

**POST DESCRIPTION**

Title	Remote Master Lead
Terms of reference	For local applicants
Location of project	Colombia
Scale	Senior Consultant I /Approved teacher trainer Senior I
Economic Compensation	\$81.855.000 for the entire contract <b>(IVA not included)</b>
Number of trainers required	1
Length of contract	9 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 lead, implement and monitor a quality assurance system for the effective teaching and learning of English in a remote, home- based learning environment. Remote classes include synchronous and asynchronous modes of 120 hours in approximately 6 months and are aimed at adults.

To lead the team of Master Teachers and support effective communication and processes between the Academic Lead and Master and Remote Teachers.

### **Responsibilities**

- To lead on the academic delivery of the English without Borders programme. This includes the adaptation of the teaching and learning resources, planning, and overall curriculum of the programme.
- To train master and remote teachers on the teaching standards, mission and purpose of English without Borders.
- To lead strategic meetings as part of the programme implementation.
- To work hand in hand with master teachers to follow up on the implementation of English classes.
- To support the technical lead and operations manager in the consolidation of databases so as to group students according to the results of the placements and self-evaluation tools.
- To support the technical lead in the organisation and distribution of the groups (assignment to tutors) considering factors such as schedule, English level, and others suggested by the British Council and the stakeholder.
- To review, update and provide feedback to unify course syllabi by level.
- To train tutors in the effective use of the protocols, materials, platform, formats, action plans and retention plans of the programme.
- To consolidate the information, databases, alerts, and reports of each of the tutors to feed into the elaboration of the programme deliverables.
- To lead master and remote teachers on the effective application of pre, post and progress tests, thus contributing to the consolidation of reports per assessment tool.
- To provide professional support to master and remote teachers, monitoring teaching quality according to the programme protocols (class observation, use of evaluation instruments, feedback, etc.)

<ul style="list-style-type: none"> <li>- To lead on the systematised record of students' attendance for each of the classes, aligning information to the official formats established.</li> <li>- To help escalate alerts and cases of students that require immediate attention to avoid desertion, following the retention plan of the programme.</li> <li>- To monitor databases on a weekly basis, thus guaranteeing updated reports whenever necessary.</li> <li>- To lead on the standardisation of continuous assessment processes to measure students' performance.</li> <li>- To support on the M&amp;E processes including data collection, systematisation, and monitoring of the project to measure quality and success of the implementation.</li> <li>- To provide timely information, prepare analytical reports, presentations, and technical documents relevant to the programme.</li> <li>- To support all the different processes and emerging requirements to provide quality and success of the programme implementation.</li> <li>- To lead on a timely risk management scheme so as to mitigate the cancelation of classes. This includes anticipating potential solutions, reporting upcoming absences of teachers, organising teacher substitution and ultimately covering some classes if necessary.</li> <li>- 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.</li> <li>- To comply with data protection policies according to local law.</li> <li>- To support any emerging processes to provide quality and success of the programme implementation.</li> </ul>	
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## TERMS OF REFERENCE

Type of Contract	Service provision (Prestación de Servicios)
Payment terms	<ul style="list-style-type: none"> <li>- Payments after submission of a monthly report of actions and deliverables established in the implementation plan of the project.</li> <li>- 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.</li> </ul>
Legal deductions	<ul style="list-style-type: none"> <li>- In accordance with legal policies in Colombia.</li> <li>- 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.</li> </ul>
Deliverables	<p>D1. Updated syllabus per level.</p> <p>D2. Updated set of protocols for quality teaching standards.</p>

	<p>D3. Scheme of work template for each synchronous and asynchronous session per level of the programme.</p> <p>D4. Consolidated reports of English classes effectively delivered.</p> <p>D5. Consolidated reports presenting statistics and support documentation related to attendance and dropout rates where required.</p> <p>D6. Individual evaluation of each of the assigned English teachers (if applicable) with statistics and support documentation related to their performance during implementation of the programme.</p> <p>D7. Weekly monitoring and alert reports.</p> <p>D8. Completed formats and tools containing evidence of the online classes.</p> <p>D9. Completed formats required by the programme.</p> <p>D10. Certificate of completion for the Safeguarding and Child Protection Mandatory Training.</p>
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## CONTRACTOR SPECIFICATION

Essential qualifications, experience, and skills	<ul style="list-style-type: none"> <li>- The candidate must hold an official teaching certificate i.e., DELTA, BA in languages, or similar, or equivalent in years of experience working in ELT (8 years).</li> <li>- At least 7 years proven experience: <ul style="list-style-type: none"> <li>a) teaching English as a foreign language, including in online environments</li> <li>b) coordinating and leading English teaching programmes</li> <li>c) teacher training, including class observation and feedback</li> </ul> </li> <li>- Ability to operate in English and Spanish (both written and spoken) at a business level.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>- Postgraduate studies in ELT, TESOL, education, or equivalent in years of experience (10 years).</li> <li>- At least one year of experience managing online or blended programmes.</li> </ul>
Passport and/or nationality requirement	<ul style="list-style-type: none"> <li>- Right to work in Colombia is necessary.</li> <li>- The British Council is not able to support or sponsor work visa applications or relocation costs for non-Colombian applicants.</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	<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 <a href="mailto:Englisharea@britishcouncil.org.co">Englisharea@britishcouncil.org.co</a></p> <p>Please follow the below steps:</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: John.williams_CV</li> <li>- In the mail subject, please specify the position you are applying for, in this case: <b>Remote Master Lead for English Without Borders.</b></li> <li>- When submitting the application, please specify your city of residence.</li> </ul>		
Rates	Upon submission of deliverables - nine payments for \$9,095,000.		
Deadline for application	August 18 <sup>th</sup> , 2023 /17.00 pm Colombian time		
Submitted by	Adriana Giraldo, Head of Implementation, English Programmes	Date	July 18 <sup>th</sup> , 2023