

## POST DESCRIPTION

Title	Pedagogical Advisor
Location of project:	Bogotá, Colombia
Scale	Senior Consultant II
Economic Compensation	Selected consultants will receive an economic compensation of <b>\$1,260,000 COP per one (1) accompanied</b> teacher during the 5 months. This amount covers approximately 12 hours of direct accompaniment as well as the time invested in the preparation and submission of written deliverables associated with each teacher's process. Each consultant may indicate their availability and, based on this, may be assigned to <b>accompany up to a maximum of 15 teachers</b> . The total compensation will be calculated based on the final number of teachers assigned to the consultant.
Length of contract	Approximately five (5) months (subject to contract signature with the stakeholder).
Number of consultants required	Up to 40

### 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 aim 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: Within the English and School Education (ESE) pillar, the British Council manages a wide-ranging portfolio of large-scale and local projects. These initiatives are developed and delivered in collaboration with both public and private sector partners.

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.

The British Council is dedicated to safeguarding everyone we interact with. To ensure a safe context, we implement enhanced practices for work that involves direct contact with our stakeholders. These practices include thorough checks of qualifications, references, identity, and criminal records in compliance with local laws. Additionally, safeguarding training is provided during inception of service provision or onboarding to ensure a clear understanding of responsibilities. By engaging with us, you commit to upholding these standards and contributing to a safe space for all.

## **Purpose**

Pedagogical Advisors will support English Language Teachers from public Schools in Bogota (both virtually and face-to-face), promoting the effective integration of practices such as lesson planning, use of resources, evaluation, and classroom management. The support process will be structured in three stages:

- *Stage 1:* Individual remote sessions will be held to co-plan lessons using a pedagogical AI tool, adapting strategies to the teachers' specific contexts. These sessions aim to promote the AI tool as the primary resource for planning and assessment, encouraging personalised approaches, critical reflection, and continuous improvement (Month 1, approximately 4 hours per each assigned teachers).
- *Stage 2:* In-person visits will combine classroom observation, constructive feedback, and the development of pedagogical action plans, enabling a detailed analysis of teaching practices and identifying strengths and areas for improvement (Months 2 and 3, approximately 4 hours per each assigned teachers).
- *Stage 3:* Teachers will independently implement the strategies learned, fostering pedagogical innovation. Support will be available through an "on-call" model, allowing teachers to request remote assistance as needed. The process will conclude with a final reflective meeting to assess the impact and outcomes of the strategies applied (Months 4 and 5, approximately 4 hours per each assigned teachers).

## **Responsibilities**

All responsibilities must be carried out in line with the British Council's core corporate policies, including Equality, Diversity and Inclusion (EDI), Safeguarding, and Data Protection. All materials and outputs must adhere to British Council and partner branding guidelines, data protection regulations, and applicable Colombian law.

### **General responsibilities**

- To participate in all the synchronous and asynchronous training sessions and meetings with the coordination team and academic lead.

- To carry out onsite and online, synchronous, and asynchronous support activities.
- To ensure the active participation of the assigned schools and teachers at all stages of the strategy.
- To ensure a close, permanent communication with the assigned schools and teachers.
- To provide pedagogical support to the assigned teachers.
- To schedule, prepare, execute, and keep track of the delivery of actions and progress in a systematic and timely manner according to the project's general timeline.
- To support the implementation of the evaluation component by routinely collecting data and evidence.
- To provide timely information, prepare comprehensive analytical reports, presentations, and technical documents relevant to the project.
- To work closely with the schools' leaders and principals according to the procedures and standards defined.
- To follow the retention plan of the programme by reporting all the absences, alerts, and cases that require immediate attention, thus mitigating dropout.
- To report progress, outcomes, and possible transformations that might emerge in the implementation of the programme.
- To build and keep up to date the database of teachers and schools assigned, using the standard formats.
- To ensure the duly filling of forms and surveys by attendees to activities.
- To promote amongst assigned teachers and schools the participation and attendance of workshops, webinars, and events within the framework of the project.
- To deliver activities and products within the project's schedule, reacting to feedback when necessary.
- To consolidate partial and final reports per school describing the results and providing analysis and recommendations.
- To promote the British Council's equality, diversity, and inclusion policy in all the activities performed in this role.
- To complete all the British Council vendor requirements.
- To complete any other activities as established by the contract.
- To complete the six mandatory courses, including Child Protection Awareness, Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security.
- To understand and comply with British Council policies, including but not limited to data protection, codes of conduct, confidentiality, safeguarding, and ethics. Full documentation is available at: [British Council Policies for Consultants](#).

**Specific responsibilities**

- Facilitate Individual Remote Co-Planning Sessions.
- Conduct one-on-one virtual meetings with Secondary English Language Teachers to co-plan lessons using the pedagogical AI assistant.
- Support teachers in adapting pedagogical strategies to their specific classroom contexts and student needs.
- Promote the integration of the AI tool as a primary resource for lesson planning and evaluation, fostering reflective and evidence-based teaching practices.

