

**POST DESCRIPTION**

<b>Title</b>	Curriculum Lead
<b>Location of project</b>	Barranquilla, Colombia
<b>Scale</b>	Professional Junior Consultant/Teacher Trainer Junior I
<b>Economic Compensation</b>	\$ 38,038,500.00 for the entire contract (IVA not included)
<b>Number of trainers required</b>	N/A
<b>Lengths of contract</b>	9 months (conditioned on signing of contract with the stakeholder)
<b>Number of consultants required</b>	Up to ten (10)

**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**

To facilitate and promote the understanding, ownership, contextualisation, and use of the Barranquilla English Curriculum across assigned District Educational Institutions (IED). The postholder will ensure that the curriculum ecosystem documents (including syllabi, schemes of work, lesson plans, progress tests and toolkits) are clearly understood, adapted, and integrated into institutional planning and classroom practices. This will be carried out within the framework of flexibility, inclusion, and professional empowerment, and in alignment with the "Barranquilla Bilingüe" policy.

**Key Objectives**

These objectives aim to ensure the effective knowledge, appropriation, contextualization, and long-term sustainability of the Barranquilla English Curriculum within the schools.

- 1. Introduction & ownership:** To support the introduction of the curricular ecosystem by supporting socialisation sessions and launch activities, and by promoting a clear understanding of curriculum documents (including toolkit, syllabi, and schemes of work) among school leaders and teachers, thereby fostering ownership and commitment
- 2. Contextualised Implementation & Pilot Support:** To provide direct technical support during the implementation phase, working together with Curriculum Champions to adapt curricular components to the specific sociocultural contexts and English proficiency levels of the assigned schools. This includes ensuring the alignment between syllabi, lesson plans, and assessment tools.
- 3. Capacity Building & Pedagogical Training:** To design and deliver comprehensive and cluster-based training workshops to strengthen teachers' pedagogical practice, focusing on the GRASP approach, planning based on learning outcomes and performance indicators, and the effective use of materials and progress tests through situated coaching.
- 4. Monitoring & Institutionalisation:** To implement ongoing monitoring processes, including data collection in order to track progress, identify implementation gaps, and document effective practices.

**Responsibilities**

Accountabilities, responsibilities, and main duties are all in line with Equality, Diversity and Inclusion (EDI), Child protection, Safeguarding and other overarching corporate policies. All materials and outputs produced must comply with British Council and partner brand guidelines, data protection policies and the applicable law.

**A. Technical Duties:**

- Support the introduction of the curriculum ecosystem by contributing to the delivery of socialization sessions for head teachers and coordinators, as well as launch events for English teachers.
- Provide guidance to *Curriculum Champions* and teachers to facilitate a clear understanding of the user guide and toolkit, while providing a general overview of the syllabi, schemes of work, lesson plans, materials, and progress tests to establish a foundational approach to the curricular documents.

- Provide direct support for the pilot implementation in assigned IEDs by working alongside Curriculum Champions to review and adapt initial curriculum documents, transfer essential curriculum knowledge and skills, model lessons, and collect data on curriculum usage to identify implementation gaps and best practices.
- Deliver training sessions for Curriculum Champions and teachers to strengthen pedagogical practice in applying the Barranquilla English curriculum, with particular emphasis on key aspects such as the GRASP approach, effective use of LOs and PIs for planning, and the application of suggested lessons and progress tests.
- Deliver cluster-based workshops to Curriculum Champions and teachers focused on curriculum contextualisation, supporting head teachers and teachers to adapt the Barranquilla English Curriculum to their specific local context, including the contextualisation of syllabi, schemes of work, lesson plans, and progress tests. Implement data collection processes to monitor curriculum implementation and usage across assigned IEDs, using agreed tools (e.g. surveys, observation checklists and monitoring instruments) to track progress, identify implementation gaps, and document best practices.
- Provide continuous support to assigned IEDs through periodic on-site visits and permanent communication with the Curriculum Champions, maintaining a clear point of contact to resolve queries and providing recommendations to strengthen curriculum use and institutional embedding.

**B. Administrative duties:**

- Prepare and submit monthly progress reports detailing the achievements and challenges and recommended actions in each assigned institution.
- Identify, document and escalate operational risks or school community resistance that may hinder the sustainability of the curriculum implementation to the Academic Coordinator and/or Technical Lead.
- Act as the primary liaison between the project team and the Curriculum Champions of the assigned IEDs.
- Participate in required academic meetings, training sessions and coordination activities (both synchronous and asynchronous). Promote active participation of teachers, coordinators, head teachers, and personnel from the assigned schools at all strategy stages, encouraging commitment and consistency in activities.
- Ensure timely delivery of agreed outputs in line with the strategy general timeline.
- Complete all administrative requirements for British Council vendors, including documentation and reporting as specified in the contract.
- 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>

- Complete the five mandatory training courses (including Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security).

