

## POST DESCRIPTION

Title	Pedagogical Advisor
Location of project:	Bucaramanga, Colombia
Scale	Senior Consultant II
Economic Compensation	<p>Selected consultants will receive an economic compensation of \$5,400,000 COP for every group of ten (10) teachers supported during the implementation phase. This amount corresponds to a 60-hour consultancy per group, which includes:</p> <ul style="list-style-type: none"> <li>- Approximately 40 hours of direct, individualised support (equivalent to 4 hours per teacher);</li> <li>- 8 hours of in-person group training for all participating teachers (two 4-hour sessions: one at the beginning and one at the end of the process); and</li> <li>- 12 hours dedicated to administrative and technical tasks, including the preparation and submission of written deliverables related to each teacher's process, and the evaluation and selection of students' audio recordings.</li> </ul>
Length of contract	Approximately four (4) months (subject to contract signature with the stakeholder).
Number of consultants required	Up to 15

### 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.

We deliver a series of consultancy and teacher training and mentoring projects for both public and private sectors. Within the English and School Education (ESE) sector, 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.

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 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.

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**

The purpose of this consultancy is to support the development of communicative English language teaching practices in public schools in Bucaramanga. Pedagogical Advisors will work with groups of up to 10 English teachers (both virtually and in person) through a structured process focused on the design and implementation of inclusive, communicative, and task-based didactic projects. These projects will be aimed at developing pupils' oral communication skills, promoting the functional use of English in authentic contexts with clear communicative aims.

Each group of teachers will receive a total of 60 hours of support, divided as follows:

- 40 hours of individualised support, providing one-to-one guidance to each participating teacher (equivalent to 4 hours per teacher);
- 8 hours of face-to-face group training, including:
  - o a 4-hour session at the start of the process to introduce the pedagogical strategy and initiate the project/task, and
  - o a 4-hour closing session for technical guidance, review of project outcomes (particularly pupils' audio recordings), and facilitation of pedagogical reflection activities;
- 12 hours of administrative and technical support, including the evaluation and selection of pupils' audio recordings, completion of monitoring documentation, and submission of final reports outlining each teacher's process and outcomes.

## **Activities**

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.

The Pedagogical Advisor will be responsible for carrying out the following activities within the framework of the consultancy:

- A1. Participate in all synchronous and asynchronous training sessions, inductions, and meetings convened by the coordination team and academic lead.
- A2. Provide individualised pedagogical support to each assigned teacher, both onsite and online, guiding the design, implementation, and reflection of their didactic projects.

A3.	Deliver two in-person group training sessions: an initial session to introduce the pedagogical framework and launch the project, and a closing session for technical guidance, review of project outputs (particularly students' audio recordings), and pedagogical reflection.
A4.	Maintain regular and effective communication with assigned teachers to ensure engagement, address challenges, and support progress throughout the process.
A5.	Promote the active and consistent participation of all assigned teachers in each stage of the strategy, identifying risks and implementing measures to reduce dropout.
A6.	Systematically plan, schedule, and document all activities and interactions in line with the project timeline, using the standardised tools and formats provided.
A7.	Select and evaluate students' audio recordings as part of the project outcomes, ensuring quality and alignment with the communicative objectives of the strategy.
A8.	Prepare and submit progress updates, analytical reports, and final documentation for each assigned group of teachers, providing relevant insights, lessons learned, and recommendations.
A9.	Maintain and update the project database of assigned teachers and schools, ensuring the accurate and timely completion of all forms, surveys, and administrative documentation.
A10.	Promote and encourage participation in complementary project activities, such as workshops, webinars, and events, among the assigned group of teachers.
A11.	Complete all mandatory British Council training modules, including Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security.
A12.	Understand and adhere to all relevant British Council policies and codes of conduct, including those on data protection, safeguarding, confidentiality, and ethics. Reference materials are available in the <a href="#">British Council Policies for Consultants</a> .
A13.	Undertake any additional tasks relevant to the implementation of the consultancy as may be required by the project team.

## 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>

<p>Deliverables</p>	<p>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> <ul style="list-style-type: none"> <li>D1. Certificate of completion for all mandatory British Council training.</li> <li>D2. Attendance to all mandatory British Council training sessions (synchronous and asynchronous).</li> <li>D3. A detailed work plan outlining the schedule for individual support sessions, group training activities, and administrative responsibilities.</li> <li>D4. Accurate and updated attendance and participation records for all sessions and activities, including face-to-face training, individual accompaniment, and teacher involvement in complementary events.</li> <li>D5. A log of individual support activities conducted with each assigned teacher, including objectives, actions taken, observations, and relevant supporting evidence such as lesson plans, classroom materials, or feedback notes.</li> <li>D6. A selection of students' audio recordings that reflect the development of oral communication skills, accompanied by a brief evaluation of their relevance, quality, and alignment with the project's communicative aims.</li> <li>D7. A final report for each assigned group, presenting a summary of project results, teacher reflections, student outcomes, challenges addressed, and recommendations for future pedagogical practice.</li> <li>D8. An updated database of assigned teachers, maintained throughout the consultancy, following the standardised formats provided by the coordination team.</li> <li>D9. All required forms, surveys, and monitoring tools completed in full and submitted within the deadlines, ensuring the reliability and accuracy of data collected from participants.</li> <li>D10. Any additional reports, feedback, or supporting documentation requested by the coordination team or academic lead to inform the delivery, evaluation, or refinement of the strategy.</li> </ul>
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## CONSULTANT SPECIFICATION

<p>Essential qualifications, experience, and skills</p>	<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 Teacher training</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ Mentoring and strategic consultancy in the ELT field</li> <li>○ English language teaching</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>- Ability to work under pressure and meet tight deadlines.</li> <li>- Strong interpersonal and communication skills in both English and Spanish.</li> <li>- Well-developed analytical and problem-solving skills.</li> <li>- Excellent writing skills in Spanish, with the ability to produce clear, accurate, and professional documents.</li> </ul>
Desirable	<ul style="list-style-type: none"> <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 Bucaramanga 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 project activities, including workshops and training sessions, will be delivered in person. Therefore, selected consultants must have the availability and flexibility to conduct both face-to-face and virtual activities, adapting to the schedules of the assigned teachers.</li> <li>- The British Council will not provide internet access, devices, or any other equipment required for the delivery of the consultancy. These are the sole responsibility of the consultant.</li> <li>- The contract will only be formalised upon the official signing of the partnership agreement between the British Council and the relevant stakeholder, and following the successful completion of all required background checks by the British Council and its partners.</li> <li>- Selected consultants must demonstrate the ability to proactively address challenges in order to meet agreed objectives and deliverables.</li> <li>- A strong commitment to education, along with a willingness to dedicate time to training and continuous learning, is essential.</li> <li>- Excellent interpersonal, communication, and problem-solving skills, as well as resilience and adaptability, are required to succeed in this role.</li> </ul>
Application Process	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:

## TERMS OF REFERENCE INDEPENDENT CONSULTANTS

	<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 - Bucaramanga</b>		
Rates	A total fee of \$5,400,000 COP will be paid per assigned group. Payment may be made in up to three instalments, subject to the agreement established with each consultant. The total payment will vary according to the number of groups assigned to each consultant.		
Deadline for application	August 10 <sup>th</sup> , 2025 11.59 pm Colombian time		
Submitted by	María Alejandra Bernal English and School Education Project Manager	Date	July, 2025