

Ref no:

Job Title	Young Learner Teaching Assistant		
Directorate or Region	Americas	Department/Country	Mexico Teaching Centre
Location of post	Mexico City	Pay Band	Hourly Paid
Reports to	Line Manager	Duration of job	Fixed term renewed by mutual consent
Purpose of job (global standard)			
<ul style="list-style-type: none"> ▪ To provide a safe and secure learning environment for all children. ▪ To facilitate excellent communication with parents and other carers. ▪ To promote and ensure quality and effective teaching and learning of English at the Teaching Centre ▪ To support the wider aims of British Council and its cultural relations mission 			
Context and Environment			
<p>The Mexico City Teaching Centre opened in March 2002 and the YL school began in 2010. It offers a range of courses to approximately 1500 students (Adults and YLs) at both our Teaching Centre in Polanco, online and in our offices around the city.</p> <p>Our students have high expectations of our courses and teaching and have come to expect classes tailored to their needs, which for our Young Learners often means complementing their school curriculums. An individualised learning experience is a key feature of our offer to students of all levels and to provide excellent communication with parents. We also encourage development of learner autonomy through a focus on learner training and use of IT in and out of the classroom.</p> <p>We encourage all teachers to take responsibility for their own professional development and to take part in regular INSETT sessions and line management meetings. There are also opportunities for further study towards qualifications and certifications relevant to your work. 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. The teaching and teaching assistant's teams are made up of individuals from diverse teaching backgrounds, and we encourage our staff to capitalise on this through peer planning, training and observation.</p> <p>In 2015 the Teaching Centre opened an Early Years centre in Interlomas and in 2016 opened a 'pop up' in Condesa to expand our young learner operation. The centre partners with Aardman studios to provide children between the ages of 2 – 6 years a fun language learning experience alongside the Timmy Time characters. The curriculum for these centres has been developed in line with the principles of the UK Foundation Stage framework.</p> <p>British Council policies, standards and regulations apply to all aspects of this job and classroom assistants must work in compliance with all of these. Particularly relevant are: Code of Conduct, Child Protection Policy, Information Management, Equal Opportunity and Diversity.</p>			
Accountabilities (global standard)			

Support British Council's global English strategy by	
<ul style="list-style-type: none"> • supporting teachers to deliver 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 (global standard)	
<ul style="list-style-type: none"> • maintaining child safeguarding standards • supporting teachers to meet learner needs and expectations • ensuring teaching meets Teaching Quality standards and organisational expectations • maintaining good relationships with customers (parents and children) and colleagues • supporting the teaching centre's development activities and British Council business growth plans 	
Main duties (global standard)	
1	Ensure all child-safe arrival and departure procedures are met
2	Support the classroom teacher in delivery of high quality English language teaching that meets the needs of different young learner groups and learning styles
3	Support with preparation of the classroom environment and class materials that meets the needs of young learners at varying developmental stages
4	Tidy and organise materials after classes to ensure resources are well managed and cared for
5	Support children with toileting needs
6	Support individual learners with special educational needs or learning difficulties on a one-one basis as requested by the classroom teacher
7	Complete child protection related administrative tasks such as updating medical proxy forms and consent forms to specified standards
8	Monitor safety and behaviour out of class during periods before and after classes and toilet breaks or changes of rooms. Monitor children waiting for late pick up and inform STYL/CS staff of late parent arrivals
9	Facilitate communication with translation between teachers, learners and parents as necessary (including parent/teacher meetings)
10	Support the centre during extra events such as open days, registration weeks, and external events, as required.
11	Contribute to the development, evaluation, and improvement of English language courses, materials and related services, in order to meet students' needs by providing feedback to the teaching team

12	Contribute to customer services answering student, customer, stakeholder questions and providing information regarding products as requested.
13	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
14	Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of contemporary UK
15	<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
Key relationships: (include internal and external)	
<p><u>Internal</u></p> <ul style="list-style-type: none"> • Other teaching assistants • Teaching team • Teaching centre management team • Teaching centre administration team • Customer services staff <p><u>External</u></p> <ul style="list-style-type: none"> • Learners • Parents • Partner schools • Other wider BC teams • Wider EFL community 	
Other important features or requirements of the job (e.g. travel, unsocial/evening hours, restrictions on employment etc)	

You will be contracted as an hourly paid teaching assistant over a five-day week either from Tuesday to Saturday. The hourly rate varies between in-class and out-of-class duties. You may also be required to attend meetings and extra events.

Classes are currently offered between 16.00 – 18.00 Tuesday to Friday and all day on Saturdays. All teachers assistants will be expected to work on Saturdays as this is our busiest day for young learners. Classes may be at the main Polanco centre or at other premises in the city (Interlomas, Condesa, Lomas). Every effort will be made to post teaching assistants at the premises closest to their home.

Teaching assistants will be given a buddy in the teaching team who will act as a mentor and support with performance management. Performance Management encourages professional development and supports the quality of our academic offer and is carried out through a series of observations during the first term of work (probationary period) and twice annually thereafter.

Holidays should be taken in accordance with Teaching Centre holiday periods or during registration periods but can be approved with reasonable advanced notice.

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

The British Council will obtain a work visa on behalf of the successful candidates. Teaching assistants brought in to work for the British Council in Mexico will be legally unable to work outside their contract with the British Council.

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

All teaching assistants must complete CRB or relevant local police checks and child protection declarations.

Person Specification

	Essential	Desirable	Assessment stage
Behaviours (global standard)	<ul style="list-style-type: none"> Being Accountable (essential) Working together (essential) <p><i>Please note: the other behaviours below will not be assessed at interview. However, <u>all</u> behaviours will be used for performance management purposes.</i></p> <ul style="list-style-type: none"> Making it happen (essential) Shaping the future (essential) Connecting with others (essential) Creating shared purpose (essential) 		Interview only
Skills and Knowledge (all skills = global standard) Level of skills by centre need	Teaching competencies (some at level 1): <ul style="list-style-type: none"> Classroom management Subject knowledge Understanding your learners 	Course and lesson planning Learning technologies	Interview
Experience	Experience in teaching <ul style="list-style-type: none"> Early Years: 2 - 6 years (200-400 hours) Primary: 7 to 11 years (200-400 hours) Secondary: 12-16 years (200-400 hours) Tertiary: 16-18 years (200-400 hours) Experience in customer services		Short listing and interview Shortlisting and interview Shortlisting and interview
Qualifications	High School graduate Proficient in English across all 4 skills equivalent to user (CEFR C1) IELTS Band 6/7 in each of 4 sections of the general module.	TKT CELTA Recognised Certificate in YLs i.e. CELTYL, TYLEC Recognised early years assistant certificate	Shortlisting and Interview

Submitted by	Emily Hardy	Date	September 2016
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