

**POST DESCRIPTION**

Title	Remote Master Teachers
Terms of reference	For local applicants
Location of project	Colombia
Scale	Senior Consultant I /Approved teacher trainer Senior I
Economic Compensation	\$68.480.000 for the entire contract <b>(IVA not included)</b>
Number of trainers required	Up to 13
Length of contract	7 to 8 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, supervise and monitor the development of a 6-month virtual English course comprised of 1 asynchronous and 5 to 6 synchronous hours per week, aimed at groups of teenagers or adults in Colombia.

### **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 consolidate the databases and support the grouping of students according to the results of the placements and self-evaluation tools that will be developed within the framework of the programme.
- 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.
- To support the review, analysis and selection of materials and platform that will be used for the development of the courses.
- To design, review 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 project.
- To consolidate the information, databases, alerts, and reports of each of the tutors to feed into the elaboration of the programme deliverables.
- To support the application of tests as well as the consolidation of reports, including placements, pre, post and self-assessment tools that will be applied to students.
- to provide professional support to tutors and monitor their classes according to the programme protocols (class observation, use of evaluation instruments, feedback, etc.)
- To keep record of students' attendance for each of the classes, aligning information to the official formats established.
- To escalate alerts and cases of students that require immediate attention so as to avoid desertion, following the retention plan of the programme.
- To update the students' database on a weekly basis.
- To lead on the standardisation of continuous assessment processes to measure students' performance.

<ul style="list-style-type: none"> <li>- To support on the M&amp;E processes including data collection, systematization, and monitoring of the project so as to measure quality and success of the implementation.</li> <li>- To provide timely information, prepare analytical reports, presentations, and technical documents relevant to the project.</li> <li>- To consolidate and deliver weekly reports following requirements and guidelines.</li> <li>- To comply with data protection policies according to local law.</li> <li>- To support all the different processes and emerging requirements to provide quality and success of the programme implementation.</li> <li>- To cover for some remote teachers in class 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> </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>- Monthly 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. Participation in 100% of the planning and training sessions delivered by the British Council to gain awareness on the programme implementation procedures and tools.</p> <p>D2. Reports of class observation and feedback sessions of each of the assigned remote teachers.</p> <p>D3. Materials designed for professional development sessions delivered.</p> <p>D4. Monthly report of deliverables submitted by the assigned remote teachers.</p> <p>D5. Application of instruments for data collection as part of the monitoring and evaluation plan.</p> <p>D6. Certificate of completion for the Safeguarding and Child Protection Mandatory Training.</p>

	D7. Any other official formats and reports required by the project.
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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 3 years proven experience:               <ul style="list-style-type: none"> <li>a) teaching English as a foreign language</li> <li>b) working in online learning environments.</li> <li>c) coordinating and leading English teaching programmes</li> <li>d) 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 teachers for English Without Borders.</b></li> <li>- When submitting the application, please specify your city of residence.</li> </ul>

Rates	- Monthly payments after submission of a monthly report of actions and deliverables established in the implementation plan of the project.		
Deadline for application	August 18, 2023 17.00 pm Colombian time		
Submitted by	Laura Ossa Operations Manager - English Programmes	Date	July 25, 2023