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| Job Title | Young Learners and Early Years Co-ordinator | | |
| Directorate or Region | Americas | Department/Country | Teaching Centre |
| Location of post | Mexico City | Pay Band | Full Time teacher - Hours down |
| Reports to | Head of Young Learners and Early Years | Duration of job | Fixed term for up to 2 years [renewable 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 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, regional and national English strategy by:

- Upholding the British Council's reputation for high quality teaching by meeting Teaching Quality Standards in the Classroom (TQS) targets and standards as set out in centre Academic Quality Plan (AQP)
- Supporting and delivering British Council Young Learner and Early Years products and services
- Knowing and upholding Child Protection Standards and procedures at all times

Teaching

- Up to a maximum of 20 hours per week (on EY, YL and Adult classes) and substitution as required
- Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy
- Complete teaching related administrative tasks to specified standards

Academic Management

- Academic and operational management (Shift Supervisor responsibilities)
- Ensure that young learner courses, schemes of work, welcome letters and assessment documentation is up to date for all young learner courses.
- Support Head EYs & YLs to ensure that all Teaching Quality Standards for YL courses are being met and maintained
- Support Head of EYs and YLs with operations for Young Learner courses in main centre and off- site including, but not limited to, communications with parents, meetings with customer service team, timetabling, checking TA paysheets, organising, monitoring and requesting materials and resources.
- Support with developmental observations and training of teachers and teaching assistants.
- Participating in Teaching Centre Leadership Meetings, as required

HR

- Support Head of EYs & YLs in induction for new teachers of young learner courses.
- Support with recruitment and induction of teaching assistants
- Line management and performance management responsibilities
- Support Head of Training and Development with planning and delivery of INSETT relating to Young Learners as per Teaching Quality Standard requirements as well as identification of training needs.

Marketing/Sales/Customer Service

- Support with the organisation and delivery of demo classes
- Support to ensure that all information on the websites and brochures about YL courses is maintained and kept up to date.
- Work closely with the CS team to ensure effective communications with parents.

Child Protection and Health & Safety

- Support Head of EYs and YLs to ensure that risk assessments are up to date.
- Support the implementation of the Child Safe Action Plan in the Teaching Centre.
- Manage all documentation related to Child Protection and Health & Safety (e.g. medical forms, proxy forms) for Young Learners.

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.
- Classes are currently offered from 07.00 a.m. through to 9.30 p.m. Monday to Friday and 08.00 a.m to 8:00 p.m. on Saturdays.
- Evening hours and Saturdays. Some work may be required in our partner schools in different areas of the city, subject to business needs.

Benefits are:

- Support with obtaining work permit
- Registration with local health provider (IMSS)
- Christmas and Summer bonus (pro-rata on contract start date)
- Performance bonus (pro-rata on contract type)
- BUPA medical insurance

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| <u>Key Relationships</u> | |
| <p>Internal</p> <ul style="list-style-type: none"> • Other teachers • Teaching centre management team • Teaching centre operations team • Customer services, Marketing and Sales teams • Exams Team <p>External</p> <ul style="list-style-type: none"> • Students • Parents • Customers • Partner schools | |
| 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 |
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| Behaviours | <ul style="list-style-type: none"> ▪ Making it happen (essential) ▪ Working together (more demanding) ▪ Being accountable (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"> ▪ Shaping the future (essential) ▪ Connecting with others (essential) ▪ Creating shared purpose (essential) | | Interview |
| Skills and Knowledge | <ul style="list-style-type: none"> • Ability to motivate teaching centre staff • Clear communication skills <p>Teaching competencies (all at minimum level 2):</p> <ul style="list-style-type: none"> • Classroom management • Course and lesson planning • Subject knowledge • Understanding your learners | | Interview |

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| | <ul style="list-style-type: none"> • Learning technologies <p>Core Skills</p> <ul style="list-style-type: none"> ▪ Managing People (level 2) Supervises a small team of people doing similar jobs to deliver short term tasks to agreed quality and time standards. ▪ Communicating and Influencing (Level 2) Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences. ▪ Planning and organising (Level 2) Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people. ▪ Analysing Data and Problems (level 1) Breaks down problems into a list of tasks to be done and decides on appropriate action. ▪ Using Technology (Level 2) Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use. | | |
| <p>Experience</p> | <ul style="list-style-type: none"> • Adults General English (800+ hours) • Young learners aged 7 to 12 (200+ hours) • Young learners aged 13 to 17 (200+ hours) | <p>Teaching experience of Early Years aged 2 to 6</p> <p>Playgroup/Kinder garten experience</p> <p>Line Management or mentoring experience</p> <p>Teacher Training experience</p> | <p>Short listing and Interview</p> |

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| Qualifications | <ul style="list-style-type: none"> • Undergraduate/ University Degree • Recognised certificate in English Language Teaching: CELTA, Trinity CertTESOL + minimum of 2 years teaching experience • Recognised certificate in Young Learner Teaching: CELTYL / BCTEYL / TYLEC • Full mastery of English across all 4 skills. Equivalent to user (CEFR C2) IELTS Band 8/9 in each of 4 sections of the academic module. | PGCE/B.Ed in Primary or relevant subject DELTA / Trinity Dip. Masters Degree in relevant subject Spanish CEF B2 | Short listing and interview |
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| Submitted by | Keri Craig, Teaching Centre Manager | Date | November 2017 |
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