<ul style="list-style-type: none"> <li>- Guide teachers in personalising learning objectives, activities, and resources to enhance student engagement and outcomes.</li> <li>- Conduct one situated classroom visit and observation to observe teaching practices in real time.</li> <li>- Provide constructive, actionable feedback to teachers based on observations, highlighting both strengths and areas for improvement.</li> <li>- Collaboratively develop pedagogical action plans with teachers to address identified needs and reinforce effective strategies.</li> <li>- Support the professional growth of teachers through tailored, context-sensitive advice.</li> <li>- Support Autonomous Strategy Implementation</li> <li>- Encourage and monitor the independent application of newly acquired strategies and innovations by teachers within their classrooms.</li> <li>- Offer ongoing support through an "on-call" remote advisory model, responding to teachers' specific needs and requests for assistance.</li> <li>- Maintain regular communication with teachers during the autonomous implementation phase to ensure continuity and address emerging challenges promptly.</li> <li>- Lead reflective evaluation meetings with teachers to evaluate the implementation process and assess the impact of the new strategies on classroom practice and student learning.</li> <li>- Facilitate discussions that promote critical self-reflection, celebrate successes, and identify areas for continued professional development.</li> <li>- Document lessons learned and recommended next steps for sustaining improvements in teaching practices.</li> <li>- Encourage a culture of continuous improvement, critical thinking, and pedagogical innovation among teachers.</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 consultant 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 local legal legislation in Colombia.</li> <li>- Legally required deductions (such as Income Withholding Tax, Industry and Commerce Tax-ICA- and all applicable taxes) will be applied.</li> </ul>
Deliverables	The deliverables listed below are indicative and may be adjusted based on the specific activities assigned and the evolving needs of the project during its implementation:

	<p>D1. Certificate of completion for all mandatory British Council training.</p> <p>D2. Attendance to all mandatory British Council training sessions (synchronous and asynchronous).</p> <p>D3. Weekly schedule report of accompaniment to teachers, detailing the process and outcomes, including monitoring and alert reports.</p> <p>D4. Databases and attendance list for each of the activities. This is managed according to data protection protocols and legislations.</p> <p>D5. Monthly progress reports detailing actions taken for each activity, as requested by stakeholders.</p> <p>D6. Technical documentation supporting the implementation of assigned activities.</p> <p>D7. Any additional official formats, templates, or reports required by the project framework.</p> <p>D8. Key information and relevant data for each one of the assigned schools to build on Infographics.</p> <p>D9. Comprehensive final reports with statistics, descriptions, and suggestions on each school.</p> <p>D10. Filled out formats that are required by the project.</p>
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## CONSULTANT SPECIFICATION

Essential qualifications, experience, and skills	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- University degree in modern languages, philology, language teaching or education related field, or equivalent in years of experience (10 years).</li> <li>- Postgraduate studies in ELT, TESOL or education or equivalent in years of experience (10 years).</li> </ul> <p><b>Professional Experience:</b></p> <ul style="list-style-type: none"> <li>- At least 6 years proven experience in either one of the following: <ul style="list-style-type: none"> <li>o English teacher training programmes</li> <li>o Mentoring and strategic consultancy in the ELT field</li> <li>o Curriculum and instructional design</li> <li>o Teaching English online</li> </ul> </li> </ul> <p><b>Language Proficiency:</b></p> <ul style="list-style-type: none"> <li>- Ability to operate in English and Spanish (both written and spoken) in business contexts. Non-native speakers should demonstrate a C1 level CEF.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>- Minimum intermediate level proficiency in Office, Excel, database management and online cooperation tools (such as G-suite) is a must.</li> <li>- High-level proficiency in Power Point and online-teaching related tools.</li> </ul>
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	<ul style="list-style-type: none"> <li>- Ability to work under pressure and commit to deadlines.</li> <li>- Strong interpersonal and communication skills in both English and Spanish</li> <li>- Strong analytical skills.</li> <li>- Excellent writing skills in Spanish.</li> </ul>		
Desirable	<ul style="list-style-type: none"> <li>- Experience in the creation, writing, or editing of learning and teaching materials.</li> <li>- Experience supporting the implementation of English teaching and learning platforms or other educational digital tools.</li> <li>- Familiarity with the public education system of Bogotá or nation-wide and the National English Curriculum</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>- Some activities at schools, workshops and trainings will be carried out face-to face.</li> <li>- Most of the activities will take place virtually. Internet access or any other equipment to deliver the activities is not provided by the British Council and is the sole responsibility of the consultant.</li> <li>- Selected candidates must have the availability and flexibility to carry out face to face and virtual activities adapting to the schools' and teachers' schedules.</li> <li>- A confidentiality agreement is a must to sign the contract.</li> <li>- Ability to proactively solve issues to achieve previously agreed objectives and goals.</li> <li>- Passion for education and willingness to invest time in learning and training.</li> <li>- Resilience, communication, and problem-solving skills.</li> <li>- The contract with the selected candidate will be formalised only following the official signing of the partnership agreement between the British Council and the stakeholder, and upon successful completion of all required background checks by the British Council and its 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> specifying the position you are applying for, in this case: <b>Pedagogical Advisor</b></p>		
Rates	<p>Five (5) payments made upon submission and approval of the corresponding deliverables. Payments will vary according to the number of teachers accompanied.</p>		
Deadline for application	<p>May 25, 2025 11.59 pm Colombian time</p>		
Submitted by	<p>Carolina Cruz Corzo English and School Education Lead</p>	Date	May, 2025

