

Job Description
Ref no:

Job Title	Part-time Teacher of English		
Directorate or Region	Europe (EU)	Department/Country	Italy
Location of post	Rome, Lecco, Milan, Naples	Pay Band	Teacher salary scale
Reports to	Product Lead	Duration of job	Fixed term (Monte Ore, subject to probation: 6, 9, 12, 15, 18 & 21 hour contracts during the academic year)
<i>Purpose of job</i>			
<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 			
<i>Context and environment</i>			
<ul style="list-style-type: none"> ▪ Monte Ore teachers mostly teach Young Learner classes offsite. All will have to expect to work on Saturdays and evenings. 			
<i>Accountabilities</i>			
Support British Council's global English strategy by <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 			
<i>Responsibilities</i>			
<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 			
<i>Main duties</i>			
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	Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas: <ul style="list-style-type: none"> • Child protection • Equal Opportunity and Diversity • Health and safety • Information Knowledge Management

Key relationships: (include internal and external)

Internal

- Other BC Rome teachers
- Teaching centre management team
- Teaching centre administration team
- Customer services staff

External

- YL and Adult students
- YL Parents
- YL Partner premises
- Corporate clients

Other important features or requirements of the job
(e.g. travel, unsocial/evening hours, restrictions on employment etc)

All contracted teachers are expected to teach YLs or teenagers (under 18 years of age), work across a number of locations and teach on evenings and Saturdays.

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

Must be eligible to work in the EU

Security or legal checks are required for this role.

CRB check is mandatory for child protection purposes

Person Specification

	Essential	Desirable	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	<p>Teaching Skills</p> <ul style="list-style-type: none"> ▪ Classroom management (Level 2) ▪ Course and lesson planning (Level 2) ▪ Subject knowledge (Level 2) ▪ Understanding your learners (Level 2) ▪ Learning technologies (Level 1) 		Interview
Experience	<p>Degree + 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 10 to 17 (400+ hours) ▪ Adults General English 18+ (1600+ hours) ▪ IELTS preparation (200+ hours) 	<ul style="list-style-type: none"> • Young learners aged 6 to 8 (400+ hours) • Young learners aged 8 to 10 (400+ hours) • Young learners aged 11 to 13 (400+ hours) • Experience of teaching Corporate Contracts/Business English and or specialist courses (e.g. IELTS) 	Short listing and interview

Qualifications	<p>TEFL Q (in most cases Delta) & 2 years experience (can be prior to TEFL Q)</p> <p>OR</p> <p>Any degree (or NQF level 6) + TEFL I (usually CELTA) + 2 years post cert experience</p> <p>OR</p> <p>Any degree (or NQF level 6) + TEFL I Grade A – no post cert experience necessary (if there was relevant experience before the cert)</p> <p>OR</p> <p>Any degree (or NQF level 6) + TEFL I Grade B + 1 yr post cert experience necessary (if there was relevant experience before the cert)</p>	<ul style="list-style-type: none"> • TEFL-Q Diploma (Cambridge DELTA/Dip. TESOL) • Relevant Masters (e.g. ELT/TESOL) • PGCE or equivalent • Cambridge CELT YL extension/ Trinity TYLEC 	Short listing only
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Submitted by	Peter Layton, Business Performance Controller, Rome	Date	12/07/2019
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