

POST DESCRIPTION

Title	Academic Coordinator
Location of project	Colombia
Scale	Senior Consultant I /Approved teacher trainer Senior I
Economic Compensation	\$ 78,540,000
Number of trainers required	NA
Lengths of contract	11 months
Number of consultants required	Up to 5

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 provide academic support for the design, implementation, and monitoring of all the activities that are part of the large-scale agreement with the Local Educational Authority of Barranquilla. Selected candidates will be assigned different components but might need to work collaboratively with other components when necessary.

Responsibilities

Depending upon the service provided and the component assigned, the following activities are part of the final responsibilities and deliverables for the selected candidates. Not every consultant will have all the responsibilities, but those relevant to the assigned components.

- Together with the transversal and technical lead, carry out the design of some materials that complement the curriculum. This may include adaptations that are relevant for each target group.
- Lead the design, adaptation and implementation of materials and protocols for the assigned strategies. This includes teaching, learning and assessment resources, and supporting the approval process of programme materials (e.g., webinars, slideshows, lesson plans, observation formats, evaluation instruments, etc.) designed by the academic team and/or external consultants.
- Design training materials and deliver training for the academic team in the use of available tools (such as large language models or image generators) for contextualized lesson planning based on the Barranquilla English Curriculum or any designated framework.
- Coordinate the distribution of curriculum documents (such as syllabi, schemes of work, lesson plans, suggested assessments) of the Barranquilla English Curriculum in digital and/or physical formats.
- Support the Barranquilla English Curriculum implementation piloting process in designated schools through the design and implementation of pedagogical accompaniment and monitoring.
- Coordinate the design and delivery of pedagogical training and associated tools for all academic personnel and schoolteachers/headteachers. This encompasses organizing socialization and motivational workshops, facilitating training cycles on suggested lesson plans and assessments, and collaborating in delivering information sessions for school principals and academic coordinators.
- Arrange professional development (PD) such as training cycles led by pedagogical advisors (curriculum champions) in curriculum fundamentals, and targeted workshops for lesson and materials contextualization.
- Coordinate the academic teams in the effective implementation and development of programmes for the strategies aimed at the target population (e.g., head teachers, teachers & students from public schools).
- Coordinate all activities aligned with the curriculum strategy, including the organization and distribution of academic activities considering factors such as scope, schedule, and deliverables.
- Coordinate and support strategic meetings as part of the programme implementation.

- Coordinate logistical/academic management of English training courses aimed at students and/or teachers in the public schools (e.g., coordinating substitutes, replacing academic team members, if necessary).
- Monitor the quality of the programme and/or strategies assigned in accordance with established protocols, which includes conducting classroom observations, utilizing evaluation instruments, and providing feedback, while offering continuous academic support to all academic personnel.
- Coordinate the pedagogical accompaniment delivered by mentors and/or pedagogical advisors (or curriculum champions), including classroom observations, feedback, and contextualization workshops.
- Monitor and follow up on the performance of mentors and pedagogical advisors (curriculum champions), including the systematic review of their deliverables and assessing their compliance with established protocols, timelines, and quality standards.
- Support M&E processes, which includes conducting follow-up monitoring and on-site visits, classroom observations, and data collection (surveys, focus groups) to verify implementation fidelity.
- Analyze academic results (unit tests, student projects, motivation levels, teacher outcomes) and other data from an academic perspective to inform adjustments in the strategies assigned.
- Coordinate targeted reinforcement workshops based on M&E data to ensure curriculum institutionalization.
- Provide timely information and prepare analytical reports, presentations, and technical documents relevant to the programme.
- Design, review, update, and provide feedback to deliverables of the assigned strategies.
- Coordinate a timely risk management scheme to mitigate potential non-compliances with duties and deliverables.
- Participate in periodic administrative, technical, and academic follow-up and training meetings.
- Understand and comply with the British Council's policies (e.g., data protection, codes of conduct, confidentiality, and safeguarding).
- Complete the six mandatory courses (Child Protection Awareness, Safeguarding, EDI, Fraud Awareness, Information Management, and Safety and Security).
- Maintain and comply with all legal measures of confidentiality, security, and protection of personal data and inform the British Council of any security incidents.
- Destroy and/or return all personal data information upon contract termination.
- Strictly observe and comply with all biosafety protocols established by the National Government and local authorities.

