

POST DESCRIPTION

Title	Mentor
Location of project	Cundinamarca, Colombia
Scale	Senior Consultant I /Approved teacher trainer Senior I
Economic Compensation	The total consultancy fee is COP 39,184,680 per school for the full term of the contract. (Applicable taxes and deductions will be applied in accordance with Colombian legislation). Selected candidates may be assigned to more than one school, depending on their availability.
Number of trainers required	Up to 4
Lengths of contract	Approximately 4 months. (Conditioned to the effective signature of contract with the stakeholder).

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.

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: Within the English and School Education (ESE) pillar, 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.

Equality, Diversity, and Inclusion (EDI): 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 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

The purpose of this consultancy is to provide **specialised mentoring and technical support to one assigned public school in Cundinamarca during the first phase of its transition towards becoming a National Bilingual School**. The Mentor will work closely with school leaders, English teachers and relevant institutional stakeholders **to review** the school's bilingual vision, institutional horizon, curriculum, Institutional Educational Project (PEI), Institutional Evaluation System (SIE), English teaching conditions, weekly English instruction hours, learning environments and teacher development needs.

Drawing on the diagnostic findings and the specific context of the school, the Mentor will **design a practical, contextualised and achievable Roadmap to National Bilingualism**. This roadmap will include priority actions, implementation timelines, recommendations for teacher development, possible entry points for the progressive transition of selected subjects into English, institutional governance arrangements such as the Bilingualism Committee, monitoring mechanisms and next steps for future phases.

Responsibilities

All responsibilities must be carried out in line with the British Council's core corporate policies, including Equality, Diversity and Inclusion (EDI), Safeguarding, Data Protection, Information Security and Ethical Conduct. All materials and outputs must adhere to British Council and partner branding guidelines, data protection regulations and applicable Colombian law.

The Mentor will be responsible for carrying out the following activities within the framework of the consultancy:

- Participate in all synchronous and asynchronous training sessions, onboarding, planning meetings and technical alignment sessions convened by the coordination team and Technical Lead, and become familiar with the approved methodology, tools, diagnostic instruments, preliminary findings and technical guidance provided by the British Council.
- Coordinate with the assigned school's leadership team, designated institutional lead, English teachers and relevant stakeholders to agree on work plans, visit schedules, information requirements and follow-up mechanisms.
- Conduct the agreed **face-to-face mentoring visits** and **weekly virtual follow-up sessions** with the assigned school, in line with the project timeline and the school's operational availability.

- Guide the school in the review of its bilingual vision, institutional horizon, English teaching conditions, weekly English instruction hours, learning environments, curriculum documents, Institutional Educational Project (PEI), Institutional Evaluation System (SIE), institutional bilingualism planning and other relevant institutional documents, providing technical guidance for their proposed adjustment where appropriate.
- Support the identification of possible entry points for the progressive transition of selected subjects into English, based on the school context, teacher capacity and available diagnostic information.
- Design a medium-term teacher development plan, considering identified needs in English language proficiency, methodology, classroom practice and institutional priorities.
- Support the creation or strengthening of the school's Bilingualism Committee, including recommendations on its role, composition, responsibilities and follow-up mechanisms.
- Design the Roadmap to National Bilingualism for the assigned school, based on the diagnostic findings, institutional review, mentoring process and technical inputs developed throughout the consultancy.
- Maintain accurate, organised and timely records of all mentoring sessions, meetings, interviews, institutional reviews, agreements, follow-up actions, attendance, evidence, forms, surveys and administrative documentation required for monitoring, reporting and quality assurance, using the standardised tools and formats provided by the project team.
- Prepare and submit progress updates, technical inputs, analytical notes and final documentation related to the assigned IED, including relevant insights, risks, lessons learned and recommendations.
- Identify implementation risks, information gaps or participation challenges and report them promptly to the coordination team, proposing mitigation actions where appropriate.
- Complete all mandatory British Council training modules, including Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security.
- Understand and adhere to all relevant British Council policies and codes of conduct, including those on data protection, safeguarding, confidentiality, ethics and use of information.
- 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
Payment terms	- Monthly payments will be made upon submission and approval of the monthly report detailing the actions undertaken and deliverables completed in accordance with the project's implementation plan. - The consultant must provide evidence of payment of the mandatory social security contributions applicable under Colombian law (including health and pension, and ARL where required) for the corresponding period prior to the processing of each payment. - Prior to each payment, the consultant must submit a valid invoice (or bill for services), together with the manager's approval confirming satisfactory completion of the agreed deliverables.

