

**POST DESCRIPTION**

Title	ELT Mentors
Location of project	Barranquilla, Colombia
Scale	Junior Postgraduate Consultant / Teacher Trainer Junior II
Economic Compensation	\$60,000,000 for the entire contract (IVA not included)
Number of trainers required	N/A
Lengths of contract	10 months (conditioned on signing of contract with the stakeholder)
Number of consultants required	6

**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.

Within the framework of the Public Policy of Bilingualism "Barranquilla Bilingüe", which is developed jointly between the District Secretariat of Education of Barranquilla and the British Council Colombia, the component of institutional support through bilingualism mentors is in the strategic line of resources and support and seeks to continue the implementation of a scheme of institutional support by educational consultants, called Mentors, in order to promote and / or strengthen the processes of teaching and learning English as a foreign language at the institutional level.

**Purpose**

Implement a comprehensive mentorship and institutional support across up to thirty (30) district educational institutions over a 10-month period. The Pedagogical Mentor will accompany institutional changes at both the meso- and micro-curricular levels, working collaboratively (synchronously and asynchronously) with headteachers, coordinators, and teachers to strengthen bilingual education. Each mentor will oversee the implementation of strategies in five (5) institutions, with at least one weekly visit to each assigned school. The mentorship program focuses on driving sustainable improvements in English language teaching and learning while advancing national bilingualism goals.

**Key Objectives**

The mentorship programme will be delivered following several implementation strategies throughout a personalised onsite accompaniment to each assigned school. Each school is expected to carry out an action plan that allows it to propose specific, measurable, achievable, relevant, and timely objectives for the strengthening of English in the classroom with a view to an institutional strengthening of the language. The main objectives of the mentorship programme include, but are not limited to, the following:

- Be the articulating agent of all the strategies of the Barranquilla's bilingualism policy at each assigned school.
- Carry out an initial exploration in each of the assigned schools to determine the most convenient paths to take during the accompaniment.

- Provide teachers, head teachers and coordinators with resources to encourage professional development at participating schools.
- Install capacity for ELT at participating schools using differentiated approaches depending on each school's context and diagnosis.
- Advise teachers, headteachers and coordinators of participating schools on potential adjustments of their institutional curriculum.

**Responsibilities**

Accountabilities, responsibilities, and main duties are all in line with EDI, Child protection, Adults at Risk and other overarching corporate policies. All materials produced should follow British Council (BC) and partner brand guidelines, data protection policies and the applicable law.

**A. Institutional Support:**

- Conduct detailed diagnostics on bilingualism-related aspects, including curriculum alignment, teacher practices, student outcomes, and resource availability at each assigned school.
- Collaborate with headteachers and coordinators to create and implement action plans for bilingualism that align with institutional needs and national objectives.
- Provide ongoing advice and support to school leadership in integrating bilingual education into institutional policies and practices.
- Visit each assigned school at least once a week to provide onsite support, monitor progress, and ensure alignment with the bilingualism plan.

**B. Curriculum Development:**

- Assist schools in revising and updating English language curricula at the macro, meso-, and micro-levels, ensuring alignment with national standards and institutional objectives.
- Support the design and integration of bilingual curricula in non-language content areas where appropriate.
- Mentor teachers on planning and delivering lessons aligned with updated curricula and bilingual education strategies.

**C. Teacher Capacity Building:**

- Provide personalized pedagogical support to teachers, including classroom observations, feedback, and one-on-one mentoring sessions.
- Facilitate workshops and training sessions on bilingual teaching methodologies, assessment strategies, and innovative teaching practices.
- Support co-teaching initiatives and help teachers develop and implement effective lesson plans.

**D. Resource Development:**

- Develop and adapt teaching materials and resources that cater to the specific needs of each institution.
- Update and ensure the effective pedagogical use of existing resources for English teaching and learning within the institution, aligning them with bilingual education strategies and institutional goals.
- Provide guidance on the effective use of resources, both physical and digital, to enhance teaching and learning.

**E. Professional Collaboration:**

- Foster professional networks among teachers, promoting peer mentoring and the sharing of best practices.
- Encourage interdisciplinary projects and initiatives that integrate bilingualism across various subject areas.

**F. Institutional Policy and Planning:**

- Lead the creation, approval, and monitoring of school language policies to ensure sustainability of bilingual education initiatives.
- Guide schools in aligning their Institutional Educational Projects (PEI) with the bilingualism policy and their own bilingualism objectives.

**G. Support for Language Proficiency Certification**

- Provide guidance to school leadership on managing processes to ensure that students have access to international language certification opportunities upon graduation.
- Support headteachers and coordinators in identifying suitable certification options and aligning institutional efforts to meet certification requirements. Assist schools in preparing students and teachers for language proficiency assessments and international certifications.
- Assist in tracking and documenting student participation in certification programs and their outcomes to inform institutional planning and improvements.

**H. Monitoring and Evaluation:**

- Track the progress of bilingual initiatives through regular visits, reporting on achievements, challenges, and recommendations for improvement.
- Consolidate data, reports, and alerts from schools into comprehensive reports that inform program evaluations and future planning.
- Systematically consolidate data, reports, and alerts to feed into program evaluation.
- Ensure documentation of all activities, including photographic evidence, meeting records, and attendance logs.

**I. Stakeholder Engagement:**

- Act as a liaison between the schools and program stakeholders, ensuring alignment and effective communication across all levels.
- Organize and lead meetings with headteachers, coordinators, and teachers to review progress and discuss next steps.
- Foster collaboration among school staff to build a shared vision and commitment to bilingual education goals.

