

Job Description

Job Title	IBERO Centre Coordinator (Hours Down)		
Directorate or Region	Americas	Department/Country	Mexico
Location of post	Mexico City	Pay Band	Full Time Teacher salary scale (Local Contract)
Reports to	IBERO Centre Manager	Duration of job	1 year renewable by mutual consent

Purpose of job

- To promote and ensure quality and effective teaching and learning of English at the IBERO Centre
- To support the wider aims of British Council and its cultural relations mission

Context and environment

The Mexico City Teaching Centre opened in March 2002. It offers a range of courses to approximately 1000 students (Adults and YLs) at both our Teaching Centre in Polanco, our myClass centres, online and in companies around the city. There are opportunities for teaching both face to face and online. We offer General English, Exam Preparation (IELTS and Cambridge ESOL), Skills courses, Business and Teacher Training (TKT & ICALT) courses as well as Professional Skills and IELTS preparation short workshops.

Our centre at Universidad Iberoamericana opened in January 2016, with the aim of standardising the English teaching programme and supporting the University in its mission to internationalise higher education.

The IBERO Centre works closely with the Languages Department under the Vicerectory of Academic Cooperation, and we are a valued partner alongside IFAL, CELE UNAM, Goethe Institut and Instituto Italiano de Cultura. The products we develop and deliver at the IBERO centre are custom-tailoured to a university audience and there is significant overlap in terms of training and development with the other language programmes under the Languages Department.

Our team at IBERO is committed to quality teaching that matches British Council international standards and fully supports the university mission of ensuring that current and former students as well as employees are fully supported in their language or exam skills development aims.

Students have high expectations of our courses and have come to expect classes tailored to their needs, which often centre on needing English for work and study purposes. Individualised counselling sessions and continuous assessment are key features of our offer to students of all levels. We also encourage development of learner autonomy through a focus on learner training and use of IT out of the classroom.

We encourage all teachers to take responsibility for their own professional development and run regular INSETT sessions and line management meetings to support you. There are also opportunities for further study towards qualifications and certifications relevant to your work. The teaching team is made up of individuals from diverse teaching backgrounds, and we encourage teachers to capitalise on this through peer planning, training and observation.

The Mexico Teaching Centre is committed to a culture of professional development. There is a regular programme of INSETT sessions and projects for teachers to become involved in. Project work will depend on the focus of the centre at any given time, but you can expect to take part in activities such as:

- Syllabus development and materials development
- Peer observation and action research
- Creating and evaluating progress tests and assessments
- Getting involved with the INSETT training programme and delivering workshops

Accountabilities	
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 	
Responsibilities	
<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 IBERO activities and British Council plans 	
Main duties	
1	Support the IBERO Centre manager with the successful delivery of IBERO courses: <ul style="list-style-type: none"> • Collate, develop and manage course materials to meet the needs of the IBERO students and ensure British Council's Equal Opportunities and Diversity policy is reflected • Ensure course design is based on stated principles and takes into account developments in the ELT profession. • Produce course descriptions, aims and can-do statements for courses, taking into account needs of the learners and client. • Ensure in-house teaching materials conform to British Council branding and copyright laws are observed. • Monitor progress and provide regular feedback to help manage students' performance throughout courses, and actively promote learner autonomy.
2	Engage as a member of the Academic Management Team attending relevant management meetings, and acting as Duty Manager if timetabled. (Contract type may vary in available hours for DM shifts)
3	Support centre-specific marketing and promotional strategy, and assist the IBERO centre team in delivering excellent customer service. Ensure that the IBERO Coordinación de Idiomas, Customer Service and Sales teams are fully informed of course content and logistics and can provide relevant information to customers.
4	Report training needs to Head of Training & Development to provide teacher development opportunities.
5	Support IBERO Manager by ensuring course registrations are recorded and reported accurately and in a timely manner to facilitate internal processes.
6	Line manage <i>up to</i> 6 teachers taking responsibility for their induction, performance management and all HR and teaching related issues. (Depending on qualification)
7	Actively engage in professional development and performance management to ensure quality and high standards in teaching, learning, management and staff development, maintaining the British Council's position at the forefront of best ELT practices.
8	Plan, prepare and deliver <i>up to</i> 20 hours a week of high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles and complete teaching related administration to the specified standards and timeframes

	Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of contemporary UK.
13	<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"> • Child protection • Equal Opportunity and Diversity • Health and safety • Information Management • Anti-bribery • Environmental Awareness

Key relationships:	
<u>Internal</u>	
<ul style="list-style-type: none"> • IBERO Centre Manager • IBERO and Polanco Teachers • Academic Management Team (Polanco) • Registrar • Teaching Centre Manager • Teaching Centre Marketing Manager • Customer services staff • Resources team • Other wider BC team 	
<u>External</u>	
<ul style="list-style-type: none"> • Learners • Corporate Clients • Education Institutions • Wider EFL community 	

Other important features or requirements of the job (e.g. travel, unsocial/evening hours, restrictions on employment etc)	
<p>You will be contracted on a full-time contract and may teach <i>up to</i> 20 academic hours over a five-day week either from Monday to Friday or from Tuesday to Saturday. There may be some split shifts (in line with students' demand for peak time classes) as these cannot always be avoided, and you will also be expected to cover at least two slots per week on the cover timetable, as well as cover duty manager shifts.</p> <p>Classes are currently offered from 07.00 a.m. through to 8.00 p.m. Monday to Friday and 09.00 am to 03.00 pm on Saturdays. All teachers will be expected to work on Saturdays and the normal working week will be over 5 days.</p> <p>Classes are offered both on-site and off-site in companies.</p> <p>As a member of the Academic Management Team, you are also required to attend IBERO Centre Management Meetings, INSETTs and All Staff Meetings.</p> <p>Holidays are taken in accordance with IBERO Centre holiday periods or during registration periods.</p>	
Please specify any passport/visa and/or nationality requirement.	The British Council will obtain a work visa on behalf of the successful candidates.
Please indicate if any security or legal checks are required for this role.	All teachers must complete CRB or relevant local police checks and child protection declarations.

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<ul style="list-style-type: none"> ▪ Making it happen (more demanding) ▪ Working together (essential) ▪ Being accountable (more demanding) <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"> ▪ Shaping the future (essential) ▪ Connecting with others (essential) ▪ Creating shared purpose (essential) 		Interview
Skills and Knowledge	Teaching Skills (more demanding) <ul style="list-style-type: none"> ▪ Classroom management (2) ▪ Course and lesson planning (2) ▪ Subject knowledge (2) ▪ Understanding your learners (2) ▪ Learning technologies (2) 		Interview
Experience	2 years post-certificate i.e. CELTA/Trinity cert TESOL experience <ul style="list-style-type: none"> ▪ Adults General English (1000+ hours) ▪ Minimum of 2 years' experience in a client focused organisation 	Product development Coordinator experience	Short listing and interview
Qualifications and experience	University Degree Cambridge CELTA/Trinity cert TESOL preferred, or similar teaching ESL qualification. English C1 level (IELTS Band 7 in each section) Spanish B2 level (or the ability to get to this level within 1 year)	Recognised diploma in EFL i.e. DELTA (completed or studying towards)	Short listing only
Submitted by	Lucian Alexandrin	Date	November 2016