

**Job Description**
**Ref no:**

Job Title	Teacher of English		
Directorate or Region	East Asia	Department/Country	Teaching Centre, Malaysia
Location of post	Kuala Lumpur	Pay Band	Part Time Teacher salary scale
Reports to	KL Teaching Centre Manager	Duration of job	2 years
<b>Purpose of job:</b>			
<ul style="list-style-type: none"> <li>To promote and ensure quality teaching and effective learning of English</li> <li>To support the wider aims of British Council and its cultural relations mission</li> </ul>			
<b>Context and environment:</b>			
<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. Classes are largely multi-national and there are also off-site professional training and English courses with the government of Malaysia and multi national companies including those with American Express, HSBC, Petronas and AirAsia.</p> <p>The centre runs regular CELTA, CELTYL and Distance DELTA courses and there is a strong culture of professional development amongst our teaching team.</p> <p>Part time contracts are 29 hour contracts based on 18 hours teaching per week.</p>			
<b>Accountabilities:</b>			
<p>Support British Council's global English strategy by</p> <ul style="list-style-type: none"> <li>delivering teaching to the highest standards of ELT</li> <li>enhancing British Council's reputation as a world authority in ELT</li> <li>continuing professional development and sharing of best practices</li> </ul>			
<b>Responsibilities:</b>			
<ul style="list-style-type: none"> <li>Ensuring teaching meets learner needs and expectations</li> <li>Ensuring teaching meets Teaching Quality standards and organisational expectations</li> <li>Maintaining good relationships with customers and colleagues</li> <li>Supporting the teaching centre's activities and British Council plans</li> </ul>			
<b>Main duties:</b>			
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"> <li>• Child protection</li> <li>• Equal Opportunity and Diversity</li> <li>• Health and safety</li> </ul>
<b>Key relationships:</b>	
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Other teachers</li> <li>• Teaching centre management team</li> <li>• Teaching centre administration team</li> <li>• Customer services staff</li> <li>• BC Digital engagement and Marketing team</li> <li>• Other wider BC teams</li> <li>• Wider EFL community</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>• Learners</li> <li>• Parents</li> <li>• Partner schools</li> <li>• Corporate Clients</li> </ul>	
<b>Other important features or requirements of the job:</b>	
<p>We are open 7 days a week. Currently shift patterns include Tuesday – Saturday, Sunday – Thursday, Saturday – Wednesday. Whichever shift you are on, weekend will always include two consecutive days.</p> <p>Weekday evenings teaching can be up to 9.30pm. On Saturdays classes run until 9pm, on Sunday classes run until 6:30 pm. You will be expected to teach young learners on Saturdays and/or Sundays</p>	

Please specify any passport/visa and/or nationality requirement.	<ul style="list-style-type: none"> <li>- Passport must be valid for a minimum of 2 years from start date</li> <li>- 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</li> </ul>
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
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>▪ Making it happen (essential)</li> <li>▪ Working together (essential)</li> </ul> <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"> <li>▪ Being accountable (essential)</li> <li>▪ Shaping the future (essential)</li> <li>▪ Connecting with others (essential)</li> <li>▪ Creating shared purpose (essential)</li> </ul>		Interview only
<b>Skills and Knowledge</b>	Teaching Skills: <ul style="list-style-type: none"> <li>▪ Classroom management (Level 1)</li> <li>▪ Course and lesson planning (Level 1)</li> <li>▪ Subject knowledge (Level 1)</li> <li>▪ Understanding your learners (Level 1)</li> <li>▪ Learning technologies (Level 1)</li> </ul>		Interview
<b>Experience</b>	2 years post-certificate i.e. CELTA/Trinity cert TESOL experience Experience in teaching relevant age groups: <ul style="list-style-type: none"> <li>▪ Young learners aged 8 to 10 (400+ hours)</li> <li>▪ Young learners aged 11 to 13 (400+ hours)</li> <li>▪ Young learners aged 14 to 17 (400+ hours)</li> <li>▪ Adults General English 18+ (800+ hours)</li> </ul>	IELTS exam preparation courses (400+ hours)	Short listing and interview
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Cambridge CELTA/Trinity cert TESOL</li> <li>• 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</li> <li>• Undergraduate degree</li> </ul>	Recognised diploma in EFL i.e. DELTA	Short listing and interview
<b>Submitted by</b>	Kirsteen Donaghy	<b>Date</b>	4/4/2012