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| Job Title   | Teacher of English for English for Civil Service Project  |                    |                                     |
| Directorate or Region   | Wider Europe  | Department/Country | Montenegro                          |
| Location of post  | Podgorica   | Pay Band           | Teacher Level 1 (Freelance Teacher) |
| <b>Purpose of job</b> (global standard)   |   |                    |                                     |
| <ul style="list-style-type: none"> <li>To promote and ensure quality teaching and effective learning of English and professional communication skills</li> <li>To support the wider aims of British Council and its cultural relations mission</li> </ul>   |   |                    |                                     |
| <b>Context and environment</b> (e.g. dept description, region description, organogram, country, centre and post challenges)   |   |                    |                                     |
| <p>There is a high demand for English in Montenegro and the importance of English for a professional career is well recognised. The British Council has launched the English for Civil Servants project to improve English language and professional communication skills of mid-level and senior civil servants in Montenegro through integrated training solutions (face-to-face and online). The project programme covers business skills and adopts an ESP approach in a modular course combining English language and soft professional and communication skills.</p> <p>The teacher is expected to deliver classes on the customer premises (HRMA, Ministry of Public Administration and Government Departments) for 8-15 hours a week. Good organization and effective planning are essential skills. However, the teacher should be prepared to work in an environment that requires a degree of flexibility, i.e. be flexible and willing to adapt to sudden changes.</p> <p>The British Council has a reputation for quality and it is critical to maintain our excellent reputation among our partners to ensure successful partner relationships.</p> <p>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.</p> |   |                    |                                     |
| <b>Accountabilities</b> (global standard)   |   |                    |                                     |
| <p>Support British Council's global English strategy by</p> <ul style="list-style-type: none"> <li>delivering teaching to the corporate standards of the British Council</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> (global standard)   |   |                    |                                     |
| <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 British Council plans</li> </ul>  |   |                    |                                     |
| <b>Main duties</b> (global standard)  |   |                    |                                     |
| 1   | Plan, prepare and deliver high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles |                    |                                     |

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| 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   | <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>• Equal Opportunity and Diversity</li> <li>• Health and safety</li> </ul> |
| <b>Key relationships:</b> (include internal and external)   |  |
| <p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Country Director, Project Manager, Project Lead, Resources Coordinator, other teachers in the team</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>• Clients: HRMA, Ministry of Public Administration, British Embassy, Government Departments</li> <li>• Learners</li> <li>• Institutional liaison staff</li> </ul> |  |
| <b>Other important features or requirements of the job</b><br>(e.g. travel, unsocial/evening hours, restrictions on employment, etc.)   |  |
| <ul style="list-style-type: none"> <li>• Occasional classes in the evening</li> <li>• Occasional weekend classes</li> </ul>   |  |
| Please specify any passport/visa and/or nationality requirement.  | Residence and employment permit (for Montenegro)   |
| Please indicate if any security or legal checks are required for this role.   | Not applicable   |

**Person Specification** (see guidance below before updating this section)

|   | Essential   | Desirable   | Assessment stage                      |
|---|---|---|---------------------------------------|
| <b>Behaviours</b><br>(global standard)  | <ul style="list-style-type: none"> <li>▪ Being accountable (essential)</li> <li>▪ Making it happen (essential)</li> <li>▪ Working together (essential)</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Shaping the future (essential)</li> <li>▪ Connecting with others (essential)</li> <li>▪ Creating shared purpose (essential)</li> </ul> | Interview                             |
| <b>Skills and Knowledge</b><br>(all skills = global standard)<br>Level of skills by centre need | Teaching competencies (all at level 1): <ul style="list-style-type: none"> <li>▪ Classroom management</li> <li>▪ Course and lesson planning</li> <li>▪ Subject knowledge</li> <li>▪ Understanding your learners</li> <li>▪ Learning technologies</li> </ul>   |   | Interview (two of these will be used) |
| <b>Experience</b>   | <ul style="list-style-type: none"> <li>▪ Understanding and experience in designing and delivering ESP and professional communication skills courses, particularly English for Civil Servants and Business English.</li> <li>▪ Understanding and experience of corporate teaching</li> <li>▪ Experience of teaching high-level clients</li> </ul>              |   | Interview<br><br>Short-listing        |
| <b>Qualifications</b>   | <ul style="list-style-type: none"> <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; Cambridge CPE</li> <li>• Cambridge CELTA/Trinity cert TESOL (<i>global minimum standard</i>), or equivalent teaching qualifications</li> </ul> | British Council Teacher Training Course, e.g. TKT   | Short-listing                         |

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| Submitted by | Marina Vukovic | Date | July __, 2017 |
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