

Global Role Profile

Hourly-Paid Corporate Courses Teacher (and code)

Role information		
Role type	Pay band HPT pay band	Reports to Coordinator/Senior Teacher
Choose an item.	Grade Teacher	
Role purpose (max 450 words in total, 10 bullet points)		
<p>To promote and ensure quality and effective teaching and learning of English to corporate customers, as well as to support the wider aims of British Council and its cultural relations mission.</p> <p>You will support the British Council's global English strategy by:</p> <ul style="list-style-type: none"> ✓ delivering teaching to the highest standards of ELT ✓ teach a variety of courses – in-house and off-site ✓ 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 British Council's reputation as a world authority in ELT ✓ continuing professional development and sharing of best practices 		
Role context (max 450 words in total, 10 bullet points)		
<p>Hourly paid Teacher of English, Corporate Courses, will focus their work on delivering classes to corporate customers (on-site and off-site), as well as developing and tailoring ESP courses for corporate project work, as needed. Though your primary responsibility lies with corporate work, you may be offered other types of classes.</p>		

To foster professional development and to ensure teaching meets British Council Teaching Excellence standards, post holders will receive support from their line manager and regular training sessions.

We work as a cluster of countries called Black Sea and Wider Europe (BSWE). We currently deliver English courses in Armenia, Azerbaijan, Bulgaria, Georgia, Romania and Ukraine. Corporate courses are an area of significant growth in BSWE and your role will help us maintain this growth. You may work in the country you are resident in, or online for any country within the cluster.

Our existing teaching team consists of over 150 teachers across the cluster, supported by local coordinators, senior teachers and a cluster wide corporate courses senior teacher.

The type of teaching activities for Hourly paid Teacher of English, Corporate Courses, includes:

1. General English teaching, to groups or one-to-one
2. Business English teaching, to groups or one-to-one
3. Tailored courses (i.e EAP, ESP) designed to meet customer requests, to groups or one-to-one
4. Exam preparation courses (IELTS or Cambridge exams), to groups or one-to-one

Classes may take place face-to-face, usually at the client's premises or online.

Teachers may also be expected to complete project work, customization of materials and to assist with creating new training materials, tailored to the needs of our clients.

Main accountabilities (max 800 words in total, 10 bullet points)

- Plan, prepare and deliver high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles
- 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 (registers, lessons records, mid-course and end-of-course reports, feedback forms, evaluations)
- 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
- 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

Person specification

British Council core competencies (sometimes referred to as Core Skills)

Effective communication and engagement with customers /students and their management, customer Service skills

Tailoring the course as per customer needs

Role specific skills

Demonstrate subject knowledge (Core)

Engage and motivate learners (Core)

Create a positive and inclusive learning environment (Core)

Plan and deliver coherent lessons (Core)

Make use of assessment and feedback (Core)

Manage teaching and learning resources (Core)

Uphold professional responsibilities and values (Core)

Role specific knowledge and experience (max 450 words in total, 10 bullet points)

Minimum/essential

Up to 2 years post-certificate, i.e. CELTA/Trinity cert TESOL, experience

Experience in teaching relevant age groups specific to the Corporate Courses sector in at least one of the following:

- Adults General English (800-1600 hours)
- Business English (200-400 hours)
- Legal English courses (100-200 hours)
- ESP courses (200-400 hours)
- Experience in teaching one-to-ones and sponsored closed groups (100-200 hours)

Desirable

Recognised diploma in EFL i.e. DELTA

And/or

MA in TESOL or Applied Linguistics

More than 2 years post-certificate, i.e. CELTA/Trinity cert TESOL, experience

Experience in teaching relevant age groups specific to the Corporate Courses sector in two or more of the following:

- Adults General English (1600+ hours)
- Business English (400+ hours)

- Legal English courses (200+ hours)
- ESP courses (400+ hours)
- Experience in teaching one-to-ones and sponsored closed groups (200+ hours)

Experience in developing ESP course materials

IELTS and/or Cambridge exam preparation experience (200+ hours)

Language Requirements

High proficiency in English i.e. full mastery of English across all 4 skills equivalent to user (CEFR C2) IELTS Band 8/9 in each of 4 sections of the academic module

Education

Cambridge CELTA/Trinity cert TESOL (*global minimum standard*) or equivalent

Undergraduate degree or equivalent

Professional Qualification and Certification

Additional job requirements (max 450 words in total, 10 bullet points)

The text below is standard and will appear unless changed or added to.

Proof of Identity requirements/right to work in country

Candidates are expected to have researched whether they have the right to live and work in the country in which the role is based. Given that our offices have different legal status depending on the work we do in those countries, we recommend that you contact HR in country for additional information on the likelihood of securing a visa. Only at its discretion will the British Council provide support so please check first whether visa support is offered.

Background Checks

Initial and continuing employment with the British Council is subject to an annual background check. The job undertaken defines the nature of check(s) and assessment applied.

British Council values and behaviours

The text below is standard and will appear unless changed or added to.

British Council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are:

Open and Committed; Expert and Inclusive; Optimistic and Bold.

The behaviours for each values pair can be found on our [Intranet SharePoint site](#) for internal staff and at our Careers portal for external applicants.

For Recruiter / Hiring Manager use only

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<p>Background Checks</p> <p>Initial and continuing employment with the British Council is subject to an annual background check. The job undertaken defines the nature of check(s) and assessment applied, please identify the one screening category considered relevant for this job:</p> <p>(Further guidance here on the intranet)</p>	Offer
<p>Senior Manager (PB9/SMP and all head of function/business area, Director or Country Director jobs at PB7/8).</p>	Yes /No
<p>Enhanced (Finance people directly managing expenditure or revenue of or more than £1 million e.g. payroll, procurement, accountancy/controller).</p>	Yes /No
<p>Enhanced Plus (The job is considered regulated if the role holder has frequent (minimum of once a week) or intensive (more than 4 days in one month) occurs in a place giving access to children (e.g. School) or is the line manager of others undertaking regulated activity)</p>	Yes /No
<p>Standard Screening (If none of the above categories apply then the role is subject to standard screening)</p>	Yes /No
<p>Role Profile completed by</p>	Date
<p>Name:</p>	

