

Job Description
Ref no:

Job Title	Teacher of English		
Directorate or Region	East Asia	Department/Country	Teaching Centre, Malaysia
Location of post	Damansara	Pay Band	Hourly Teaching/Admin Rate, (dependent on qualifications)
Reports to	Branch Manager	Duration of job	1 year
Purpose of job:			
<ul style="list-style-type: none"> To promote and ensure quality teaching and effective learning of English To support the wider aims of British Council and its cultural relations mission 			
Context and environment:			
<p>This hourly paid teaching post will be based in one of Kuala Lumpur's new branches located in a busy shopping mall in a suburb of the city. The branch has 9 classrooms in a state of the art environment and classroom facilities including IWBs. You will collaborate with teachers and managers working at the main teaching centre based in the city centre (KLCC) which currently serves about 4,000 adult students and 3,000 young learners. Classes are delivered to a range of students from Elementary to Advanced plus Business English and IELTS preparation courses</p> <p>The main centre runs regular CELTA, YL Extension to the CELTA and Distance DELTA courses and there is a strong culture of professional development amongst our teaching team which teachers in the branch can join.</p>			
Accountabilities:			
<p>Support British Council's global English strategy by</p> <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:			
<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:			
1	Plan, prepare and deliver high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles		
2	Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy		

3	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
4	Complete teaching related administrative tasks to specified standards
5	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
6	Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of contemporary UK
7	Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service
8	<p>Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:</p> <ul style="list-style-type: none"> • Child protection • Equal Opportunity and Diversity • Health and safety
Key relationships:	
<p><u>Internal</u></p> <ul style="list-style-type: none"> • Other teachers • Branch and Teaching centre management team • Teaching centre administration team • Customer services staff • BC Digital engagement and Marketing team • Other wider BC teams • Wider EFL community <p><u>External</u></p> <ul style="list-style-type: none"> • Learners • Parents • Partner schools • Corporate Clients 	
Other important features or requirements of the job:	
We are open 7 days a week and you will be expected to teach at the weekends. Evening teaching can be up to 9.30pm. Teachers can give their shift preference and we try to meet these, however this cannot be guaranteed.	
Please specify any passport/visa and/or nationality requirement.	<p>For non-Malaysian passport holders:</p> <ul style="list-style-type: none"> - Passport must be valid for a minimum of 2 years from start date - Applicants must be between 22 – 60 and have a first degree in order to obtain a teaching permit and visa from the Malaysian Immigration and Ministry of Education
Please indicate if any security or legal checks are required for this role.	2 authority checks (CRB and local criminal record check from country last resident), employment pass and approval from Ministry of Education

Person Specification

	Essential requirements	Desirable requirements	Assessment stage
Behaviours	<ul style="list-style-type: none"> ▪ Making it happen (essential) ▪ Working together (essential) <p><i>Please note: the other behaviours below will <u>not</u> 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 only
Skills and Knowledge	Teaching Skills: <ul style="list-style-type: none"> ▪ Classroom management (Level 1) ▪ Course and lesson planning (Level 1) ▪ Subject knowledge (Level 1) ▪ Understanding your learners (Level 1) ▪ Learning technologies (Level 1) 		Interview
Experience	2 years post-certificate i.e. CELTA/Trinity cert TESOL experience Experience in teaching relevant age groups: <ul style="list-style-type: none"> ▪ Young learners aged 8 to 10 (400+ hours) ▪ Young learners aged 11 to 13 (400+ hours) ▪ Young learners aged 14 to 17 (400+ hours) ▪ Adults General English 18+ (800+ hours) 	Young Learners aged 5 to 8 (400+ hours)	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 4 skills equivalent to user (CEFR C2) IELTS Band 8/9 in each of 4 sections of the academic module • Undergraduate degree 	Recognised YL qualification e.g. YL Extension to the CELTA/TYLEC Recognised diploma in EFL i.e. DELTA	Short listing and interview
Submitted by	Ginny Rowlands	Date	13/9/2013