

Job Description: Core Teacher Khartoum

Job Title	Teacher of English: Core (Hourly paid)		
Directorate or Region	Sudan, SSA	Department/Country	Sudan Teaching Centre
Location of post	Khartoum	Pay Band	Hourly paid Teacher (US Dollars)
Reports to	Senior Teacher	Duration of job	Termly contract

Purpose of job (global standard)

- To promote and deliver quality teaching and effective learning of English
- To support the wider aims of British Council and its cultural relations mission

Context and environment

The British Council Sudan is one of the fastest growing Teaching Centres in the British Council network. Since opening in April 2010 it has developed several distinct training areas each designed to assist in the development of this rich and diverse country while enhancing the relationship between the UK and Sudan.

Public Courses – Adults

The British Council has eight classrooms at its office in Khartoum. Our on-site courses are mostly public courses. We currently offer General English and IELTS preparation courses. We cater to upwards of 600 adult learners each term. Learners typically attend courses to increase their potential on the local job market and to prepare for further study at overseas universities. We also run a number of TKT courses throughout the year. This is an area that we would like to expand further.

Public Courses – Young Learners

A young learners programme opened in 2013, offering courses for 7-17 year olds at the weekend. This has grown to over 200 students at the start of 2017. Our summer programme runs in May and June each year. We are exploring the possibility of expanding this programme through the use of partner premises. YL exams such as the Cambridge exams are offered by our Exams team.

Contract Courses – Public and Private Sectors

A large proportion of the training programmes delivered in Sudan are delivered off-site for companies and organisations in the public and private sectors. The scope of these courses varies significantly depending on the needs of the client and can range from teaching Military English to officers in the Sudan Armed Forces, to teaching one-on-one classes to high level executives, to training groups of lawyers, bankers and administrators. The aim of these courses is very much capacity building and providing the students with the skills they need to interact in the modern world.

Professional Development

As a teacher the opportunities to build and expand your professional profile are second to none. We actively encourage our teachers to gain experience teaching the different course types we deliver. We also support our staff to attain Diploma level qualifications in ELT and ELT Management. We ensure a variety of in-house training is delivered both by teachers and management throughout the year and we work with the exams team in supporting staff to qualify as IELTS examiners.

Our Team

We have a strong team of around 30 teachers working in Khartoum. Our current teachers come from a range of nationalities and backgrounds and include local and international teachers. Teachers and coordinators work closely with the Teaching Centre Manager, Senior Teachers, Administration team and the Customer Service team to ensure the professional delivery of quality English language training programmes. The Teaching Centre team are part of the wider British Council team working to create opportunities and build trust between the UK and Sudan.

Accountabilities (global standard)	
Support British Council's global English strategy by <ul style="list-style-type: none"> • delivering teaching to the highest standards of ELT • enhancing British Council's reputation as a world authority in ELT • continuing professional development and sharing of best practices 	
Responsibilities (global standard)	
<ul style="list-style-type: none"> • Ensuring teaching meets learner needs and expectations • Ensuring teaching meets Teaching Quality standards and organisational expectations • Maintaining good relationships with customers and colleagues • Supporting the teaching centre's activities and British Council plans 	
Main duties (global standard)	
1	Plan, prepare and deliver up to 25 hours a week of high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles. Complete teaching related administration to the specified standards and timeframes (e.g. mid-term feedback forms, end of term scorecards, accurate attendance records and work completion logs, full assessment records and standard end of term reports).
2	Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy.
3	Develop and maintain professional relationships with key teaching centre contacts when working on off-site teaching programmes and with sponsors and parents when working on public courses in order to act as a liaison between the customer/client, the Customer Service team and the Academic Management Team ensuring a high level of customer service.
4	Ensure availability to cover classes in the event of absent colleagues as per the Teaching Centre cover rota schedule.
5	Contribute to the development, evaluation, and improvement of English language courses, materials and related services, in order to meet students' needs by actively working as a member of the teaching team.
6	Take on Teaching Centre development projects (including materials development and course design) as directed by the Academic Management Team when scheduled teaching hours are less than 25 per week.
7	Support local marketing and promotional strategy; assist the Teaching Centre team in delivering excellent customer service, including but not limited to: participation at Teaching Centre student events and British Council education and arts events.
8	Actively engage in professional development and performance management to ensure quality and high standards in teaching and learning, and maintain British Council's position at the forefront of best ELT practices.
9	Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of the contemporary UK.
10	Ensure safeguarding guidelines and policies are applied and upheld in line with standards and policy for the following areas: <ul style="list-style-type: none"> • Child protection • Equal Opportunity and Diversity • Health and safety

