

Role Title

Core Teacher

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Hourly-paid Teacher	Teacher Level A/B (Newly-qualified teacher/Core Teacher)	Khartoum, Sudan	Temporary	Senior Teacher / Higher Teacher

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

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Geopolitical/SBU/Function overview:

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 seven 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 700 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 nearly 400 students per term and is still growing. 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 40 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.

Main opportunities/challenges for this role:

- 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 Accountabilities:

Support British Council's global English strategy by

- 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

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).

Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy.

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.

Ensure availability to cover classes in the event of absent colleagues as per the Teaching Centre cover rota schedule.

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.

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.

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.

Key Relationships:

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

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. Hourly-paid teachers will be scheduled on a termly basis depending on the teaching centre's needs and their availability.

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.

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Must be eligible to work in Sudan Criminal record check	Shortlisting

Person Specification:		Assessment stage
Language requirements		
<i>Essential</i>	<i>Desirable</i>	Assessment Stage
<ul style="list-style-type: none"> 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 		Shortlisting
Qualifications		
<i>Essential</i>	<i>Desirable</i>	Assessment Stage
<ul style="list-style-type: none"> Undergraduate degree or equivalent Cambridge CELTA or Trinity Certificate in TESOL 	<p>Two years post-certificate (i.e. CELTA/Trinity cert TESOL) experience</p> <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 <p>IELTS examiner status</p>	Shortlisting
Role Specific Knowledge, Skills & Experience		
<i>Essential</i>	<i>Desirable</i>	Assessment Stage
<p>Teaching skills:</p> <ul style="list-style-type: none"> Classroom management Course and lesson planning Subject knowledge Understanding your learners Learning technologies 	<p>IELTS exam preparation</p> <p>Business or ESP English</p> <p>Professional Development (soft skills) training</p>	Shortlisting and/or interview
British Council Behaviours		Assessment Stage
<ul style="list-style-type: none"> Making it happen (essential) Working together (essential) 		<i>Shortlisting and/or Interview</i>

Please note: the other behaviours below will not be assessed at interview. However, all behaviours will be used for performance management purposes.

- Being accountable (essential)
- Shaping the future (essential)
- Connecting with others (essential)
- Creating shared purpose (essential)

Prepared by:

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Date:

8 May 2019