

Job Description

Ref no:

Job Title	Professional Development Unit Trainer		
Directorate or Region	East Asia	Department/Country	English, Malaysia
Location of post	Kuala Lumpur	Pay Band	PT Teacher Salary Scale
Reports to	PDU Manager	Duration of job	2 years
Purpose of job			
<ul style="list-style-type: none"> To train English, business English, workplace communication and management skills effectively to a range of participants of different ages, backgrounds, organisations and ability levels. To contribute in appropriate ways to BC and PDU strategic objectives. 			
Context and environment			
<p>The Professional Development Unit delivers off-site professional training and English courses to the government of Malaysia and corporate clients including American Express, HSBC, Petronas and AirAsia. The unit has income targets of 600K GBP, with about ten team members including trainers and administrators. We offer a range of intensive and extensive courses in English proficiency and Business Communication Skills as well as workshops on Writing for Business, Report Writing, Presentation Skills etc. We also deliver General English courses as well as academic training to lecturers and teachers particularly in IELTS, with the possibility of other teacher training work.</p> <p>The Teaching Centre in Kuala Lumpur is a large and dynamic centre located in the heart of Kuala Lumpur city. The centre is open 7 days a week and teaches around 28,000 class hours and serves about 3,000 adult students and 2,400 young learners with classes from Elementary to Advanced English, Business English and IELTS preparation. Off-site locations tend to be central around the city centre with occasional contracts on the outskirts of town or in Putrajaya (the Government and Administration area). If the location is not close to the LRT or Monorail, transport is provided and travel time accounted for.</p> <p>The centre runs regular CELTA, YL Extension to CELTA and Distance DELTA courses and there is a strong culture of professional development amongst our teaching team.</p>			
Accountabilities			
<p>Support British Council's global English strategy by</p> <ul style="list-style-type: none"> delivering English, Business English and soft skills training to the highest standards enhancing British Council's reputation as a world authority in ELT and professional training continuing professional development and sharing of best practices 			
Responsibilities:			
<ul style="list-style-type: none"> Ensuring training 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	Training - Plan, prepare and deliver high quality training 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 our courses, materials and related services, in order to meet students' needs by actively working as a member of the teaching team.
4	Support local marketing and promotional strategy and assist the team in delivering excellent customer service.
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. Attend and contribute to training days and INSETT sessions.
6	<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:

Internal

- Other teachers / trainers
- Teaching centre management team
- Administration team
- Customer services staff
- BC Digital engagement and Marketing team
- Other wider BC teams
- Wider EFL community

External

- Corporate Clients
- Learners
- Parents
- Partner schools

Other important features or requirements of the job

We are open 7 days a week. Currently shift patterns include Monday – Friday, Tuesday – Saturday, Sunday – Thursday, Saturday – Wednesday. Other shift patterns may sometimes become necessary due to operational requirements.

Weekday evening teaching can be up to 9.30pm. Weekend PDU classes (Saturdays and Sundays) usually run until 5.00pm whilst in the teaching centre classes run on Saturdays until 9pm, and until 6:30 pm on Sundays.

Working hours are extremely variable and may involve mornings from 8am to evenings up to 9.30 pm and involve travel to off-site courses. Occasionally you may be asked to travel to locations around Malaysia where you will stay and work for several days at a time. Travel is accounted for at half teaching rate and travel expenses provided for overnight stays. This job is for trainers who can work independently but in close communication with clients, always projecting a professional image. Flexibility is an absolute must.

Part time teachers have 18 teaching hours guaranteed a week. They may be scheduled to teach up to 24 hours a week at the teaching rate (72RM CELTA / 108RM DELTA) and overtime rate of (120RM CELTA or 144RM DELTA) for contact hours over 24 hours a week.

You will be assigned to the Professional Development Unit, however, there may be occasions when you will be required to teach classes other than PDU classes and this may include young learners.

The British Council is committed to safeguarding and promoting the welfare of children and young people and expects all of its partners to share this commitment. Appointment to this role is subject to Criminal Records Bureau checks in the UK, and, where appropriate, equivalent systems overseas.

This position is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

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

Passport must be valid for a minimum of 2 years from start date and have at least 5 pages reserved for working visa purposes.

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.

CRB check, 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>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.</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	<p>Teaching Skills</p> <ul style="list-style-type: none"> ▪ Understanding your learners – Level 2 ▪ Classroom management – Level 1 ▪ Course and lesson planning – Level 2 ▪ Subject knowledge – Level 2 ▪ Learning technologies – Level 1 		Interview
Experience	<p>2 years post-certificate i.e. CELTA/Trinity cert TESOL experience</p> <p>Experience in teaching relevant age groups</p> <ul style="list-style-type: none"> ▪ Young learners aged 8 to 17 (400+ hours) ▪ Adults General English 18+ (800+ hours) ▪ Adults Business English (800+ hours) 	<ul style="list-style-type: none"> ▪ IELTS exam preparation courses (400+ hours) ▪ Corporate soft skills training (400+ hours) ▪ Delivery of online training and learner support ▪ CELTA; YL Ex to CELTA tutor 	Short listing and interview
Qualifications	<ul style="list-style-type: none"> • Cambridge CELTA/Trinity cert TESOL (global minimum standard) • 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 or equivalent 	<ul style="list-style-type: none"> ▪ Recognised Diploma in EFL i.e. DELTA 	Short listing and interview
Submitted by	Kirsteen Donaghy	Date	26 May 2014