

POST DESCRIPTION

Title	Technical Lead
Location of project	Barranquilla, Colombia
Scale	IV Senior Consultant I /Approved Teacher Trainer Senior I
Economic Compensation	\$118,148,436 for the entire contract (IVA not included)
Number of trainers required	NA
Lengths of contract	12 Months
Number of consultants required	1
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 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 academic lead is responsible for designing and implementing all technical aspects of the strategies assigned, according to what is agreed with the operational team and the head of implementation. This role operates within the framework of a collaborative project with the Local Education Authority of Barranquilla.

Activities/Responsibilities

- A1.** Provide the necessary technical guidance and advisory to the service providers responsible for implementing the Student Component across primary, lower secondary, and upper secondary levels, ensuring that all pedagogical and operational activities are aligned with the standards and objectives established by the British Council and the Local Education Authority of Barranquilla.
- A2.** Lead and participate actively in periodic meetings with the British Council academic team and the academic teams of the service providers to review academic progress and evaluate the effectiveness of student learning strategies. Contribute to the identification and promotion of preventive and corrective actions to ensure the achievement of students' learning outcomes.
- A3.** Provide timely updates to the Head of Implementation or designated nominee regarding any alerts or deviations that may interfere with the progress of the strategies and the achievement of established goals.
- A4.** Act as the key liaison between internal and external stakeholders for all Monitoring and Evaluation (M&E) activities related to the Student Component strategies across all educational levels.
- A5.** Participate in periodic administrative follow-up meetings, in accordance with the development of the Barranquilla bilingualism policy activities, specifically those related to the Student Component strategies.
- A6.** Provide technical guidance and contribute to the design of all academic documents required for the implementation of the Student Component strategies, including curricula, syllabi, schemes of work, lesson plans, assessments, among others. Ensure that these materials support student learning across all educational levels (Primary, Lower Secondary, and Upper Secondary) and are aligned with the Barranquilla English Curriculum and the quality standards established by the British Council and the Local Education Authority of Barranquilla.
- A7.** Carry out the comprehensive technical review of all documents and teaching/learning materials to be developed within the framework of the Student Component. This includes, but is not limited to, the review of materials for student-centred activities and other supporting resources for teachers and tutors (including webinars, presentations, and assessment instruments, among others).
- A8.** Participate in and provide technical guidance for the design and implementation of the recruitment, selection, and training processes for tutors and teachers involved in the various strategies of the Student Component across all educational levels (Primary, Lower Secondary, and Upper Secondary), ensuring that these processes contribute to developing a team with the necessary pedagogical and interpersonal competencies required to deliver high-quality learning experiences for students.
- A9.** Participate in and provide technical guidance for the design and development of the onboarding and continuous professional development plans for tutors and teachers. These plans should focus on the pedagogical, methodological, curricular, and academic aspects of English teaching, learning, and assessment, in line with the technical programmes and protocols of the Student Component strategies.

A10.	Deliver training sessions for tutors, teachers, and other members of the academic team, as required.
A11.	Participate in and provide technical guidance for the design and implementation of a formal class observation scheme aimed at identifying strengths and areas for improvement in methodology, pedagogical strategies, and classroom management among tutors and teachers who deliver training within the Student Component across all educational levels.
A12.	Provide constructive feedback, tailored accompaniment, and follow-up to tutors and teachers based on the findings of the observations conducted, enabling them to adjust and enhance their classroom practice.
A13.	Prepare detailed reports on the progress and results of the implementation, risks, and overall impact of the Student Component strategies.
A14.	Understand and comply with all British Council policies, including (but not limited to) Data Protection policies, Codes of Conduct, Confidentiality, and Safeguarding. These policies, codes and protocols are available at: https://www.britishcouncil.org/partner/international-development/jobs/policies-consultants
A15.	Complete the five mandatory training courses (including Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security).
A16.	Carry out all activities with high standards of confidentiality and discretion regarding the information related to this project.
A17.	Respect copyright at all times.
A18.	Any additional requirements necessary for fulfilling the objectives or arising from the nature of the project.

TERMS OF REFERENCE

Type of Contract	Service provision upon request
Payment terms	- Twelve (12) payments of \$ 9,845,703 each will be made upon submission of a progress report detailing the implementation of strategies for the Barranquilla project. - Payments will be issued upon approval from the Head of Implementation. - Each month, the contractor will provide proof of social security contributions as required by local legislation.
Legal deductions	In accordance with legal policies in Colombia
Deliverables	Depending upon the service provided. This may include but not be limited to: D1. A complete set of high-quality, technically reviewed academic documents (e.g., curricula, syllabi, schemes of work, lesson plans, assessment frameworks) for the Student Component across all educational levels (Primary, Lower Secondary, Upper Secondary), ensuring strict alignment with established British Council standards and the Barranquilla curriculum. D2. A final, approved inventory of all teaching/learning materials developed within the Student Component, following comprehensive technical review. This includes materials for student activities (e.g., webinars, presentations, evaluation instruments) and supporting resources for tutors/teachers.

