

Job Title	Teacher of English-Local contract		
Directorate or Region	Americas	Department/Country	Teaching Centre
Location of post	Mexico City	Pay Band	Different type of contracts
Reports to	Line Manager	Duration of job	Fixed term for up to 1 year [renewable annually with mutual consent]

Purpose of job:

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:

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.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

The Mexico City Teaching Centre opened in March 2002. It offers a range of courses to over 1000 students (Adults and Young Learners) at both our Teaching Centre in Polanco, in partner institutions around the city as well as in several public and private institutions. We have a strong relationship with the Iberoamericana University, where we teach over 500 students each semester as well as delivering IELTS and APTIS exams sessions. We have ambitious plans for growth over the coming years, as we seek to grow into new areas of the city through partner institutions for all age groups.

The British Council is responsible for the delivery of a varied UK examinations portfolio across Mexico, including among others IELTS, Aptis, Cambridge English language exams, and a wide range of private language exams. Examinations are managed within both B2C and B2B customers, including operations in private and public sectors. The British Council has now developed a more customer needs approach to its engagement with customers which frequently requires the integration of examinations and evaluation services within more diverse product solutions.

Accountabilities, responsibilities and main duties:

Support British Council's global English strategy by

- 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
- 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

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:
 - Child protection
 - Equal Opportunity and Diversity
 - Safety and Security
 - Information Management
 - Fraud Awareness
 - Environmental Awareness
 - Brand

Key relationships:

Internal

- Other teachers
- Teaching centre management team
- Teaching centre operations team
- Customer services and Sales staff

External

- Learners
- Parents
- Partner schools
- Other wider British Council teams
- Wider EFL community

Other important features or requirements of the job

Teachers are locally engaged, not network, meaning there is no support with flights or accommodation for external candidates.

You will teach over a five-day week, variable through Monday to Sunday, and will also be placed on the cover timetable.

Classes are currently offered from 07.00 a.m. to 9.30 p.m. Monday to Friday, 08.00 a.m. to 7.30 p.m. on Saturdays, and 10:00 a.m. to 2:00 p.m. on Sundays. All teachers will be expected to work on Saturdays for most of the terms and to be flexible with their schedule to cover the core business needs. Every effort is made to reduce split shifts although operational needs may require them.

Classes are offered both on-site and off-site in companies and partner schools or online, and all teachers regardless of contract type should be prepared to teach in all locations. Travel time and or expenses may be compensated for some locations in line with the local travel policy.

All teachers are expected to be able to eventually teach on all course types: Young Learners, Business, Online and Exam preparation, and to support development of courses and materials in these areas.

Training support and mentoring will be offered to teachers who are teaching a course for the first time.

Benefits are:

- Support with obtaining work visa
- Registration with local health provider (IMSS)
- Christmas and Summer bonus (pro-rata on contract type)
- Performance bonus (pro-rata on contract type)

Please specify any passport/visa and/or nationality requirement.	Applicants should have full legal right to work in Mexico. The British Council Mexico will, if necessary, help the successful candidates obtain a work permit.
Please indicate if any security or legal checks are required for this role.	UK nationals need to apply for a UK DBS (Disclosure and Barring Service, formerly known as Criminal Records Bureau, or CRB) check. Nationals of other countries need to provide an enhanced disclosure from that country. In addition all new teachers should acquire a police check from their current country of residence. All the above need to be applied for prior post.

Person Specification: This section sets out the selection criteria used for short listing. These criteria are classed as either essential or desirable. Essential criteria are always used in assessment.

	Essential	Desirable	Assessment stage
Behaviours	<ul style="list-style-type: none"> • Making it happen (essential) • Working together (essential) <p>Please note: the other behaviours below will not be assessed at interview. However, all behaviours will be used for performance management purposes.</p> <ul style="list-style-type: none"> • Being accountable (essential) • Shaping the future (essential) • Connecting with others (essential) • Creating shared purpose (essential) 		Interview
Skills and Knowledge	<p>Teaching competencies (all at minimum level1):</p> <ul style="list-style-type: none"> • Classroom management • Course and lesson planning • Subject knowledge • Understanding your learners 		Interview

	<ul style="list-style-type: none"> • Learning technologies 		
Experience	<ul style="list-style-type: none"> • 2 years post-certificate i.e. CELTA/Trinity cert TESOL experience • Experience in teaching: <ul style="list-style-type: none"> -Young learners aged 4 to 17 (800+ hours) -Adults General English (800+ hours) 	<ul style="list-style-type: none"> • Experience teaching: <ul style="list-style-type: none"> -Early Years -Exam preparation -Business -Skills -Online teaching 	Short listing and Interview
Qualifications	<p>Undergraduate/ University Degree</p> <p>Cambridge CELTA/Trinity cert TESOL (global minimum standard)</p> <p>For non-native English speakers: IELTS Certificate, demonstrating Full mastery of English across all 4 skills. Equivalent to user (CEFR C2) Band 8/9 as minimum in each of the 4 sections of the academic module (Unless the candidate has Delta) (required prior to employment).</p>	<ul style="list-style-type: none"> • Recognised diploma or Masters in EFL i.e. DELTA or equivalent. • Recognised Certificate in YLs i.e. CELTYL, TYLEC or BCTEYL. 	Short listing and interview

Submitted by	Keri Craig, Teaching Centre Manager	Date	August 2017
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