

POST DESCRIPTION

Title	Academic assistant - SED
Location of project	Bogotá
Scale	Junior Postgraduate Consultant/Teacher Trainer Junior II
Economic Compensation	Cop 16.000.000
Lengths of contract	4 months
Number of consultants required	2
<p><i>Context and Environment</i></p> <p>The British Council in Colombia is a 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 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 the British Council’s English Programmes unit (EP) formulates and delivers a series of projects for both the public and private sectors</p>	
<p><i>Purpose</i></p> <p>The British Council Colombia is seeking for two academic assistants to assist the project-based team in the implementation of the onsite and online, synchronous, and asynchronous differentiated mentorship programme in two hundred public schools in Bogota.</p> <p>The academic assistants will gather and analyse data, follow up on the ELT mentors’ deliverables and prepare reports for the academic team and senior management.</p> <p>The mentorship programme will implement strategies that seek to:</p> <ul style="list-style-type: none"> - Build capacity for ELT at participating schools using differential approaches depending on each school’s context and diagnosis. - Provide teachers and principals with resources to encourage professional development at participating schools. - Offer counselling to help participating schools strengthen their institutional curriculum. - Promote IT literacy and application in ELT 	

Responsibilities

- To assist the academic team in the design, implementation and monitoring of the mentoring strategy devised by the British Council and its cooperation partner.
- To monitor and report on the attendance of the mentors to all the meetings and trainings organized by the academic team.
- To assist in the preparation of trainings and academic events including the design of forms and surveys, the calculation and request for didactic supplies and any other resources required.
- To assist the academic team in the execution of trainings and academic events.
- To learn and understand the academic lead's guidelines, ensuring mentors follow and apply them properly.
- To review, verify and follow up on the quality and accuracy of the technical reports, products, and other documents delivered by mentors, helping the coordinators ensure their quality and content matches the academic lead's guidance.
- To proofread and edit documents, forms, presentations, reports.
- To file the projects' documentation in line with data protection and storage policies.
- To contribute to the production, quality review and, delivery of the project's deliverables in a timely, accurate fashion.
- To support the design of instruments for data collection.
- To conduct monitoring and data collection processes during the various stages of the implementation process.
- To collaborate with the administrative team of the project for follow-up, documentation, filing, and reporting purposes.
- To participate in technical and administrative meetings as required by the project.

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 established in the project's implementation plan. - 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 local legal legislation in Colombia. - Legally required deductions (Income Withholding Tax, Industry and Commerce Tax-ICA- and any other applicable taxes) will apply. - To claim travel related expenses, the contractor must submit an invoice for payment which will also be subject to the same taxes indicated above as applicable
Deliverables	<p>Depending upon the service provided. This may include, but is not limited to:</p> <p>D1. Implementation plan for the review and follow up of the products handed by the mentors. D2. Consolidated databases and attendance list for all the training sessions scheduled by the academic team. D3. Weekly monitoring of the review of deliverables and alert report.</p>

	<p>D4. Reports and statistics of the beneficiaries of the program differentiated by roles, age, gender, and others requested by the project.</p> <p>D5. Duly reviewed reports for each participating school and corresponding attachments in line with the description of the deliverables to be handed at each stage of the project.</p> <p>D6. All the materials, presentations and documents produced as academic assistant.</p> <p>D7. Duly filled formats required by the project.</p>
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CONTRACTOR SPECIFICATION

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. - At least 2 years of experience in teacher training or designing ELT materials. - Assessment literacy and experience assessing production skills. - High proficiency using cloud based collaborative tools. - Non-native speakers should demonstrate a C1 level. 			
Desirable	<ul style="list-style-type: none"> - Experience as teaching assistant - Experience performing administrative and coordination duties 			
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"> - Most of the work is expected to be performed from home. However, there are face to face activities on a regular basis. - Internet access or any other equipment to deliver the activities is not provided by the British Council and is the sole responsibility of the academic assistant. - A confidentiality agreement is necessary to sign the contract. - Signature of the contract with the successful candidate is tied to the completion of relevant background checks by British Council and partners. - Passion for education and learning. - Resilience and problem-solving skills. 			
Application Process	<p>Based on the description and guidelines listed above, interested candidates are invited to send their Curriculum Vitae in Spanish (as per the stakeholder’s requirement) to: Englisharea@britishcouncil.org.co specifying the position they are applying for, in this case: Academic Assistant SED</p>			
Rates	Upon submission of deliverables – each payment: \$4.000.000			
Deadline for application	July the 14 th , 2023 11.59 Colombian time			
Submitted by	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Juanita Ruiz Operations Manager</td> <td style="width: 10%; text-align: center;">Date</td> <td style="width: 40%;">July the 30th, 2023</td> </tr> </table>	Juanita Ruiz Operations Manager	Date	July the 30 th , 2023
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