	D3. Documentation detailing the design and participation in the recruitment and selection processes for tutors and teachers, confirming the team is fully staffed with qualified pedagogical personnel. D4. The complete Induction Plan, Initial Training Plan, and Continuous Professional Development (CPD) scheme for tutors and teachers, ready for immediate implementation. D5. Records (e.g., attendance logs, content outlines) confirming the delivery of all required training sessions to tutors, teachers, and other academic team members. D6. The formally designed and operational formal class observation scheme, complete with protocols and tools, used to monitor pedagogical performance across all educational levels in the Student Component. D7. Regular, documented reports from classroom observations and feedback sessions, detailing findings, constructive feedback provided, and resulting improvement action plans for individual tutors and teachers. D8. Documented guidance provided to service providers to ensure programme alignment and quality, including specific recommendations for addressing technical or operational deviations. D9. Submission of detailed written reports in accordance with the contractual schedule (e.g., monthly meetings with stakeholders, weekly reports), which must cover the advancements on academic implementation and results of the Student Component strategies. These reports must also include the identification and assessment of strategic risks or deviations, alongside an academic analysis of the periodic progress towards achieving student learning outcomes. D10. Documented evidence (e.g., meeting minutes, data exchange protocols) confirming the effective function of the role as the key liaison between internal and external stakeholders for the M&E component. D11. A comprehensive Annual Final Report detailing the findings and results of the Student Component implementation. This report must present a detailed comparative analysis of actual versus target academic results, clearly articulating the challenges encountered, the achievements realised, and the lessons learned throughout the period, culminating in specific opportunities for improvement and recommendations for future implementations and scaling. D12. For the first payment, submission of evidence/certificates of completion for the five mandatory British Council training courses: Fraud Awareness, Information Management, Introduction to Safeguarding, Safety and Security, and Understanding Equality, Diversity and Inclusion (EDI).
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CONTRACTOR SPECIFICATION

Essential qualifications, experience and skills	- University degree in Education or Languages with six (6) years of experience. - Postgraduate studies in an education- related field e.g. M.A. TESOL, language assessment, educational technologies, language didactics, or equivalent experience of more than (10 years) - At least six (6) years of proven experience in at least two of the below: ▪ Teaching English as a foreign language, ▪ Designing and/or adapting curriculum for English as a subject in formal education, ▪ Leading or delivering consultancy, assessment strategies for ELT, ▪ Working in large-scale projects in the public sector, including English language learning, ▪ Minimum C1 level of Spanish and English
Desirable	- Two (2) years of experience creating, writing, or editing learning/ teaching materials. - Two (2) years proven experience managing online programmes and English courses. - Experience implementing monitoring and evaluation strategies. - Experience participating in the implementation of English teaching and learning platforms or other digital tools.
Passport and/or nationality requirement	- Eligibility to Work in Colombia: Candidates must have the right to work in Colombia. - Visa Sponsorship: The British Council is unable to support or sponsor work visa applications or cover relocation costs for non-Colombian applicants.
Important features	- Successful applicants are not offered an immediate contract. The British Council Colombia is expanding its pool of consultants, and contracts are offered on a regular basis, based on organizational needs. - Interested candidates must live in Barranquilla or be willing to relocate. Please note that the project does not cover any travel expenses. - For each payment, the consultant must submit the "parafiscal contribution payment schedule" together with the invoice. The schedule must correspond to the current month of payment and must be uploaded at the same time as the invoice. Documents dated from previous months will not be accepted. - 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.
Application Process	Interested candidates should submit their resumes to the following email address, in accordance with the description and guidelines provided above: bilinguismobag@britishcouncil.org Please follow the below steps: - Your CV should highlight the relevant experience and qualification 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: "Academic Lead – Barranquilla project". If you have any questions about this application process, you can write an email to bilinguismobag@britishcouncil.org using " Academic Lead Barranquilla project Application" as the subject. The British Council reserves the right to reject all applications and accept the one it deems most advantageous.		
Rates	Upon submission of deliverables – 12 payments for \$ 9,845,703 COP/ each		
Deadline for application	November 30, 2025.		
Submitted by	Sandra Rangel, Head of Implementation	Date	07/11/2025