**TERMS OF REFERENCE**

Type of Contract	Service provision upon request
Payment terms	<ul style="list-style-type: none"> <li>- To sign a contract, selected candidates must submit a social security certificate.</li> <li>- Nine (09) payments of \$ 4,226,500 after submission of a monthly report of actions and deliverables established in the implementation plan of the project.</li> <li>- Before each payment, the contractor must submit an invoice detailing the services provided and obtain the manager's approval, confirming the completion of all deliverables or products. Additionally, the contractor is required to provide proof of monthly social security contributions, which is a mandatory condition for processing payments.</li> </ul>
Legal deductions	In accordance with legal policies in Colombia.
Deliverables	<p>Depending upon the service provided. This may include but not be limited to:</p> <p><b>D1.</b> Monthly reports summarising the schedule and activities delivered during the reporting period, along with observed progress, challenges, and alerts.</p> <p><b>D2.</b> A structured ILog detailing the support provided to Curriculum Champions during the presentation and implementation of the English Curriculum, including the specific implementation challenges and examples of effective practice within assigned pilot IEDs.</p> <p><b>D3.</b> Photographic records (where appropriate and compliant with safeguarding and data protection policies), meeting minutes, and records documenting the guidance and training provided to Curriculum Champions, teachers, head teachers, and personnel from the assigned schools.</p> <p><b>D4.</b> A report documenting the administration of agreed monitoring instruments (e.g. surveys and observation checklists) in assigned schools, along with the organised submission of raw data to the Academic Coordinator or Technical Lead.</p> <p><b>D5.</b> For the first payment selected candidates must submit certificates of completion of the five mandatory training courses (including Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security).</p>

	<p><b>D6.</b> Any additional reports or information related to the purpose of the contract as required by the Technical Lead.</p>
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**CONTRACTOR SPECIFICATION**

Essential qualification, experience and skills	<ul style="list-style-type: none"> <li>- University degree in modern languages, philology, language teaching or education related field, with 2 years of experience.</li> <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> <li>- Intermediate proficiency in office suite, database managers and online cooperation tools (such as G-suite) is required.</li> <li>- Ability to perform effectively in challenging situations and meet deadlines.</li> <li>- Strong interpersonal and communication skills in both English and Spanish.</li> <li>- Strong analytical skills.</li> <li>- Excellent writings skills in Spanish.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>- Postgraduate studies in ELT, TESOL or education or equivalent experience of more than (4 years).</li> <li>- One (1) year of experience creating or editing learning/ teaching materials is a plus.</li> <li>- Familiarity with the public education system of Barranquilla or nation-wide and the National English Curriculum.</li> </ul>
Passport and/or nationality requirement	<ul style="list-style-type: none"> <li>- Eligibility to Work in Colombia: Candidates must have the right to work in Colombia.</li> <li>- Visa Sponsorship: The British Council is unable to support or sponsor work visa applications or cover relocation costs for non-Colombian applicants.</li> </ul>
Important features	<ul style="list-style-type: none"> <li>- Interested candidates <b>must live in Barranquilla or be willing to relocate</b>. Please note that the project does not cover any travel expenses.</li> <li>- 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.</li> <li>- 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.</li> </ul>

Application Process	<p>Interested candidates should submit their resumes to the following email address, in accordance with the description and guidelines provided above: <a href="mailto:bilinguismobaq@britishcouncil.org">bilinguismobaq@britishcouncil.org</a></p> <p><b>Please follow the below steps:</b></p> <ul style="list-style-type: none"> <li>- Your CV should highlight the relevant experience and qualification for the post.</li> <li>- Your CV should be named with your name and surname as follows: <b>John Williams CV</b></li> <li>- In the mail subject, please specify the position you are applying for, in this case: "<b>Curriculum Lead – Barranquilla project</b>".</li> </ul> <p>If you have any questions about this application process, you can write an email to <a href="mailto:bilinguismobaq@britishcouncil.org">bilinguismobaq@britishcouncil.org</a> using "<b>Curriculum Lead Barranquilla project Application</b>" as the subject.</p> <p>The British Council reserves the right to reject all applications and accept the one it deems most advantageous.</p>			
Rates	Upon submission of deliverables – nine payments for \$ 4,226,500 COP/ each			
Deadline for application	01/03/2026 11:59 pm Colombian time			
Submitted by	Sandra Rangel Head of Implementation English Programmes		Date	17/02/2026