

Role Title

Teacher of English (Freelance)

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Teacher of English	Teacher (Freelance)	Kyiv, Ukraine	N/A	Co-ordinator/Senior Teacher/ DTCM

Role purpose

To deliver quality English language teaching to a diverse audience of young learners and adults as part of the British Council Ukraine teaching team on a freelance basis.

About us

The British Council is the United Kingdom'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.

The British Council is an equal opportunities and diversity employer, and the post-holder will play a role in ensuring that Equality, Diversity and Inclusion policies are consistently applied through the Human Resources operation.

The British Council has a fundamental duty of care of all children engaged in activities with us under our mandatory Child Protection Policy. All our employees must be familiar with and follow the Child Protection Code of Conduct. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989.

Geopolitical/SBU/Function overview:

The teaching centre in Kyiv has an excellent reputation among our target customers and the maintenance of this reputation is critical to future growth. We currently have between 800 - 900 Adults and over 1000 Young Learners aged from 6 – 17 years old per semester, with Primary and Secondary Young Learners being the main business priorities. By September 2019, the centre will be delivering the complete suite of British Council global products across all segments. Corporate, one-to-one and teacher training work is also continuing to grow. We have 15 classrooms in our main site as well as classrooms we use in partner schools. We also have operational management of several language training projects for public servants.

The teaching team is diverse with both L1 and L2 teachers. There are around 25 full time teachers and around 13 freelance teachers. The management team is made up of Director

English and Exams, a Deputy Teaching Centre Manager and two Senior Teachers. We currently have four co-ordinators: for Adults, Young Learners and Corporate Courses.

In addition to gaining a broad range of teaching experience, teachers can expect to get a lot of opportunities to develop in different areas and develop professionally.

Main opportunities/challenges for this role:

Support British Council's global English strategy by:

- delivering teaching to the highest standards of ELT
- 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
- enhancing the British Council's reputation as a world authority in ELT
- continuing professional development and sharing of best practices

Main Accountabilities:

- Plan, prepare and deliver high quality English language teaching that meets the needs of different customer groups, taking into account individual learning preferences
- Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy
- 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
- Complete teaching related administrative tasks to specified standards
- Actively engage in professional development to ensure quality and high standards in teaching and learning, and maintain British Council's position at the forefront of the best ELT practices
- Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of contemporary UK
- Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service
- Assist in covering classes for colleagues
- Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:
 - Child protection
 - Equal Opportunity and Diversity
 - Health and safety

Key Relationships:

Internal

- Other teachers
- Teaching Centre Management Team
- Teaching Centre Operations Team
- Classroom Assistants

- Customer services staff
- Child Protection Focal Point
- Other wider BC teams (Ukraine is part of a cluster of countries that include Georgia, Romania, Bulgaria and Greece)

External

- Learners
- Parents
- Partner schools
- Wider EFL community

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	<p>Hourly-paid teachers must have Group III Private Entrepreneur status. The process could take up to 2 months. This will be at the person's own expense.</p> <p>Ukrainian nationals will need to have both a local criminal record check and medical check certificate.</p> <p>Non-Ukrainian teachers will need to get a criminal records check from Ukraine and from their home country, and a medical check certificate.</p>	Shortlisting
Direct contact or managing staff working with children?	Yes	Standard child protection checks and references
Notes	<p>Criminal record check (Child Protection check), medical check, references check</p> <p>Opportunities for freelance teaching work will exist primarily on weekends and late evenings.</p> <p>You will be expected to teach off-site or at our partner premises as well as in the main Teaching Centre.</p>	Before final job offer
Person Specification:		Assessment stage
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Cambridge CELTA/Trinity cert TESOL (<i>global minimum standard</i>)	Recognised diploma in EFL i.e. DELTA	Shortlisting
High proficiency in English i.e. full mastery of English across all 4 skills equivalent to user (CEFR C2) IELTS	YL Ext. to CELTA or recognised equivalent (e.g. IHCYL or TYLEC)	

Band 8/9 in each of the 4 sections of the academic module, or CPE Pass or above.		
Undergraduate degree or equivalent		
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>2 years post-certificate i.e. CELTA/Trinity cert TESOL experience</p> <ul style="list-style-type: none"> ▪ Young learners aged 8 to 10 (200+ hours) ▪ Young learners aged 11 to 17 (200+ hours) ▪ Adults General English (200+ hours) 	<p>Business English and Legal English courses (200+ hours)</p> <p>Young learners aged 5 to 7 (100+ hours)</p> <p>Early Years aged 5-6 (or younger) (100+ hours)</p>	Shortlisting
Role Specific Skills		<i>Assessment Stage</i>
<p>Effective communication and engagement with children and their families.</p> <p>Ability to work in a way that promotes the safety and wellbeing of children.</p> <p>Knowledge and understanding of positive disciplinary methods.</p>		Shortlisting and interview
British Council Core Skills		<i>Assessment Stage</i>
<p>Classroom Management (Level 1 Essential) The ability to plan, control and facilitate interaction in the classroom that is appropriate to the activity, promotes learning, takes into account different needs and abilities of learners and demonstrates an awareness of equal opportunities and diversity issues.</p> <p>Course and Lesson Planning (Level 1 Essential) The ability to prepare courses and individual lessons that fulfil course objectives, employ appropriate methodology and meet learners' needs. In addition, lessons demonstrate cultural awareness and reflect the diversity of host country and UK.</p> <p>Subject Knowledge (Level 1 Essential) This refers to the ability to analyse and describe language systems (lexis, discourse, grammar and phonology) and language use (through spoken and written text). It also refers to the ability to communicate this knowledge effectively and in ways that are appropriate to the learners.</p> <p>Understanding Your Learners (Level 1 Essential) This refers to the understanding that a teacher demonstrates towards their learners and of the learning process.</p> <p>Learning Technologies (Level 1 Essential) The ability to integrate learning technologies into everyday classroom</p>		Shortlisting and interview

practice to enhance language learning.	
British Council Behaviours	Assessment Stage
<p>Making it happen (Essential) Delivering clear results for the British Council</p> <p>Working together (Essential) Establishing a genuinely common goal with others</p> <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) 	<p>Interview</p> <p>Performance management</p>
Prepared by:	Date:
Brian Smith, Deputy Teaching Centre Manager	22 July 2019