

POST DESCRIPTION

Title	Academic Coordinator
Location of project	Colombia
Scale	Senior Consultant I /Approved teacher trainer Senior I
Economic Compensation	\$ 77,000,000
Number of trainers required	NA
Lengths of contract	11 months
Number of consultants required	3
<p>Context and Environment</p> <p>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.</p> <p>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.</p> <p>Projects: British Council delivers a portfolio of large-scale and local projects in English, Education and Society and the Arts.</p> <p>The British Council's English for Education System Strategic Business Unit (EES) formulates and delivers a series of projects for both the public and private sectors.</p>	
<p>Purpose</p> <p>To support the academic lead in the design, implementation, and monitoring of academic strategies as part of the large-scale agreement with the Local Educational Authority of Barranquilla.</p>	
<p>Responsibilities</p> <p>Depending upon the service provided. Each role may include but not be limited to:</p> <ul style="list-style-type: none"> - Together with the technical lead, to carry out the instructional design of the materials required by the programmes. This includes the curricular adjustments that may be necessary considering the target population of the programme. 	

- To coordinate the academic teams in the effective implementation and development of the programmes for the different strategies aimed at the target population (this may include head teachers, teachers & students from public schools in Barranquilla)
- To coordinate & support strategic meetings as part of the programme implementation.
- To lead the design required for the academic delivery of the strategies assigned including the adaptation of the teaching and learning resources, planning, and overall design of the programmes.
- To monitor the quality of the program in accordance with established protocols—conducting classroom observations, utilizing evaluation instruments, providing feedback, supporting continuous professional development, etc.—while offering academic support to master and remote teachers, mentors, pedagogical advisors, and English tutors within the assigned strategies. Additionally, to take and implement any necessary measures that impact its articulation.
- To support the design, validation, and approval of materials to carry out the different strategies. These materials may include webinars, slideshows, posters, lesson plans, tutorials, class observation formats, evaluation instruments, among others.
- To coordinate the design and delivery of pedagogical training and associated training tools for remote teachers, master teachers, mentors, pedagogical advisors, English tutors, school teachers, and/or headteachers, focusing on programme resources and the implementation of classes and extracurricular activities.
- To work hand in hand with master teachers, mentors, pedagogical advisors and/or academic leaders from vendors to follow up on the effective implementation of the academic strategies assigned.
- To coordinate the organisation and distribution of academic activities considering factors such as scope, schedule, deliverables, and others suggested by the British Council and the stakeholder.
- To design, review, update, and provide feedback to deliverables of the strategies assigned.
- To analyse any data from an academic perspective.
- To support M&E processes including data collection, systematisation, and monitoring of the project to measure quality and success of the implementation.
- To provide timely information, prepare analytical reports, presentations, and technical documents relevant to the programme.
- To coordinate on a timely risk management scheme to mitigate potential non-compliances with duties and deliverables of the strategies assigned including retentions for participants.
- To carry out monitoring and on-site visits for the strategies that require it, including classroom observations.
- To coordinate logistical/academic management of an English course (coordinate substitutes, replace if necessary)
- To participate in periodic administrative, technical, and academic follow-up and training meetings, in accordance with the development of the programme's activities.
- To understand and comply with the British Council's policies, including but not limited to data protection policies, codes of conduct, confidentiality, and safeguarding. These policies, codes, and protocols are available at: <https://www.britishcouncil.org/partner/international-development/jobs/policies-consultants>
- To complete the six mandatory courses, including Child Protection Awareness, Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security.

- To maintain and comply with all legal measures of confidentiality, security, and protection of personal data to which access is granted during the execution of the contract, in accordance with the data processing policy of the British Council, and Colombian law.
- To inform the British Council of any personal data security incidents that may affect the information of the data subjects.
- To destroy and/or return all personal data information upon termination of the contract, following the instructions received from British Council.
- To strictly observe and comply with all biosafety protocols established by both the National Government and local authorities for activities that must be conducted in person and/or that require participation in commercial establishments, under penalty of immediate and unilateral termination of the contract.
- To comply with any additional requirements necessary for fulfilling the objectives or arising from the nature of the project.