	- 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.
Legal deductions	- In accordance with legal policies in Colombia. - Legally required deductions (such as Income Withholding Tax, Industry and Commerce Tax-ICA- and all applicable taxes) will be applied.
Deliverables	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: Monthly payments D1. Monthly work plan and schedule for each assigned IED, including planned mentoring sessions, meetings, information requirements, follow-up actions and key milestones. D2. Delivery of the scheduled face-to-face mentoring visits and weekly virtual follow-up sessions with each assigned IED, in accordance with the project timeline, agreed work plan and institutional availability, including attendance records, meeting minutes, agreements, commitments and any other supporting evidence. D3. Monthly Technical Progress and Evidence Report for each assigned IED, including activities completed, progress against the work plan, key technical inputs, findings, risks, challenges, mitigation actions, pending information and recommendations. The report must also include the required project templates, records, evidence files and reporting formats, completed in accordance with project requirements. In addition to deliverables D1 to D3, the first payment will include: D4. Evidence of participation in all mandatory planning, induction and technical alignment sessions delivered or convened by the British Council, as required for the role. D5. Completion of all mandatory British Council training requirements and submission of the corresponding certificates, including Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security, where applicable. D6. Initial work plan for each assigned IED, including the proposed mentoring schedule, coordination arrangements, information requirements, expected milestones and agreed communication channels with the institutional team.

	Final payment D7. Final Roadmap to National Bilingualism for each assigned IED, prepared using the standard template provided and in accordance with the guidance of the Academic Lead. The Roadmap must include recommendations on the PEI, SIE, English instruction hours, teacher development, entry points, institutional governance, monitoring mechanisms and any other areas defined by the Academic Lead. D8. Final technical report for each assigned IED, consolidating the mentoring process, activities implemented, main findings, institutional progress, lessons learned, risks, recommendations and supporting evidence collected throughout the consultancy. D9. Final organised evidence folder, including all records, meeting minutes, attendance lists, institutional inputs, technical notes, versions of the Roadmap, validation evidence and any additional documentation required by the project team.
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CONSULTANT SPECIFICATION

Essential qualifications, experience and skills	- 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. - 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. - Proven experience supporting public or private schools in institutional improvement, bilingual education, curriculum development or English language teaching strengthening processes. - Proven experience in English language teaching, teacher development, bilingual education or school-based pedagogical support.
Desirable	- Postgraduate studies in ELT, TESOL, education or equivalent in years of experience (10 years). - Experience analysing diagnostic information, institutional data or qualitative evidence to identify needs, gaps, strengths and improvement priorities. - Experience preparing technical reports, action plans, recommendations or institutional roadmaps for education projects.

TERMS OF REFERENCE INDEPENDENT CONSULTANT

	- Experience working with public education stakeholders or local education authorities, preferably in Colombian educational contexts.		
Passport and/or nationality requirement	- Right to work in Colombia is necessary. - The British Council is not able to support or sponsor work visa applications or relocation costs for non-Colombian applicants.		
Important features	- Travel will be required to one of the participating municipalities, including Anapoima, Bituima, Silvania, Simijaca. - The British Council does not provide internet access or any equipment necessary for the delivery of the activities. Provision of such resources is the sole responsibility of the consultant. - Signing a confidentiality agreement is a mandatory requirement for contracting. - The contract with the selected candidate will be formalised only following the official signing of the partnership agreement between the British Council and the stakeholder, and upon successful completion of all required background checks by the British Council and its partners. - The selected candidate must declare, both prior to engagement and throughout the term of the contract, that they are not subject to any disqualification, incompatibility or conflict of interest involving the British Council, its partners, the end client, cooperating organisations or any other interested parties. The Consultant must also immediately disclose any change in their contractual circumstances that could give rise to an incompatibility or conflict of interest. - Payments will be made in accordance with policies and procedures of the British Council and its implementing partners. Once the required deliverables have been duly submitted, reviewed and approved, payment will be processed within fifteen (15) working days of their formal submission for payment.		
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 englisharea@britishcouncil.org.co specifying the position you are applying for, in this case: MENTOR - Cundinamarca		
Rates	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.		
Deadline for application	August 9th, 2026 11.59 pm Colombian time		
Submitted by	Carolina Cruz Corzo English and School Education Lead	Date	July 22 th , 2026