

POST DESCRIPTION

Title	Remote teachers for English Without Borders
Location of project:	Colombia
Scale	Senior Consultant I /Approved teacher trainer Senior I
Economic Compensation	<p>The total compensation for the delivery of one (1) group is \$5,016,667 COP, which includes:</p> <ul style="list-style-type: none"> - 50 synchronous academic hours, and - 5 hours of extracurricular and administrative activities <p><i>(This amount does not include VAT / IVA).</i></p> <p>Depending on the country of residence and the primary local currency, the equivalent compensation will be applied as follows:</p> <ul style="list-style-type: none"> - £942 GBP - €1,130 EUR - \$1,169 USD <p>Each Remote Teacher may be assigned up to five (5) groups during the contract period.</p>
Length of contract	Approximately four (4) months (subject to contract signature with the stakeholder).
Number of consultants required	Up to 24
Context and Environment <p>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.</p> <p>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.</p> <p>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.</p>	

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

Remote Teachers will be responsible for delivering a 50-hour online English course to groups of secondary school students (grades 9 to 11) from public schools in Bucaramanga, as part of the English Without Borders programme. The course will run over a period of approximately 10 weeks, with students attending up to five 50-minute academic hours per week, delivered in a maximum of two weekly sessions.

In addition to instruction, Remote Teachers will be expected to complete key administrative tasks, including: Lesson planning and preparation, progress reporting, and monitoring of student performance and attendance.

Activities

All activities must be carried out in line with the British Council's 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.

- A1. Plan and deliver five (5) synchronous online academic hours of general English instruction per week over a period of 10 weeks (total: 50 hours). Classes may be scheduled on weekdays or weekends (Saturdays and/or Sundays), depending on student availability.
- A2. Analyse results from diagnostic tools to develop action plans and implement differentiated instruction tailored to the assigned group(s).
- A3. Monitor and assess student performance using the formats and guidelines established by the programme.
- A4. Maintain accurate daily and weekly records of student performance and attendance.
- A5. Provide remote pedagogical support to students in the assigned group(s) as needed.
- A6. Consistently uphold the highest professional standards throughout the programme implementation.
- A7. Support the student retention plan by reporting absences, flagging risk cases, following up with students requiring special attention, recording sessions for students with special needs or who are absent.
- A8. Contribute to the standardisation of continuous assessment processes for measuring student progress and outcomes.

A9.	Support the programme's Monitoring and Evaluation (M&E) framework, including participating in class observations, collecting and systematising data, and contributing to quality assurance and impact tracking.
A10.	Prepare and submit timely and accurate reports, presentations, and other relevant technical or analytical documents.
A11.	Consolidate and submit weekly lesson plans and reports, in accordance with project requirements and timelines.
A12.	Comply with data protection regulations as established by Colombian law and the British Council's internal policies.
A13.	Participate in all training sessions and strategic meetings required for programme implementation. These are included in the economic compensation. Frequency and duration will be determined by the project's evolving needs and the requirements of the British Council and its partner(s).
A14.	Complete all mandatory British Council training modules, including Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security.
A15.	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 British Council Policies for Consultants .
A16.	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"> - Monthly payments are made upon the effective delivery of teaching hours and submission of a monthly report detailing actions and deliverables outlined in the project implementation plan. - Extra hours (if any) will be accumulated and included in the final payment. These may include time spent planning and delivering occasional additional sessions for students within the programme. Such sessions may involve extracurricular activities (e.g. conversation clubs, tutoring, etc.) and/or covering for absent colleagues. - Upon completion of deliverables/products and before each payment, the consultant must submit a service bill for approval by the manager. - Successful applicants who do not reside in Colombia must hold an overseas bank account that accepts international transfers in GBP, EUR or US Dollars. - For overseas bank accounts, each consultant is responsible to pay the legal taxes and deductions of each country.
Legal deductions	<ul style="list-style-type: none"> - Suppliers must pay the due taxes and deductions according to the laws of the country of residence.

	<ul style="list-style-type: none"> - 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>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"> D1. Weekly lesson plans for each of the groups assigned. D2. Updated weekly attendance registry for each of the assigned groups. D3. Weekly monitoring and alert reports of the classes. D4. Filled out formats and tools including evidence of the online classes. D5. Filled out official formats that are required by the project. D6. Collected data as part of the monitoring and evaluation plan. D7. Any other official formats and reports required by the project. D8. Participation in 100% of the planning and training sessions delivered by the British Council to gain awareness on the programme implementation procedures and tools. D9. Certificate of completion for each of the Mandatory Trainings. 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.

CONSULTANT 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. - C1 level of English required. If you do not have a valid certificate, the interview will be used to confirm your proficiency.
Desirable	<ul style="list-style-type: none"> - Postgraduate studies in ELT, TESOL, education or equivalent in years of experience (10 years). - Experience in online material design. - Experience in teaching English for professional/occupational purposes.
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</p> <p>Based on the description and guidelines listed above, interested candidates are invited to:</p> <ol style="list-style-type: none"> 1. Send their Curriculum Vitae in Spanish (as per stakeholder's requirement) to: englisharea@britishcouncil.org.co specifying the position you are applying for, in this case: Remote Teachers – Bucaramanga 2. Specify in the submission: <ul style="list-style-type: none"> - Country and city of residence - Confirmation of having a bank account that accepts international transfers in US dollars. - Confirm the number of groups you would be able to take. 3. 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	<p>August 10th, 2025</p> <p>11.59 pm Colombian time</p>		
Submitted by	María Alejandra Bernal G. English and School Education Project Manager	Date	July, 2025