% of income comes from adult public courses, Young Learner courses contribute about 41% and the corporate business around 5%. The number of young learners is growing steadily and the strategy is for long-term growth of YL numbers. Contract teachers may also need to act as the senior responsible person in the teaching centre on occasions, although emergency contract procedures are in place to deal with serious situations.

Accountabilities

Support British Council's global English strategy by:

- delivering teaching to the highest standards of ELT;
- enhancing the British Council's reputation as a world authority in ELT;
- continuing professional development and sharing of best practices;
- ensuring teaching meets learner needs and expectations;
- ensuring teaching meets Teaching Quality standards and organisational expectations;
- ensuring Equality, Diversity and Inclusion (EDI) is taken into account when planning and delivering lessons and engaging with customers and colleagues;
- supporting the teaching centre's activities and British Council plans.

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 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"> • Child protection • Equality, Diversity and Inclusion • Health and safety
Key relationships:	
<p><u>Internal</u></p> <ul style="list-style-type: none"> • Other teachers • Teaching centre management team • Teaching centre administration team • Customer services staff • Other wider BC teams • Wider EFL community <p><u>External</u></p> <ul style="list-style-type: none"> • Learners • Parents • Partner schools • Corporate Clients 	
<p>Other important features or requirements of the job (e.g. travel, unsocial/evening hours, restrictions on employment etc)</p>	

- Some teaching may require travel to off-site locations.
- Assistance with placement testing will be required during registration periods.
- Teachers will be expected to support and assist the Senior Teacher with academic projects.
- The teaching timetable may include split shifts.
- Cover shifts may be required.
- Attendance at INSETTs and staff meetings.
- Teachers are expected to teach both adults and young learners.

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

Right to live and work in Slovakia

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

Criminal records check, medical certificate from a practising doctor

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<p>1) Creating Shared Purpose: I gain the active support of other people so they are fully engaged and motivated to contribute effectively. I do this by communicating our purpose in a way that others can understand and that achieves shared clarity. I help them understand the part they play, so that our aims are clear to all. Essential level: Communicating an engaging picture of how we can work together.</p> <p>2) Connecting with others: I find common ground and build relationships and connections to support British Council goals. I do this by building trust with others, by paying attention to their concerns and needs, and showing that I understand their interests. I achieve understanding and trust in a culturally sensitive way – whatever my role. Essential level: Making regular opportunities to understand others better.</p> <p>3) Working together: Knowing that we will achieve more with other people than we can do separately, by sharing goals and resources to add more value, I work towards common goals. I collaborate with mutual respect, valuing others equally, and aiming to ensure we share success. Essential level: Establishing a genuinely common goal with others.</p> <p>4) Being accountable: I show accountability and commitment to the British Council and I demonstrate resilience and determination. I hold myself and others responsible for delivering goals in line with the shared purpose of the British Council. I give and accept constructive feedback to maximise high performance and manage under-performance. Essential level: Delivering my best work in order to meet my commitments.</p> <p>5) Making it happen: I deliver excellent results, achieve challenging goals and develop myself and others. I do this by setting clear and demanding objectives to deliver what is required. I stay focused on measurable outcomes, while building longer-term capability. I demonstrate standards of</p>		<p><i>Not to be used for interview</i></p> <p><i>Not to be used for interview</i></p> <p>Interview</p> <p><i>Not to be used for interview</i></p> <p>Interview</p>

	<p>excellence and deliver value for money. I measure progress and adapt plans when necessary.</p> <p>Essential level: Delivering clear results for the British Council.</p> <p>6) Shaping the future: I achieve better business, innovation and growth by using my professionalism, knowledge and expertise to create a clear focus on what I want to achieve. I spot opportunities, plan appropriately and create innovative solutions that recognise ambiguity and deliver business benefit.</p> <p>Essential level: Looking for ways in which we can do things better.</p>		<i>Not to be used for interview</i>
Skills and Knowledge	<p>Teaching Skills:</p> <p>Classroom management (Essential level)</p> <p>Course and lesson planning (Essential level)</p> <p>Subject knowledge (Essential level)</p> <p>Understanding your learners (Essential level)</p> <p>Learning technologies (Essential level)</p>		Interview
Experience	<p>2 years post-certificate i.e. CELTA/Trinity cert TESOL experience</p> <p>Experience in teaching relevant age groups:</p> <ul style="list-style-type: none"> ▪ Primary aged 6 to 10 (400+ hours) ▪ Lower Secondary aged 11 to 14 (800+ hours) ▪ Upper Secondary aged 15 to 17 (400+ hours) ▪ University/Vocational students aged 18 to 25 (400+hours) ▪ Adults General English 18+ (800+ hours) 	<ul style="list-style-type: none"> ▪ Early Years aged 2 to 5 (400+hours) 	<p>Short listing and interview</p> <p>Short listing and interview</p> <p>Short listing and interview</p>

Qualifications	Cambridge CELTA/Trinity cert TESOL	Recognised diploma in EFL i.e. DELTA	Short listing
		PGCE/B.Ed in Primary	Short listing

Submitted by	Alastair Bassett	Date	22 July 2019
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