

POST DESCRIPTION

Title	Academic Assistant - English Without Borders SED
Terms of reference	For local applicants
Location of project	Colombia
Scale	Junior Postgraduate Consultant
Economic Compensation	\$ 16,000.000 for the entire contract (IVA not included)
Number of trainers required	1
Length of contract	4 months
Context and Environment <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>	
Propósito <p>To support, assist, and oversee the progress of a 6-month virtual English course designed for students in upper secondary from public schools in Bogota, consisting of 4 synchronous hours per week.</p>	

Responsibilities

- To participate in training sessions and strategic meetings as part of the programme implementation.
- To follow up the implementation of English classes by each of the online tutors assigned.
- To support the organization and distribution of the groups (assignment to tutors) considering factors such as schedule, shift, English level, and others suggested by the British Council and the stakeholder.
- Consolidate the information, databases, alerts, and reports from each tutor and support the preparation of program deliverables.
- Provide support in administering tests, as well as consolidating reports.
- Provide professional support to tutors and supervise their classes in accordance with program protocols (class observation, use of assessment tools, feedback, etc.).
- Record student attendance in each class, aligning the information with established official formats.
- Escalate alerts and cases of students requiring immediate attention to prevent dropout, following the program's retention plan.
- Assist in monitoring and evaluation processes.
- Prepare analytical reports, presentations, and relevant technical documents for the project.
- To take the Introduction to Safeguarding and Child Protection Mandatory Training by the British Council, and apply the protocols and regulations set forth there when interacting with students.
- 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 if necessary.

TERMS OF REFERENCE

Type of Contract	Service provision (Prestación de Servicios)
Payment terms	<ul style="list-style-type: none"> - Four (4) payments after submission of a monthly report of actions and deliverables - 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.

Legal deductions	<ul style="list-style-type: none"> - In accordance with legal policies in Colombia. - Legally required deductions (such as Income Withholding Tax, Industry and Commerce Tax-ICA- for people living in Bogotá and any other taxes including those required by the State) will be applied.
Deliverables	<p>D1. Active participation in 100% of the planning and training sessions conducted by the British Council to acquire knowledge and understanding of program implementation procedures and tools.</p> <p>D2. Assist and support the preparation of a detailed weekly plan for each synchronous and asynchronous session, outlining the steps and expected outcomes.</p> <p>D3. Compilation of a weekly schedule report documenting the effective delivery of English classes.</p> <p>D4. Maintenance of an updated database and attendance lists, including contact details of students assigned to respective tutors.</p> <p>D5. Preparation of fortnightly individual reports for each assigned tutor, including relevant statistics and supporting documentation related to the implementation of the program in both English and Spanish.</p> <p>D6. Provision of weekly monitoring and alert reports regarding the classes.</p> <p>D7. Completion of required formats and tools, providing evidence of online class activities.</p> <p>D8. Fulfillment of project-specific formats as necessary.</p> <p>D9. Application of data collection instruments as part of the monitoring and evaluation plan.</p> <p>D10. Generation of updated individual and group reports, presenting statistics and supporting documentation regarding the implementation of the program.</p> <p>D11. Submission of one (1) a final written report on the course delivery, encompassing an overall assessment, individual student evaluations, attendance records, alerts, and future recommendations.</p> <p>D12. Certificate of completion for the Safeguarding and Child Protection Mandatory Training.</p>

Essential qualifications, experience, and skills	<ul style="list-style-type: none"> - The candidate must hold an official teaching certificate i.e., CELTA, BA in languages, or equivalent. - At least 4 years proven experience teaching English as a foreign language. - Proven teaching experience in online learning environments. - 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 (8 years). - One-year experience managing blended programmes. 		
Passport and/or nationality requirement	<ul style="list-style-type: none"> - Right to work in Colombia is necessary. - The British Council is not able to support or sponsor work visa applications or relocation costs for non-Colombian applicants. 		
Important Features	<ul style="list-style-type: none"> - 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 Englisharea@britishcouncil.org.co specifying the position you are applying for, in this case: Academic Assistant - English Without Borders SED</p>		
Rates	<p>Upon submission of deliverables – four payments for \$ 4,000,000 COP/ each</p>		
Deadline for application	<p>July 23rd, 2023 11.59 pm Colombian time</p>		
Submitted by	David Vallejo Projects Manager - English Programmes	Date	July 06, 2023