TERMS OF REFERENCE

Type of Contract	Service provision upon request
Payment terms	<ul style="list-style-type: none"> • Eleven (11) payments of \$7,000,000 each. • Each payment to be issued upon submission of a progress report and approval from the Head of Implementation. • Each month, the service provider will submit proof of social security contributions as required by local legislation.
Legal deductions	In accordance with legal policies in Colombia.
Deliverables	<p>D1. Technical documents for the implementation of each component of the programme.</p> <p>D2. Updated set of protocols that meet quality standards and needs of the stakeholder.</p> <p>D3. Monthly reports describing actions taken, progress, alerts, and key challenges of the strategies.</p> <p>D4. Report on the quality and approval status of all products delivered by the academic teams for each strategy, including evaluations and feedback on how each product meets the programme’s standards and objectives.</p> <p>D5. Agenda, presentation, and planning for academic team’s training sessions, including evidence of completed training.</p> <p>D6. Materials and instruments designed or validated for the programme, including slideshows, webinars, or guides.</p> <p>D7. Record of class observations carried out by themselves and the academic team, with consolidated statistics and support documentation on attendance, dropout rates, and performance metrics.</p> <p>D8. Certificate of completion of the six mandatory courses, including Child Protection Awareness, Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security.</p>

CONTRACTOR SPECIFICATION

<p>Essential qualifications, experience and skills</p>	<ul style="list-style-type: none"> - The candidate must hold an official teaching certificate i.e. BA in languages, or similar, or equivalent in years of experience working in ELT (6-8 years). - At least 4 years of proven experience in any of the following activities: <ul style="list-style-type: none"> ▪ teaching English as a Foreign Language or teaching in online learning environments. ▪ coordinating and leading EFL programmes ▪ teacher training, including class observation and feedback. ▪ curriculum and materials design in EFL programmes - Knowledge of and/or experience in public primary and secondary education. - Ability to operate in English and Spanish (both written and spoken) at a business level.
<p>Desirable</p>	<ul style="list-style-type: none"> - Postgraduate studies in ELT, TESOL, education, or equivalent in years of experience (3 years). - At least one-year experience managing blended programmes. - Experience participating in the implementation of English teaching and learning platforms or other digital tools. - Experience implementing monitoring and evaluation strategies.
<p>Passport and/or nationality requirement</p>	<ul style="list-style-type: none"> - Eligibility to Work in Colombia: Candidates must have the right to work in Colombia. - Visa Sponsorship: The British Council is unable to support or sponsor work visa applications or cover relocation costs for non-Colombian applicants.
<p>Important features</p>	<ul style="list-style-type: none"> - Successful applicants are not offered an immediate contract. The British Council Colombia is expanding its pool of consultants, and contracts are offered on a regular basis, based on organizational needs. - Interested candidates must live in Barranquilla or be willing to relocate. Please note that the project does not cover any travel expenses.
<p>Application Process</p>	<p>Interested candidates should submit their resumes to the following email address, in accordance with the description and guidelines provided above: bilinguismobaq@britishcouncil.org</p> <p>Please follow the below steps:</p> <ul style="list-style-type: none"> - Your CV should highlight the relevant experience and qualifications for the post. - Your CV should be named with your name and surname as follows: John Williams CV - In the mail subject, please specify the position you are applying for, in this case: “Academic Coordinator” – Barranquilla project”. <p>If you have any questions about this application process, you can write an email to bilinguismobaq@britishcouncil.org using “Academic Coordinator” Barranquilla project Application” as the subject.</p> <p>The British Council reserves the right to reject all applications and accept the one it deems most advantageous.</p>
<p>Rates</p>	<ul style="list-style-type: none"> • Upon submission of deliverables – 11 payments for \$ 7,000,000 COP/ each

Deadline for application	November 30, 2024		
Submitted by	Sandra Rangel, Head of Implementation	Date	18/11/2024