Key Relationships (global standard)

Internal

- Other teachers
- Teaching centre management team
- Teaching centre administration team
- Customer services staff
- Other wider British Council teams
- Wider EFL community

External

- Learners
- Parents
- Partner schools
- Corporate clients

Other important features or requirements of the job

(e.g. travel, unsocial/evening hours, restrictions on employment etc)

Teaching takes place over seven days each week. The working week in Sudan is Sunday to Thursday. Teachers work five days, usually including Saturday or Sunday, and sometimes both.

The Teaching Centre Management Team does its best to ensure that split shifts are not part of a teacher's regular schedule. Most teaching schedules are either mornings or afternoons/evenings.

Occasionally split shifts are unavoidable, and likely to occur during periods of cover and over the course of Ramadan.

A full working week is 39 hours. A full teaching schedule is 25 contact hours per week.

While individual preferences are taken into account when timetabling, teachers are expected to teach across the full range of Teaching Centre Programmes (Adults, YLs, Corporate).

For teaching that takes place off-site, transportation will be provided from the British Council's office.

Please specify any passport/visa and/or nationality requirement.

Hourly paid teachers are locally engaged, which means applicants must already have the right to work in Sudan.

Please indicate if any security or legal checks are required for this role.

Enhanced DBS (formerly CRB) check

	Essential requirements	Desirable requirements	Assessment stage
Behaviours (global standard)	<ul style="list-style-type: none"> ▪ Making it happen (essential) ▪ Working together (essential) <p><i>Please note: the other behaviours below will not be assessed at interview. However, <u>all</u> behaviours will be used for performance management purposes.</i></p> <ul style="list-style-type: none"> ▪ Being accountable (essential) ▪ Shaping the future (essential) ▪ Connecting with others (essential) ▪ Creating shared purpose (essential) 		Interview
Skills and Knowledge (global standard) Level of skills by centre need	<p>Teaching skills:</p> <ul style="list-style-type: none"> ▪ Classroom management (essential) ▪ Course and lesson planning (essential) ▪ Subject knowledge (essential) ▪ Understanding your learners (essential) ▪ Learning technologies (essential) <p>Working with Children</p> <ul style="list-style-type: none"> ▪ Ability to work in a way that promotes the safety and well-being of children ▪ Effective communication and engagement with children and their families ▪ Knowledge and understanding of child development and its impact on learning and behaviour 		Interview
Experience	<p>Two years post-certificate (i.e. CELTA/Trinity cert TESOL) experience</p> <p>Experience in teaching:</p> <ul style="list-style-type: none"> ▪ Adults General English (800+ hours) <p>Experience in teaching (or willingness to acquire experience under supervision):</p> <ul style="list-style-type: none"> ▪ Young learners aged 8 to 10 (100+ hours) ▪ Young learners aged 11 to 13 (100+ hours) ▪ Young learners aged 14 to 17 (100+ hours) 	<p>IELTS exam preparation</p> <p>Business or ESP English</p> <p>Professional Development (soft skills) training</p>	Short listing and interview

Qualifications	<ul style="list-style-type: none"> ▪ Cambridge CELTA/Trinity Cert TESOL ▪ High proficiency in English i.e. full mastery of English across all four skills equivalent to proficient user (CEFR C2) or IELTS Band 8/9 in each of the four sections of the academic module ▪ Undergraduate degree or equivalent 	<p>Recognised diploma in EFL i.e. Cambridge DELTA/ Trinity Diploma TESOL</p> <p>Additional specialist qualifications such as:</p> <ul style="list-style-type: none"> ▪ YL Extension to CELTA / TYLEC ▪ IELTS examiner status 	Short listing only
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Submitted by	Lorraine Doherty	Date	27 March 2017
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