

POST DESCRIPTION

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| Title | Remote Master Teacher |
| Location of project | Colombia |
| Scale | Senior Consultant I /Approved teacher trainer Senior I |
| Economic Compensation | <p>\$51,360,000 COP for the entire contract (IVA not included)</p> <p>Depending on the country of residency and the local currency mostly used in the country, GBP, EUR, or USD will be used:</p> <p>£10,191, €11,816, or USD\$12,713 for the entire contract</p> |
| Length of contract | Approximately 6 months (conditioned to the effective signature of contract 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 need 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, oversee and monitor the academic implementation of the programme English Without Borders (EwB) executed with the District Agency for Higher Education, Science and Technology of Bogotá (Atenea). EwB is 16-week virtual English course comprised of 100 academic hours (5 to 6 synchronous hours per week) aimed at groups of adults in Colombia.

Responsibilities

- To participate in training sessions and strategic meetings as part of the programme implementation.
 - To design, review and provide feedback to unify course syllabi by level.
 - To train Remote Teachers in the effective use of the protocols, materials, platform, formats, action plans and retention plans of the project.
 - To consolidate the information, databases, alerts, and reports of each of the tutors to feed into the elaboration of the programme deliverables.
 - To follow up the implementation of English classes by each of the Remote Teachers assigned.
 - To consolidate the databases and support the grouping of students according to the results of the placements and self-evaluation tools that will be developed within the framework of the programme.
 - To support the organization and distribution of the groups (assignment to Remote Teachers) considering factors such as schedule, shift, English level, and others suggested by the British Council and the stakeholder.
 - To support the review, analysis and selection of materials and platform that will be used for the development of the courses.
 - To support the application of tests as well as the consolidation of reports, including placements, pre, post and self-assessment tools that will be applied to students.
 - To provide professional support to remote teachers and their classes according to the programme protocols and quality standards (class observation, use of evaluation instruments, feedback, etc).
 - To escalate alerts and cases of students that require immediate attention so as to avoid desertion, following the retention plan of the programme.
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- To lead on the standardisation of continuous assessment processes to measure students' performance.
 - To support on the M&E processes including data collection, systematization, and monitoring of the project so as to measure quality and success of the implementation.
 - To provide timely information, prepare analytical reports, presentations, and technical documents relevant to the project.
 - To consolidate and deliver weekly reports following requirements and guidelines.
 - To comply with data protection policies according to local law.
 - To support all the different processes and emerging requirements to provide quality and success of the programme implementation.

- To cover for some remote teachers in class when necessary.
- 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) |
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| Payment terms | <ul style="list-style-type: none"> - Monthly payments after submission of a monthly report of actions and deliverables established in the implementation plan of the project. - Prior to each payment, the contractor needs to submit a bill for service and approval for payment from manager upon completion of deliverables/products. - Successful applicants who are not living in Colombia must hold an overseas bank account that accepts international transfers in GBP, EUR or US Dollars. - For overseas bank accounts, each contractor is responsible to pay the legal taxes and deductions of each country. |
| Legal deductions | <ul style="list-style-type: none"> - Service providers must pay the due taxes and deductions according to the laws of the country of residence. - For successful applicants who do not live in Colombia, but hold a local/ Colombian bank account, the British Council will withhold the necessary legal deductions including Income Withholding Tax, Industry and Commerce Tax-ICA. |
| Deliverables | <p>D1. Participation in 100% of the planning and training sessions delivered by the British Council to gain awareness on the programme implementation procedures and tools.</p> <p>D2. Reports of class observation and feedback sessions of each of the assigned Remote Teachers.</p> <p>D3. Materials designed for professional development sessions delivered.</p> <p>D4. Monthly report of deliverables submitted by the assigned remote teachers.</p> <p>D5. Application of instruments for data collection as part of the monitoring and evaluation plan.</p> <p>D6. Certificate of completion for Mandatory Training.</p> <p>D7. Any other official formats and reports required by the project.</p> |

CONTRACTOR SPECIFICATION

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| Essential qualifications, experience, and skills | <ul style="list-style-type: none"> - The candidate must hold an official teaching certificate i.e. DELTA, BA in languages, or similar, or equivalent in years of experience working in ELT (8 years). - At least 6 years proven experience: <ul style="list-style-type: none"> a) teaching English as a foreign language. b) working in online learning environments. c) coordinating and leading English teaching programmes. d) teacher training, including class observation and feedback. - Ability to operate in English and Spanish (both written and spoken) at a business level. |
| Desirable | <ul style="list-style-type: none"> - Postgraduate studies in ELT, TESOL, education, or equivalent in years of experience (10 years). - At least one year of experience managing online or blended programmes. |
| Passport and/or nationality requirement | <ul style="list-style-type: none"> - Selected candidates are expected to work remotely, from home. Internet access or any other equipment to deliver the activities are not provided by the British Council. |
| Important Features | <ul style="list-style-type: none"> - 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. - A confidentiality agreement is a must to sign the contract. - 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. |
| Application Process | <p>Based on the description and guidelines listed above, interested candidates are invited to send their Curriculum Vitae in Spanish (as per stakeholder's requirement) to mayraalejandra.acostagonzalez@britishcouncil.org specifying the position you are applying for, in this case: Remote Master Teacher for English Without Borders</p> |
| Rates | <p>Payments after submission of a monthly report of actions and deliverables established in the implementation plan of the project.</p> |
| Deadline for application | <p>July 15, 2024 11.59 pm Colombian time</p> |

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| Submitted by | Carolina Cruz Corzo Head of English Programmes | Date | June, 2024 |
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