

**POST DESCRIPTION**

Title	Remote teachers for English Without Borders
Location of project	Colombia
Scale	Senior Consultant I /Approved teacher trainer Senior I
Economic Compensation	<p>\$9,350,000.000 COP for the entire contract <b>(IVA not included)</b></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>£2,012, €2,333 or USD\$2,511 per one (1) group of 100 synchronous academic hours and 10 hours of extracurricular activities.</p> <p>*Each Remote Teacher may be assigned maximum 5 groups.</p>
Number of trainers required	Up to 20
Length of contract	Approximately 5 months. (Conditioned to the effective signature of contract with the stakeholder).

**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 deliver a 100-hour remote English course to groups of adults in Colombia, including 10 additional hours of extracurricular activities (e.g. conversation clubs, tutoring, etc.), for a total of 110 hours. The role requires additional administrative responsibilities linked to teaching and lesson planning.

For this specific implementation, English Without Borders will consist of up to 100 academic hours (80 academic hours of general English lessons, and 20 hours of activities within the framework of *English for use in work environments*), in synchronous virtual mode, in a period of approximately 16 weeks (5 to 7 synchronous hours per week) aimed at groups of adults in Colombia.

**Teaching Responsibilities**

- To plan and teach:
  - o 5 academic hours of synchronous online general English classes per week for 16 weeks
  - (80 hours) o 20 academic hours of English tailored for use in work environments spread over sixteen weeks.The courses will be scheduled depending on students' availability in regular academic hours, Saturdays and/or Sundays included.
- To plan and deliver occasional additional sessions for students within the programme. This might include extracurricular activities (e.g. conversation clubs, tutoring, etc.) and/or substituting absent peers. These responsibilities will not exceed 10 hours within the whole contract.
- To analyse the results from diagnostic tools to establish action plans and differentiated planning for the groups assigned.
- To monitor and assess students' asynchronous autonomous work as established by the course programs.
- To monitor and assess students' performance following the guidelines and formats established.
- To keep record of students' performance and attendance daily/weekly.
- To provide remote pedagogical support to the assigned group(s) of students.
- To always uphold professional standards during the implementation of the programme.

**Administrative Responsibilities**

- To participate in training sessions and strategic meetings as part of the programme implementation procedures and tools. *Training sessions and meetings are included in the economic compensation. The length, periodicity, and number of these sessions will depend on the needs of the project and the requirements of the British Council and its partner.*
- To follow the retention plan of the programme to avoid dropouts. This might include reporting absences, flagging alerts, following up on cases of students that require immediate attention, recording classes to support students with special needs or absent students, among others.

- To support on the standardisation of continuous assessment processes to measure students' performance.
- To support the Monitoring and Evaluation processes including class observations, data collection, systematization, and monitoring of the project that help assure the quality and success of the program.
- To provide timely information, prepare analytical reports, presentations, and technical documents relevant for the project.
- To consolidate and deliver weekly reports and lesson plans following requirements and guidelines.
- To comply with data protection policies according to local law.
- 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
Payment terms	<ul style="list-style-type: none"> <li>- Monthly payments are made upon the effective delivery of teaching hours and submission of a monthly report detailing actions and deliverables outlined in the project implementation plan.</li> <li>- Extra hours (if any) are accumulated and paid in the last payment.</li> <li>- Upon completion of deliverables/products and before each payment, the consultant must submit a service bill for approval by the manager.</li> <li>- Successful applicants who do not reside in Colombia must hold an overseas bank account that accepts international transfers in GBP, EUR or US Dollars.</li> <li>- For overseas bank accounts, each consultant is responsible to pay the legal taxes and deductions of each country.</li> </ul>
Legal deductions	<ul style="list-style-type: none"> <li>- Suppliers must pay the due taxes and deductions according to the laws of the country of residence.</li> <li>- For successful applicants who do not live in Colombia, but hold a local/ Colombian bank account, the British Council will withhold the necessary</li> </ul>
	<ul style="list-style-type: none"> <li>- legal deductions including Income Withholding Tax, Industry and Commerce Tax-ICA.</li> </ul>

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. Weekly lesson plans for each of the groups assigned.</p> <p>D3. Weekly schedule report of the English classes with students.</p> <p>D4. Updated weekly attendance registry for each of the assigned groups.</p> <p>D5. Weekly monitoring and alert reports of the classes.</p> <p>D6. Filled out formats and tools including evidence of the online classes.</p> <p>D7. Filled out official formats that are required by the project.</p>
	D8. Collected data as part of the monitoring and evaluation plan.
	D9. Individual and group reports presenting statistics and support documentation related to the implementation of the programme.
	D10. One (1) final written report on the course delivery which includes the general and final assessments of each student, attendance, alerts, and future recommendations.
	D11. Certificate of completion for each of the Mandatory Trainings.
	D12. Any other official formats and reports required by the project.

**CONTRACTOR SPECIFICATION**

Essential qualifications, experience, and skills	<ul style="list-style-type: none"> <li>- The candidate must hold an official teaching certificate i.e., CELTA, BA in Languages, or equivalent.</li> <li>- At least 6 years proven experience teaching English as a foreign language.</li> <li>- Proven teaching experience in online learning environments.</li> <li>- Ability to operate in English and Spanish (both written and spoken) at a business level.</li> </ul>
	- C1 level of English required. If you do not have a valid certificate, the interview will be used to confirm your proficiency.
Desirable	<ul style="list-style-type: none"> <li>- Postgraduate studies in ELT, TESOL, education or equivalent in years of experience (10 years).</li> <li>- Experience in online material design.</li> </ul>
	- Experience in teaching English for professional/occupational purposes.
Passport and/or nationality requirement	- Candidates who do not live in Colombia need to have the corresponding work permit of their country of residency.

	<ul style="list-style-type: none"> <li>- 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.</li> </ul>
Important Features	<ul style="list-style-type: none"> <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>
Application Process	<ol style="list-style-type: none"> <li>1. 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 <a href="mailto:mayraalejandra.acostagonzalez@britishcouncil.org">mayraalejandra.acostagonzalez@britishcouncil.org</a> Please follow the below steps: <ul style="list-style-type: none"> <li>- Your CV should highlight the relevant experience and qualification for the post</li> <li>- Your CV should be named with your name and surname as follows: <b>John.Williams_CV</b></li> <li>- In the mail subject, please specify the position you are applying for, in this case: <b>Remote teachers for English Without Borders.</b></li> </ul> </li> <li>2. When submitting the application, please specify: <ul style="list-style-type: none"> <li>- Country and city of residence</li> <li>- Confirmation of having a bank account that accepts international transfers in US dollars.</li> <li>- Confirm the number of groups you would be able to take.</li> <li>- Confirm availability in 1 or more of the following schedules (Colombian time): <ol style="list-style-type: none"> <li>a) Tuesday to Friday (6:00 – 13:00) Colombian time</li> <li>b) Tuesday to Friday (15:00 – 20:00) Colombian time</li> <li>c) Saturday (8:00 – 14:00) Colombian time</li> </ol> </li> <li>- Confirm the number of groups you would be able to teach</li> </ul> </li> </ol>
Rates	<ul style="list-style-type: none"> <li>- Monthly payments against effective delivery of teaching hours and after submission of a monthly report of actions and deliverables established in the implementation plan of the project.</li> <li>- Payment of tutoring and club's hours are accumulated and paid in the last payment.</li> </ul>
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
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