**I. Administrative Duties:**

- Submit timely reports, including weekly and monthly updates, and maintain accurate records of all activities.
- Participate in all required training sessions and strategic meetings as outlined by the program.
- Fulfill all contractual obligations, including compliance with organizational policies and legal requirements.

**J. Safeguarding and Inclusion:**

- Ensure adherence to safeguarding organizational policies and practices, maintaining a safe and inclusive environment for all program participants.
- Promote equality, diversity, and inclusion in all activities and interactions.

**TERMS OF REFERENCE**

Type of Contract	Service provision upon request
Payment terms	- Ten (10) payments of \$ 6,000,000 each will be made upon submission of a progress report detailing the implementation of strategies for the Barranquilla project. -Payments will be issued upon approval from the Head of Implementation.

	<p>-Each month, the contractor will provide proof of social security contributions as required by local legislation.</p>
<p>Legal deductions</p>	<p>In accordance with legal policies in Colombia.</p>
<p>Deliverables</p>	<p>Depending upon the service provided. This may include but not be limited to:</p> <ul style="list-style-type: none"> <li>- D1. <b>Diagnostic Report:</b> A comprehensive initial assessment of bilingualism-related aspects for each school, covering curriculum, teaching practices, student outcomes, and resource availability.</li> <li>- D2. <b>Institutional Bilingualism Plan:</b> A tailored bilingualism plan for each assigned school, including activities, implementation schedules, and expected outcomes.</li> <li>- D3. <b>Weekly Visit Reports:</b> Detailed reports for each weekly visit, including achievements, challenges, and alerts for each assigned institution.</li> <li>- D4. <b>Monthly Progress Reports:</b> Consolidated summaries of all activities, highlighting the state of bilingual education, accomplishments, and suggested next steps for each institution. Weekly monitoring and alert reports of the accompaniment in each school.</li> <li>- D5. <b>Pedagogical Support and Professional Development Reports:</b> Documentation of pedagogical activities, including class observation notes, feedback provided, co-planning or co-teaching session details, and professional development efforts.</li> <li>- D6. <b>Meeting and Activity Records with Photographic Evidence:</b> Documentation of meetings and activities with headteachers, coordinators, and teachers, including minutes, decisions, action items, and photographic evidence of the engagements and support provided.</li> <li>- D7. <b>Teaching and Learning Materials:</b> An updated inventory of resources used for English teaching, and a report of custom-designed or adapted pedagogical and didactic materials aligned with the school's bilingual education strategy.</li> <li>- D8. <b>Monitoring and Evaluation (M&amp;E) Data:</b> Consolidated data sets, including attendance records, performance indicators, and evidence collected to measure the program's impact.</li> <li>- D9. <b>Final Institutional Report:</b> A comprehensive report for each assigned school at the end of the mentorship period, including A summary of activities conducted. analyses of progress against goals, and recommendations for sustaining and expanding bilingual practices.</li> <li>- D10. For the first payment, selected candidate must complete and send the certificate of the completion of the six mandatory courses, including Child Protection Awareness, Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security.</li> <li>- D11. Any other formats, reports, and information that are required by the project.</li> </ul>

**CONTRACTOR SPECIFICATION**

<p>Essential qualifications, experience and skills</p>	<ul style="list-style-type: none"> <li>- University degree in modern languages, philology, language teaching or education related field, with 4 years of experience.</li> <li>- Postgraduate studies in ELT, TESOL or education or equivalent experience of more than (8 years).</li> <li>- At least 4 years proven experience in either one of the following:             <ul style="list-style-type: none"> <li>· English teacher training programmes.</li> <li>· Mentoring and strategic consultancy in the ELT field.</li> <li>· Curriculum and instructional design.</li> <li>· Teaching English online.</li> </ul> </li> <li>- Ability to operate in English and Spanish (both written and spoken) in business contexts. Non-native speakers should demonstrate a C1 level CEF.</li> <li>- Intermediate proficiency in office suite, database managers and online cooperation tools (such as G-suite) is required.</li> <li>- Ability to perform effectively in challenging situations and meet deadlines.</li> <li>- Strong interpersonal and communication skills in both English and Spanish.</li> <li>- Strong analytical skills.</li> <li>- Excellent writings skills in Spanish.</li> </ul>
<p>Desirable</p>	<ul style="list-style-type: none"> <li>- One (1) year of experience creating or editing learning/ teaching materials is a plus.</li> <li>- Familiarity with the public education system of Barranquilla or nation-wide and the National English Curriculum.</li> </ul>
<p>Passport and/or nationality requirement</p>	<ul style="list-style-type: none"> <li>- Eligibility to Work in Colombia: Candidates must have the right to work in Colombia.</li> <li>- Visa Sponsorship: The British Council is unable to support or sponsor work visa applications or cover relocation costs for non-Colombian applicants.</li> </ul>
<p>Important features</p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Interested candidates must live in Barranquilla or be willing to relocate. Please note that the project does not cover any travel expenses</li> </ul>
<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: <a href="mailto:bilinguismobaq@britishcouncil.org">bilinguismobaq@britishcouncil.org</a></p> <p><b>Please follow the below steps:</b></p> <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>ELT Mentor – Barranquilla project</b>”.</li> </ul> <p>If you have any questions about this application process, you can write an email to <a href="mailto:bilinguismobaq@britishcouncil.org">bilinguismobaq@britishcouncil.org</a> using "ELT Mentor Barranquilla project Application" as the subject.</p>

	The British Council reserves the right to reject all applications and accept the one it deems most advantageous.		
Rates	Upon submission of deliverables – 10 payments for \$ 6,000,000 COP/ each		
Deadline for application	January 16, 2025 11:59 pm Colombian time		
Submitted by	Sandra Rangel, Head of Implementation		Date 02/01/2024