

Job Title	Academic consultant		
Directorate or Region	Americas	Department/Country	English for Education Systems (EES)
Location of post	Mexico City, Estado de México, Jalisco, Hidalgo	Pay Band	Hourly paid
Reports to	Programme Coordinator	Duration of job	Variable, depending on course length (from 30 to 250 hours)
<b>Purpose of job</b> (global standard)			
<ul style="list-style-type: none"> <li>▪ To promote and ensure quality and effective teaching and learning of English for teachers working in the public sector in Mexico.</li> <li>▪ To support the wider aims of British Council and its cultural relations mission.</li> </ul>			
<b>Context and Environment</b>			
<p>Mexico is one of the world's largest emerging economies with an increasingly important international voice. The British Government has expressed its wish to considerably strengthen its relationship with Mexico across all areas. The English language has been rated as the most important factor supporting Britain's international reputation, because it is considered to be the global language of business and diplomacy. English Language Teaching generates an estimated £2 billion for the UK economy every year, and it is therefore a key sector for the British Council in Mexico.</p> <p>Our English strategy and activity in Mexico is expected to grow substantially in the next four years, through programmes, courses, resources and events. We aim for British Council products and services to reach 80% of all English language teachers in the public sector in Mexico by 2020.</p> <p>Academic consultants are crucially important to the achievement of our goals, as they help us to deliver high quality English language teaching and training in the public sector in Mexico.</p>			
<b>Accountabilities</b>			
<p>Support British Council's global English strategy by:</p> <ul style="list-style-type: none"> <li>• Delivering teaching and teacher training to the highest standards of ELT.</li> <li>• Enhancing British Council's reputation as a world authority in ELT.</li> </ul>			
<b>Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Ensuring teaching and training meets learner needs and expectations, as well as organisational standards.</li> <li>• Maintaining good relationships with trainees, education authorities and British Council colleagues.</li> <li>• Supporting EES strategy and activities throughout Mexico.</li> <li>• Duties are expected to be delivered with overarching British Council policies and procedures, including Equal Opportunities and Diversity, Child Protection, and Information Management, as well as corporate strategy and British Council code of conduct. Equality, diversity and inclusion and Child protection are key pillars of the British Council's work, and the Academic consultant will be expected to integrate compliance with these policies into all aspects of programme design and implementation.</li> </ul>			
<b>Key relationships:</b>			

#### Internal

- EES staff: Project Coordinator, Project Managers, Head of Programmes, Project Assistants.
- Other academic consultants.
- Other British Council staff: Finance, HR.

#### External

- Trainee teachers.
- Venue coordinators.
- Education authorities.

#### ***Other important features or requirements of the job***

- You will be contracted to teach a set number of academic hours.
- Hourly paid. Rates could vary according to the course.
- Most sessions will be delivered on Saturdays (5 hours per session), unless otherwise specified.
- Most sessions will be outside Mexico City.
- Venues are selected by the State Government.
- Course participants will be teachers from public sector.
- You are also required to attend meetings, plan, prepare and deliver high quality English language teaching and/or teacher training that meets the needs of individuals and fulfils course objectives.
- The Academic Consultant is expected to:
  - Carry out class administration.
  - Create a final report.
  - Contribute to the development and improvement of courses and materials by providing relevant written feedback at the end of each course.

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

A valid right to work in Mexico

Please indicate if any security or legal checks are required for this role.

All consultants must complete *carta de antecedentes no penales* (criminal records) by the Mexican Government.

#### ***Recruitment process for academic consultant***

Recruitment process for academic consultant will be aligned to British Council standards and processes. Below you will find the process for this post.

- Academic guidelines set by British Council for consultant will be:
  - Shortlisting
  - Interview
  - Course assignment
  - M&E of academic consultant
- Contracting process
  - Signing of fixed term contract (per course)
  - Academic consultant must be registered with the relevant Mexican tax authority and therefore able to emit valid invoices

## Person Specification

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>▪ Making it happen (essential)</li> <li>▪ Working together (essential)</li> <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>	<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> <li>▪ Organisational skills</li> <li>▪ Conflict management</li> </ul>		Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ 2 year experience in English Language Teaching, ideally with groups of different ages</li> <li>▪ 1 year experience as Teacher Trainer</li> <li>▪ If necessary, according to the course, the academic consultant must have the external approval for the development of the course (e.g. ICELT, E-moderators)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in teaching blended courses</li> <li>▪ Experience in design and development of academic materials</li> <li>▪ Experience in digital educational platforms</li> </ul>	Short listing and interview
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Deliver high standard language lessons (English as a second language)</li> <li>▪ Hold a B2-C2 level of English certification (CENNI 5-9, IELTS 5- 9, FCE certification, CAE certification, CPE)</li> <li>▪ Hold a pre service teaching course (100 hours) or in service teaching course (150 horas).</li> <li>▪ Hold an international recognised teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hold a Bachelor’s degree in teaching English as a second language (preferably British Council, Cambridge English or Trinity certifications)</li> </ul>	Shortlisting and Interview

Submitted by	Project Manager, English	Date	September, 2016
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