

**POST DESCRIPTION**

Title	Academic Lead (Online English Course)
Location of project:	Colombia
Scale	Senior Consultant I /Approved Teacher Trainer Senior I
Economic Compensation	<p>\$54,617,436 for the entire contract <b>(IVA not included)</b>. Depending on the country of residency and the local currency mostly used in the country, GBP, EUR, or USD will be used:</p> <p>££10,837, €12,565, or USD\$13,519 for the entire contract</p>
Length of contract	Approximately 6 months (conditioned to contract signature with the stakeholder)
Number of consultants required	1

**Context and Environment**

The British Council in Colombia is a largely UK government grant funded non-for-profit organisation. Colombia is an important commercial, cultural and educational partner for the UK, and we aim to increase the impact of our operation locally. In Colombia, the British Council works mainly in English, Education and Arts.

Contracts: British Council delivers a series of consultancy and teacher training and mentoring projects for both public and private sectors. Main contracts are usually with the Ministry of Education, the Ministry of Commerce, the Ministry of Defence and Local Education Authorities.

Projects: British Council delivers a portfolio of large-scale and local projects in English, Education and Society and the Arts. The British Council's English Programmes Unit (EP) formulates and delivers a series of projects for both the public and private sectors.

Equality, Diversity, and Inclusion (EDI) Statement: The British Council is committed to policies and practices of equality, diversity and inclusion across everything we do. We support all staff to make sure their behaviour is consistent with this commitment. We want to address under representation and encourage applicants from under-represented groups, in particular, but not exclusively, on grounds of ethnicity and disability. All disabled applicants who meet the essential criteria are guaranteed an interview and we have Disability Confident Employer Status. We welcome discussions about specific requirements or adjustments to enable participation and engagement in our work and activities.

The British Council is committed to safeguarding children, young people and adults who we work with. We believe that all children and adults everywhere in the world deserve to live in safe environments and have the right to be protected from all forms of abuse, maltreatment and exploitation as set out in article 19, UNCRC (United Nations Convention on the Rights of the Child) 1989.

Appointment to positions where there is direct involvement with vulnerable groups will be dependent on thorough checks being completed; these will include qualification checks, reference checks, identity & criminal record checks in line with legal requirements and with the British Council's Safeguarding policies for Adults and Children.

**Purpose**

To lead the design and implementation of English Without Borders with the District Agency for Higher Education, Science and Technology of Bogotá (Atenea). EwB is 16-week home- based English course comprised of 100 academic hours (5 to 6 synchronous hours per week) aimed at groups of adults in Colombia.

**Responsibilities**

- To design the scope and sequence and the syllabus of the English Without Borders strategy including instructional goals, learning outcomes and outputs, teaching strategies and evaluation tools, and lead and oversee the design and implementation of lesson plans and materials.
- To conduct the necessary actions for the pedagogical follow-up of the planning and delivery of activities assigned, including materials design and teacher training, following the guidelines provided by the British Council.
- To lead and follow up the implementation of an online English course for approximately 1,400 students. The course consists of approximately 5 hours per week of synchronous classes and approximately two hours of additional activities, according to the guidelines established within the project.
- To lead processes related to the selection of the group of Remote and Master Teachers and/or any other academic consultant, following British Council's policies.
- To actively participate in the analysis, selection and implementation of the materials, student placing, platform, entry/exit tests and self-assessment tools for the implementation of the online course.
- To draft and carry out the technical review of documents and teaching/ learning materials created as part of the project and deliverables for the effective implementation of the English Without Borders strategy and the Monitoring and Evaluation of all the components of the project.
- To design and draft technical reports on the implementation and results of the components and activities assigned.
- To lead and advice on the design and reporting of deliverables and products established by the programme.
- To provide professional support for the open calls for participation and registration processes for students within the project's framework.
- Together with the administrative team, to draft and deploy a retention plan to minimize student drop-out.

- To support the preparation and development of meetings related to the implementation and delivery of the project as indicated by British Council and Atenea.
- To act as a liaison between internal and external stakeholders for the design and implementation of the project.
- To participate in technical and administrative meetings as required by the project.
- To take the Mandatory Training by the British Council, and apply the protocols and regulations set forth there when interacting with students.

