

POST DESCRIPTION

Title	Remote Master Lead
Terms of reference	For overseas applicants
Location of project	Colombia
Scale	Senior Consultant II
Economic Compensation	Depending on the country of residency and the local currency mostly used in the country, GBP, EUR, or USD will be used: GBP 13,757.14, EUR 15,786.89 or USD 16,371 for the entire contract
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 for Education System Strategic Business Unit (EES) formulates and delivers a series of projects for both the public and private sectors.

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 and students in upper secondary from public schools.

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.)
- To lead on the systematised record of students' attendance for each of the classes, aligning information to the official formats established.
- To help escalate alerts and cases of students that require immediate attention to avoid desertion, following the retention plan of the programme.
- To monitor databases on a weekly basis, thus guaranteeing updated reports whenever necessary.
- To lead on the standardisation of continuous assessment processes to measure students' performance.
- To support on the 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 support all the different processes and emerging requirements to provide quality and success of the programme implementation.

<ul style="list-style-type: none"> - 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. - 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 comply with data protection policies according to local law. - To support any emerging processes to provide quality and success of the programme implementation.
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TERMS OF REFERENCE

Type of Contract	Service provision (Prestación de Servicios)
Payment terms	<ul style="list-style-type: none"> - To sign a contract, selected candidates must submit a social security certificate. - Eight (8) payments after submission of a monthly report of actions and deliverables established in the implementation plan of the project. - Prior to each payment, the contractor needs to submit a bill for service and approval for payment from manager upon completion of deliverables/products. - Successful applicants who are not living in Colombia must hold an overseas bank account that accepts international transfers in GBP, EUR or US Dollars. - For overseas bank accounts, each contractor is responsible to pay the legal taxes and deductions of each country.
Legal deductions	<ul style="list-style-type: none"> - Contractors must pay the due taxes and deductions according to the laws of the country of residence. - For successful applicants who do not live in Colombia, but hold a local/ Colombian bank account, the British Council will withhold the necessary legal deductions including Income Withholding Tax, Industry and Commerce Tax-ICA.
Deliverables	<p>D1. Updated syllabus per level.</p> <p>D2. Updated set of protocols for quality teaching standards.</p> <p>D3. Detailed weekly schedule for each synchronous and asynchronous session per level and teacher.</p> <p>D4. Consolidated weekly reports of English classes effectively delivered.</p> <p>D5. Consolidated/ updated database and attendance lists with contact details of students of the assigned tutors.</p> <p>D6. Consolidated reports presenting statistics and support documentation related to attendance and dropout rates.</p>

	<p>D7. Individual reports for each of the assigned English teachers (if applicable) with statistics and support documentation related to their performance during implementation of the programme.</p> <p>D8. Weekly monitoring and alert reports.</p> <p>D9. Completed formats and tools containing evidence of the online classes.</p> <p>D10. Completed formats required by the programme.</p> <p>D11. 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"> - 9 years of experience working in ELT. - At least 7 years proven experience: <ul style="list-style-type: none"> a) teaching English as a foreign language b) teaching in online learning environments. c) coordinating and leading English teaching programmes d) teacher training, including class observation and feedback - 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 (10 years). - The candidate must hold an official teaching certificate i.e., DELTA, BA in languages, or similar. - At least one year of experience managing online or blended programmes.
Passport and/or nationality requirement	<ul style="list-style-type: none"> - Candidates who do not live in Colombia need to have the corresponding work permit of their country of residency. - Selected candidates are expected to work remotely, from home. Internet access or any other equipment to deliver the activities are not provided by the British Council.
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</p>

	1. Please follow the below steps: <ul style="list-style-type: none"> - Your CV should highlight the relevant experience and qualification 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: Remote Master Lead for English Without Borders. 2. When submitting the application, please specify: <ul style="list-style-type: none"> - Country and city of residence - Confirmation of having a bank account that accepts international transfers in GBP or US dollars. 		
Rates	Upon submission of deliverables – nine payments for GBP 1,528.571, EUR 1,754.10 or USD 1,819.		
Deadline for application	August 18, 2023 17.00 pm Colombian time		
Submitted by	Laura Ossa Projects Manager - English Programmes	Date	July 25, 2023