

**POST DESCRIPTION**

Title	Remote Master Teacher
Location of project	Colombia
Scale	Senior Consultant I /Approved teacher trainer Senior I
Economic Compensation	<b>\$56.200.062</b> for the entire contract <b>(IVA not included)</b>  Depending on the country of residency and the local currency mostly used in the country, GBP, EUR, or USD will be used: £ 9,772.22, € 11,718.11, or USD\$ 12,122.53 for the entire contract
Length of contract	Approximately 6 months (conditioned to the effective signature of contract with the stakeholder)
Number of consultants required	3

**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 need 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: British Council delivers a portfolio of large-scale and local projects in English, Education and Society and the Arts The British Council's English Programmes unit (EP) formulates and delivers a series of projects for both the public and private sectors.

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**

Master Teachers will lead, oversee, and monitor the academic implementation of the English Without Borders (EwB) programme, delivered in partnership with the Local Education Authority of Bogotá. They will work closely with and provide leadership to a team of Remote Teachers. English Without Borders is a 80-hour online English course aimed at secondary school students (9 to 11 grades) from public schools in Bogotá, delivered over a period of approximately 16 weeks.

**Responsibilities**

- To participate in all training sessions and strategic meetings as part of the programme implementation.
- To be up to date with the programme goals, syllabi, programme guidelines, teaching standards, and the retention strategy.
- To help implement the syllabi, guidelines, teaching standards and the retention strategy.
- To design, review and provide feedback to unify course syllabi by level together with the academic lead.
- To train Remote Teachers in the effective implementation of programme guidelines and teaching standards, use of the protocols, materials, platform, formats, action plans and retention plans of the project.
- To consolidate the information, databases, alerts, and reports of each of the tutors to feed into the elaboration of the programme deliverables weekly.
- To follow up the implementation of English classes by each of the Remote Teachers assigned weekly.
- To report to the academic lead weekly.

- To consolidate the databases and support the grouping of students according to the results of the placements and self-evaluation tools that will be developed within the framework of the programme.
- To support the organization and distribution of the groups (assignment to Remote Teachers) considering factors such as schedule, shift, English level, and others suggested by the British Council and the stakeholder.
- To support the review, analysis and selection of materials and platform that will be used for the development of the courses.
- To support the application of tests as well as the consolidation of reports, including placements, pre, post and self-assessment tools that will be applied to students.
- To provide professional support to remote teachers and their classes according to the programme protocols and quality standards (class observation, effective written feedback, use of evaluation instruments, one on one meetings with the RTs to support their teaching and administrative duties, etc).
- To escalate alerts and cases of students that require immediate attention so as to avoid desertion, following the retention plan of the programme.
- To collaborate on and support the standardisation of continuous assessment processes in the programme.
- To support the M&E processes including data collection, systematization, and monitoring of the project so as to measure quality and success of the implementation.
- To provide timely information, prepare analytical reports on the academic quality, presentations, and technical documents relevant to the project.
- To consolidate and deliver weekly reports following requirements and guidelines.
- To comply with data protection policies according to local law.
- To support all the different processes and emerging requirements to provide quality and success of the programme implementation.
- To cover for some remote teachers in class when necessary.
- To take the Mandatory Training by the British Council, and apply the protocols and regulations set forth there when interacting with students.

## TERMS OF REFERENCE

Type of Contract	Service provision (Prestación de Servicios)
Payment terms	- Monthly payments after submission of a monthly report of actions and deliverables established in the implementation plan of the project.

	<ul style="list-style-type: none"> <li>- Prior to each payment, the contractor needs to submit a bill for service and approval for payment from manager upon completion of deliverables/products.</li> <li>- Successful applicants who are not living in Colombia must hold an overseas bank account that accepts international transfers in GBP, EUR or US Dollars.</li> <li>- For overseas bank accounts, each contractor is responsible to pay the legal taxes and deductions of each country.</li> </ul>
Legal deductions	<ul style="list-style-type: none"> <li>- Service providers must pay the due taxes and deductions according to the laws of the country of residence.</li> <li>- 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.</li> </ul>
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> <p><b>Monthly payments:</b></p> <p>D1. Reports of class observation and feedback sessions of each of the assigned Remote Teachers.</p> <p>D2. Sample lesson plans and /or pacing guides designed by the Master Teacher to support the RTs.</p> <p>D3. Continuing Professional Development (CPD) sessions, strategies, and materials designed and/or delivered.</p> <p>D4. Weekly or biweekly meetings with the team or Remote Teachers assigned.</p> <p>D5. Weekly revision and written feedback for the lesson plans submitted by the remote teachers.</p> <p>D6. Monthly revision of deliverables of the remote teachers for payment approvals.</p> <p>D7. Application of instruments for data collection as part of the monitoring and evaluation plan.</p> <p>D8. Daily attendance record monitoring for each remote teacher.</p> <p>D9. Daily support to the RTs via different channels such as email, phone calls, zoom meetings, and WhatsApp.</p> <p>D10. Any other official formats and reports required by the project.</p>

	<p><b>In addition to deliverables D1 to D6, the first payment will include:</b></p> <p>D11. Participation in 100% of the planning and training sessions delivered by the British Council to gain awareness on the programme implementation procedures and tools.</p> <p>D12. Certificate of completion for each of the Mandatory Trainings.</p>
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## CONTRACTOR SPECIFICATION

Essential qualifications, experience, and skills	<ul style="list-style-type: none"> <li>- The candidate must hold an official teaching certificate i.e. DELTA, BA in languages, or similar, or equivalent in years of experience working in ELT (8 years).</li> <li>- At least 6 years of proven experience:               <ul style="list-style-type: none"> <li>a) teaching English as a Foreign Language.</li> <li>b) teaching English online</li> <li>c) coordinating and leading English language programmes.</li> <li>d) teacher training, including class observation and feedback.</li> <li>e) material design for online teaching</li> <li>f) teaching English to teenagers</li> </ul> </li> <li>- Ability to operate in English and Spanish (both written and spoken) at a business level.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>- Postgraduate studies in ELT, TESOL, education, or equivalent in years of experience (10 years).</li> <li>- At least one year of experience managing online or blended programmes.</li> <li>- Curriculum design</li> </ul>
Passport and/or nationality requirement	<ul style="list-style-type: none"> <li>- 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.</li> </ul>
Important Features	<ul style="list-style-type: none"> <li>- Internet access or any other equipment to deliver the activities is not provided by the British Council and is the sole responsibility of the contractor.</li> <li>- A confidentiality agreement is a must to sign the contract.</li> <li>- 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.</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 <a href="mailto:Englisharea@britishcouncil.org.co">Englisharea@britishcouncil.org.co</a> specifying the position you are applying for, in this case: <b><i>Remote Master Teacher for English Without Borders</i></b>		
Rates	Payments after submission of a monthly report of actions and deliverables established in the implementation plan of the project.		
Deadline for application	<b>January 07, 2025 11.59 pm Colombian time</b>		
Submitted by	Milton Mendoza Ruiz Operations Manager	Date	December, 2025