## TERMS OF REFERENCE

Type of Contract	Service Provision (Prestación de Servicios)
Payment terms	<ul style="list-style-type: none"> <li>- Up to six (6) payments after submission of a monthly report of actions and deliverables established in the implementation plan of the project.</li> <li>- Prior to each payment, the contractor needs to submit a bill for service, a copy of RUT, proof of contribution to social security as established by local law, and approval for payment from manager upon completion of deliverables/products.</li> </ul>
Legal deductions	<ul style="list-style-type: none"> <li>- In accordance with local legal legislation in Colombia.</li> <li>- Legally required deductions (such as Income Withholding Tax, Industry and Commerce Tax-ICA- and all applicable taxes) will be applied.</li> <li>- To claim travel related expenses, the contractor must submit an invoice for payment which will also be subject to the same taxes indicated above as applicable.</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>D1. Implementation, retention, and mitigation plans.</li> <li>D2. Scope and sequence and syllabus for the English Without Borders strategy.</li> <li>D3. Learning and teaching materials necessary for the implementation.</li> <li>D4. Technical documents for the implementation of the project.</li> <li>D5. Training materials for team members responsible for implementing actions. Evaluation reports and comprehensive impact data analysis reports.</li> <li>D6.</li> <li>D7. Monthly reports describing steps taken for each strategy upon stakeholder request.</li> <li>D8. Periodic and final reports in both Spanish and English.</li> </ul>

- D9. Certificate of completion for Mandatory Training.
- D10. Any other official formats and reports required by the project.

### CONTRACTOR SPECIFICATION

Essential qualifications, experience, and skills	<ul style="list-style-type: none"> <li>- University degree in Education or Languages, or equivalent in years of experience (10 years).</li> <li>- Postgraduate studies in an education- related field e.g. M.A. TESOL, language assessment, educational technologies, language didactics, education or equivalent in years of experience (10 years).</li> <li>- At least six (6) years of proven experience:               <ul style="list-style-type: none"> <li>a. teaching English as a foreign language,</li> <li>b. designing and/or adapting curriculum for English as a subject in formal education,</li> <li>c. leading or delivering consultancy, assessment strategies for ELT,</li> <li>d. working in large-scale projects in the public sector, including English Language Learning,</li> </ul> </li> <li>- Minimum C1 level of Spanish and English</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>- Two (2) years of experience creating, writing, or editing learning/ teaching materials</li> <li>- Two (2) years proven experience managing online programmes and English courses.</li> <li>- Experience implementing monitoring and evaluation strategies.</li> <li>- Experience participating in the implementation of English teaching and learning platforms or other digital tools.</li> </ul>
Passport and/or nationality requirement	<ul style="list-style-type: none"> <li>- Right to work in Colombia is necessary.</li> <li>- The British Council is not able to support or sponsor work visa applications or relocation costs for non-Colombian applicants.</li> </ul>
Important Features	<ul style="list-style-type: none"> <li>- Although most work is expected to be performed from home, the consultant will be required to attend periodical face-to-face events in Bogota.</li> <li>- Internet access or any other equipment to deliver the activities is not provided by the British Council and is the sole responsibility of the contractor.</li> <li>- A confidentiality agreement is a must to sign the contract.</li> <li>- Signature of the contract with the successful candidate is tied to the official signature of the partnership agreement between the British Council and the stakeholder, as well as completion of relevant background checks by British Council and partners.</li> </ul>

## TERMS OF REFERENCE INDEPENDENT CONTRACTORS

Application Process	Based on the description and guidelines listed above, interested candidates are invited to send their Curriculum Vitae in Spanish (as per stakeholder's requirement) <span style="float: right;">to</span> <a href="mailto:mayraalejandra.acostagonzalez@britishcouncil.org">mayraalejandra.acostagonzalez@britishcouncil.org</a> <span style="float: right;">specifying the</span> position you		
	are applying for, in this case: <b>Academic Lead Atenea (English Without Borders Programme)</b>		
Rates	Payments after submission of a monthly report of actions and deliverables established in the implementation plan of the project		
Deadline for application	<b>July 15, 2024</b> <b>11.59 pm Colombian time</b>		
Submitted by	Carolina Cruz Corzo Head of English Programmes	Date	June, 2024