

POST DESCRIPTION

Title	Remote Teachers
Terms of reference	For local applicants
Location of project	Colombia
Scale	Senior Consultant I /Approved teacher trainer Senior I
Economic Compensation	<p>\$10.400.000 COP per one (1) group of 120 synchronous academic hours and 10 hours of extracurricular activities.</p> <p>\$80,000 COP per 1 hour of tutoring or club per assigned groups. Only for tutors who are assigned tutorials.</p> <p>*Each tutor may be assigned maximum 5 groups and 20 hours of tutoring and clubs depending on their availability.</p>
Number of trainers required	Up to 300
Length of contract	Between 6 and 7 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 deliver a 120 - hour remote English course to groups of teenagers or young adults in Colombia, which also includes 10 additional hours of extracurricular activities.

The intervention has been planned for a remote delivery where each course is comprised of 5 to 6 synchronous academic hours per week, per group.

Teaching Responsibilities

- To plan and teach 5 to 6 hours per week of synchronous online English classes and lead 1 or 2 hours of autonomous work to adults in Bogota. Courses will be scheduled depending on students' availability in regular academic hours, Saturdays included.
- To plan and deliver occasional additional sessions for students within the programme. This includes possible extracurricular activities (e.g. conversation clubs) and/or substituting absent peers. These responsibilities will not exceed 10 hours within the whole contract.
- To analyse the results from diagnostic tools to establish action plans and differentiated planning for the groups assigned.
- To monitor and assess the development of students' activities for asynchronous autonomous work done by students.
- To monitor and assess students' performance following the guidelines and formats established.
- To keep record of students' performance and attendance.
- To provide remote pedagogical support to the assigned group(s) of students.
- To always uphold professional standards during the implementation of the programme.

Administrative Responsibilities

- To provide complete information in the formats established in a timely manner.
- To participate in training sessions and strategic meetings as part of the programme implementation and procedures. *Training sessions and meetings are included in the economic compensation. The length, periodicity, and number of these sessions will depend on the needs of the project and the requirements of the British Council and its partner.*
- Prepare individual and group academic reports for each of the assigned groups.
- To follow the retention plan of the programme, reporting absences and flagging alerts and cases of students that require immediate attention to avoid dropouts.
- To receive and file documents that support students' absences where relevant.
- To support the M&E processes through data collection when required by the programme.
- 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 submit weekly documentation regarding assigned groups following requirements and guidelines.
- To comply with data protection policies according to local law.

TERMS OF REFERENCE

Type of Contract	Service provision (Prestación de Servicios)
Payment terms	<ul style="list-style-type: none"> - Monthly payments against effective delivery of teaching hours and after submission of a monthly report of actions and deliverables established in the implementation plan of the project. - Tutoring and club's hours are accumulated and paid in the last payment. - 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. 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. Weekly session plans with the corresponding learning outcomes for each of the groups assigned.</p> <p>D3. Weekly schedule report of the English classes with students.</p> <p>D4. Updated database and attendance registry for each of the assigned groups.</p> <p>D5. Weekly monitoring and alert reports of the classes.</p> <p>D6. Filled out formats and tools including evidence of the online classes.</p> <p>D7. Filled out official formats that are required by the project.</p> <p>D8. Collected data as part of the monitoring and evaluation plan.</p> <p>D9. Individual and group reports presenting statistics and support documentation related to the implementation of the programme.</p> <p>D10. One (1) final written report on the course delivery which includes the general and final assessments of each student, attendance, alerts, and future recommendations.</p> <p>D11. Certificate of completion for the Safeguarding and Child Protection Mandatory Training.</p> <p>D12. Any other official formats and reports required by the project.</p>

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 6 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 (10 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. - Selected candidates are expected to work remotely, from home. Internet access or any other equipment to deliver the activities is 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> <ol style="list-style-type: none"> 1. Please follow the below steps: <ul style="list-style-type: none"> - Your CV should highlight the relevant experience and qualifications 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 teachers for English Without Borders. 2. When submitting the application, please specify: <ul style="list-style-type: none"> - City of residence - Confirm availability in 1 or more of the following schedules (Colombian time): <ol style="list-style-type: none"> a) Tuesday to Friday (6:00 – 13:00) Colombian time b) Tuesday to Friday (15:00 – 20:00) Colombian time c) Saturday (8:00 – 14:00) Colombian time - Confirm the number of groups you would be able to teach

Rates	<ul style="list-style-type: none"> - Monthly payments against effective delivery of teaching hours and after submission of a monthly report of actions and deliverables established in the implementation plan of the project. - Payment of tutoring and club's hours are accumulated and paid in the last payment. 		
Deadline for application	August 18, 2023 17:00 pm Colombian time		
Submitted by	Laura Ossa Operations Manager - English Programmes	Date	July 25, 2023