

**POST DESCRIPTION**

Title	Remote Teacher Group “ <b>Docentes de Inglés</b> ” – English Without Borders Barranquilla.
Location of project	Colombia
Scale	Senior Consultant I /Approved teacher trainer Senior I
Economic Compensation	Total Fee per Group (60 hours): COP 5,743,760.00 (Excl. VAT).
Number of trainers required	2
Lengths of contract	3 months
<p><b>Context and Environment</b></p> <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 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> <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.</p> <p>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.</p> <p>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 &amp; criminal record checks in line with legal requirements and with the British Council’s Safeguarding policies for Adults and Children.</p>	

***Purpose***

To provide professional services as a Remote Teacher delivering the online (synchronous) component of the English Without Borders Plus (EwB+) strategy for English teachers in Barranquilla, within the framework of the service contract signed between Corpoeducación and the British Council (BC), hereinafter the strategy.

***Responsibilities***

1. Provide professional services totalling 60 academic hours for each assigned group, comprising 56 hours of synchronous live online teaching and 4 hours allocated to extracurricular activities, and to the review and formative feedback of participants' language and pedagogical deliverables, according to the EwB+ academic programme.
2. Prepare and deliver the 56 synchronous online academic hours in line with the syllabus and implementation plan, including:
  - a) Language development sessions (aligned to the syllabus's level structure and communicative progression).
  - b) Dos (2) group tutorials, delivered within the agreed timetable (including Saturdays, where scheduled).
3. Implement participants engagement and retention strategies within the scope of the role, including creating a motivating learning environment, promoting continuity, and providing timely academic guidance to support participants at risk of disengagement, in line with strategy guidance.
4. Record and report attendance immediately after each class, flagging absences and any attendance-related alerts through the formats and channels established by the strategy. Where applicable, receive and file supporting documentation for absences in accordance with established procedures.
5. Support the implementation of extracurricular activities as retention and engagement strategies, and review learning evidence/artefacts (e.g., videos, posters, presentations and similar).
6. Provide ongoing formative follow-up and feedback on participants' deliverables and evidence for language learning products (including production tasks and related evidence).
7. Analyse diagnostic and progress information to inform action plans and differentiated planning for assigned groups and provide remote academic/pedagogical support to participants as required.
8. Serve as a substitute for fellow teachers during their absence from synchronous or additional sessions, as required, up to a maximum of 4 hours over the duration of the contract.
9. Participate in training sessions and meetings required for the strategy implementation, as defined by the British Council and the Secretary of Education (SED). Training sessions and meetings are included in the financial compensation.
10. Prepare and submit required reporting and documentation in a timely manner, including individual and group academic reports, weekly documentation, monitoring/alert reports, and any other tools and forms established by the strategy.
11. Support monitoring and evaluation processes through data collection when required, including consenting to session recording and/or observation in line with the strategy procedures.
12. Provide timely access to files and online classes when required, deliver agreed outputs to the required standard, and address comments and/or recommendations made by the British Council until satisfactory quality is achieved.
13. 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>
14. Complete the five mandatory training courses (including Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security).

<p>15. Know and comply with Corpoeducación's policies, hosted at: <a href="https://corpoeducacion.org.co/nuestras-politicas/">https://corpoeducacion.org.co/nuestras-politicas/</a>.</p> <p>16. Maintain and comply with all legal measures of confidentiality, security and protection of personal data to which it has access during the execution of the contract, in accordance with the provisions of the data processing policy of the British Council, Corpoeducación and Colombian law.</p> <p>17. Inform Corpoeducación and the British Council of any personal data security incident that may affect the information of the owners.</p> <p>18. Destroy and/or return all personal data information upon termination of the contract and as instructed by Corpoeducación.</p> <p>19. Respect copyrights at all times.</p> <p>20. Undertake any other technical activities that may arise in relation to strategy delivery, within the scope of the role, as agreed with the Technical Lead.</p>
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**TERMS OF REFERENCE**

Type of Contract	Service provision
Payment terms	<ul style="list-style-type: none"> <li>• To sign a contract, selected candidates must submit a social security certificate.</li> <li>• Three (3) payments of (\$1,914,586) 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. <b>Additionally, the contractor is required to provide proof of monthly social security contributions, which is a mandatory condition for processing payments.</b></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> <ol style="list-style-type: none"> <li>1. <b>Training attendance evidence:</b> Attendance report for each of the planning and training sessions delivered by the British Council, as applicable.</li> <li>2. <b>Weekly synchronous session planning pack:</b> A detailed weekly plan and outline of work for each synchronous online session delivered (including group tutorials where scheduled), using the templates and guidance established by the strategy.</li> <li>3. <b>Attendance and alerts reporting log:</b> Evidence of attendance being recorded and reported immediately after each class, including weekly consolidated monitoring and alert entries, in the format established by the strategy.</li> <li>4. <b>Formative Feedback Pack (Language and Professional Development):</b> Consolidated evidence and formative feedback records for participants' language outputs and pedagogical/professional development outputs, including a dedicated classroom application quality review of methodological principles, a brief group-level summary of common strengths, development needs, and agreed follow-up actions, in the format established by the strategy.</li> <li>5. <b>Reporting and M&amp;E evidence set:</b> All required forms and tools duly completed, with evidence of online delivery, and any instruments required</li> </ol>

	<p>for monitoring and evaluation (M&amp;E), including updated individual and group reports with relevant statistics and supporting documentation related to strategy implementation, as requested.</p> <p><b>6. Mandatory compliance training certification (for first payment):</b>  Certificate(s) confirming completion of the five mandatory courses:  <b>Safeguarding:</b> Annual recertification (1 year).  <b>Information Management:</b> Annual recertification (1 year).  <b>Equality, Diversity and Inclusion:</b> Recertification every 3 years.  <b>Safety and Security:</b> Recertification every 3 years.  <b>Fraud Awareness:</b> Annual recertification (1 year).</p>
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**CONTRACTOR SPECIFICATION**

<p>Essential qualifications, experience and skills</p>	<ul style="list-style-type: none"> <li>- The candidate must hold an official English teaching qualification, i.e. CELTA, bachelor’s degree in languages, or equivalent.</li> <li>- Graduate studies in English teaching such as ELT, TESOL, education or equivalent in years of experience (10 years) are desirable.</li> <li>- Ability to operate in English and Spanish (both written and spoken) at a business level.</li> </ul>
<p>Desirable</p>	<ul style="list-style-type: none"> <li>- At least 6 years of demonstrable experience in teaching English as a foreign language.</li> <li>- Teaching experience in online learning environments.</li> <li>- One year of experience in blended program management (desirable).</li> </ul>
<p>Passport and/or nationality requirement</p>	<ul style="list-style-type: none"> <li>- The British Council is not able to support or sponsor work visa applications or relocation costs for non-Colombian applicants.</li> </ul>
<p>Important features</p>	<ul style="list-style-type: none"> <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>
<p>Application Process</p>	<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>  <b>Please follow the below steps:</b></p>

	<ul style="list-style-type: none"> <li>- Your CV should highlight the relevant experience and qualifications 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>“Remote Teacher”</b> – Barranquilla project”.</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>“Remote Teacher”</b> Barranquilla project Application" 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 \$ 5,743,760.00 COP divided in Three (3) payments of \$1,914,586		
Deadline for application	July 08, 2026; however, these Terms of Reference (ToR) will remain open to receive CVs and expand our pool of candidates.		
Submitted by	Sandra Rangel Head of Implementation English Programmes	Date	21/06/2026