- Comply with 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	<ul style="list-style-type: none"> • Eleven (11) payments of \$ 7,140,000 each. • Each payment to be issued upon submission of a progress report and approval from the Head of Implementation. • Each month, the service provider will submit proof of social security contributions as required by local legislation.
Legal deductions	In accordance with legal policies in Colombia.
Deliverables	<p>D1. Technical documents for the implementation of each programme component, including instructional design outputs and required strategic documents.</p> <p>D2. Updated set of academic protocols and quality standards that meet stakeholders' needs and programme requirements.</p> <p>D3. Monthly analytical reports detailing actions taken, programme/strategies progress, and risk alerts.</p> <p>D4. Quality Assurance (QA) Report detailing the approval status, evaluations, and feedback on all deliverables/products submitted by the academic team and/or vendors.</p> <p>D5. Training and accompaniment implementation records, including planning, agendas, presentations, and evidence of completed professional development (PD) and monitoring activities delivered to all relevant teams.</p> <p>D6. Validated academic materials and instruments, including all designed teaching, learning and assessment resources, guides, presentations, lesson planning tools.</p> <p>D7. M&E and pedagogical accompaniment records, including consolidated statistics from class observations, support documentation on attendance, dropout rates, and performance metrics gathered by the academic coordinator or the mentors/pedagogical advisors (curriculum champions).</p> <p>D8. Targeted Intervention Report detailing the planning and execution evidence, and data analysis of all reinforcement workshops, training and/or pedagogical advisory coordinated based on M&E findings, if required.</p>

	D9. Certificate of completion of the six mandatory British Council courses (Child Protection Awareness, Safeguarding, Equality, Diversity and Inclusion – EDI, Fraud Awareness, Information Management, and Safety and Security).
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CONTRACTOR SPECIFICATION

Essential qualifications, experience and skills	<ul style="list-style-type: none"> - The candidate must hold an official teaching certificate i.e. BA in languages, or similar, or equivalent in years of experience working in ELT (6-8 years). - At least 4 years of proven experience in any of the following activities: <ul style="list-style-type: none"> ▪ teaching English as a Foreign Language or teaching in online learning environments. ▪ coordinating and leading EFL programmes ▪ teacher training, including class observation and feedback. ▪ curriculum and materials design in EFL programmes - Knowledge of and/or experience in public primary and secondary education. - Ability to operate in English and Spanish (both written and spoken) at a business level.
Desirable	<ul style="list-style-type: none"> - Postgraduate studies in ELT, TESOL, education, or equivalent in years of experience (3 years). - At least one-year experience managing blended programmes. - Experience participating in the implementation of English teaching and learning platforms or other digital tools. - Experience implementing monitoring and evaluation strategies.
Passport and/or nationality requirement	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<p>Interested candidates should submit their resumes to the following email address, in accordance with the description and guidelines provided above: bilinguismobaq@britishcouncil.org</p> <p>Please follow the below steps:</p> <ul style="list-style-type: none"> - Your CV should highlight the relevant experience and qualifications for the post. - Your CV should be named with your name and surname as follows: John Williams CV

	<p>- In the mail subject, please specify the position you are applying for, in this case: "Academic Coordinator" – Barranquilla project".</p> <p>If you have any questions about this application process, you can write an email to bilinguismobaq@britishcouncil.org using "Academic Coordinator" 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	<ul style="list-style-type: none"> • Upon submission of deliverables – 11 payments for \$ 7,140,000 COP/ each 		
Deadline for application	January 4th, 2025		
Submitted by	Sandra Rangel, Head of Implementation	Date	04/01/2025