

Job Description

Job Title	Core Skills Trainer		
Directorate or Region	Americas	Department/ Country	Mexico
Location of post	Mexico City	Pay Band	Hourly-Paid / Part Time
Reports to	Education Project Manager	Duration of job	One year with possible renewal

Purpose of Job

- To lead and deliver Core Skills training interventions to teachers and/or school leaders in Mexico.

Projects

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

British Council Mexico is seeking to build capacity of education practitioners in Core skills, sometimes referred to as deep learning skills or 21st century learning skills are the essential skills young people need to be fully prepared for life and work in a global economy.

Successful trainers will be experts in delivering and facilitating participatory professional development training workshops and will have knowledge and experience relating to Core Skills.

Accountabilities, responsibilities and main duties

All duties must be carried out in line with the corporate Code of Conduct, Equal Opportunities & Diversity, IT, Child Protection, Environmental and all other relevant corporate policies.

Responsibilities and duties will include:

Essential Duties:

- Deliver British Council organised workshops/training on the Core Skills for teachers and principals from schools identified.
- Deliver the British Council Schools Online training to school teachers and head teachers and encourage registration to appropriately make use of the resources on the Schools Online digital platform.
- Support and deliver aspects of the Monitoring and Evaluation process with schools participating in the Core Skills journey.
- Maintain clear and transparent records of all activities and workshops.

You will meet these standards:

- Programme delivery must meet minimum British Council standards as defined by the standards and behaviours on this role profile.
- All course documentation as required (attendance registers, participant profiles, schools reports

etc) is completed and submitted according to agreed standards and timelines.

- Action plans are submitted on time and to the satisfaction of the Project Coordinator, Project Manager and/or the Head of Schools.
- Client satisfaction levels are positive, measured by feedback from client customer satisfaction data and focus groups etc.
- Data protection and copyright laws are complied with and when necessary copyright permission is obtained and kept on record.
- Monitoring and evaluation procedures are followed as per project requirements.

Compliance

Follow British Council procedures to ensure compliance with all systems and standards (e.g. British

Council records standards, Child Protection (CP) Policy, Code of Conduct, Data Protection Act, Equality Diversity and Inclusion (EDI) policy, Environmental Framework, Health and Safety Policy, procurement standards, etc) as well as any local legislation.

Key Relationships

The post holder will work with a range of stakeholders, both internal and external.

Internal:

- British Council Mexico
- Project Manager Education
- Project Coordinator Education
- Head of Education and society

External:

- Teachers and Principals
- Stakeholders from the Ministry of Education
- Possible future stakeholders

Other important features or requirements of the job

Unsocial hours and weekend work may be required

Travel will be required – within Mexico and overseas (e.g. to the UK and within the Americas).

Please specify any passport and/or nationality requirement	Right to Work in Mexico.
Please indicate if CRB checks are required	*The individual appointed for this post must provide a clear Background Check

Person Specification

Competencies	Essential	Assessment
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Behaviours	<p>Creating shared Purpose (More Demanding) Creating energy and clarity so that people want to work purposefully together</p> <p>Being accountable (More Demanding) Putting the needs of the team or British Council ahead of my own</p> <p>Making it happen (More Demanding) Challenging myself and others to deliver and measure better results</p> <p>Working together (<i>More Demanding</i>) Ensuring that others benefit as well as me.</p> <p>Connecting with others (<i>Essential</i>) Actively appreciating the needs and concerns of myself and others</p> <p>Shaping the Future (<i>Essential</i>) Exploring ways in which we can add more value.</p>	Interview
Skills and Knowledge	<ul style="list-style-type: none"> • Fluency in written and spoken English • Ability and experience of working in a team and individuals from different of backgrounds; • Computer literate and able to use Microsoft Word, Excel, Access, PowerPoint etc. • The following are some the key requirements: • Training Skills • • Ability to deliver training in a facilitative and participatory style • Ability to deliver training in a culturally sensitive way (i.e. local context specific) participants' needs in a creative and flexible way • Ability to design and adapt activities and materials to meet participants' needs. Personal qualities • Ability to discuss and agree appropriate learning outcomes • Ability to listen and communicate effectively and provide appropriate feedback • Ability to build strong professional trainer to participant relationships • Ability to sensitively show professional confidence to objectively challenge misconceptions • Ability to model best practice base on knowledge and experience. <p>Content knowledge will be developed during the validation event, but an ability to adapt and apply training materials to the local context and particular audience will be necessary.</p>	Short listing & Interview
Experience	Experience trainer or teacher for more than 3 years Two years' minimum working with mature learners.	Short listing & Interview
Qualifications	<ul style="list-style-type: none"> • Ability to operate in Spanish (both written and spoken) at a business level. Non-native speakers should demonstrate a B2 level CEF 	Short listing & Interview

	<ul style="list-style-type: none"> • IELTS 6.5 or equivalent English Language qualification • University degree in relevant field 	
Submitted by	Dalia Carrizoza	Date December 2016