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| bc-stacked-2995 | | | | | | | | |
| Role Title | | | | | | | | |
| Hourly Paid Teacher of English | | | | | | | | |
| Role Information | | | | | | | | |
| **Role Type** | **Pay Band** | | | **Location** | **Duration** | | **Reports to:** | |
| Hourly Paid Teacher of English | Per class hour:  12.100 OMR CELTA qualified (or equivalent)  13.400 DELTA qualified (or equivalent) | | | Muscat | One Year | | Line manager TBC | |
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| Role purpose | | | | | | | | |
| * To promote and ensure quality teaching and effective learning of English * To support the wider aims of British Council and its cultural relations mission | | | | | | | | |
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| About us | | | | | | | | |
| 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. | | | | | | | | |
| Teaching Centre Overview: | | | | | | | | |
| The British Council has been working in Oman since 1972 and is part of the MENA (Middle East & North Africa) region. The Muscat Teaching Centre is located in attractive, purpose-built premises in Madinat Sultan Qaboos and has 13 classrooms, all equipped with interactive whiteboards. We also operate out of a second site in Seeb, which is a fast-growing area to the west of Muscat, where many of our customers are based.  The Country Director is also Teaching Centre Manager and the Academic Management Team is made up of a DTCM, three Senior Teachers (Adult, Corporate and Young Learner Courses) and one Coordinator, who runs our ELT Professional Network. The Centre employs around 20 full-time and hourly-paid teachers.  Over the last three years, all sectors of the economy have been directly or indirectly affected by the low price of oil, but underlying demand for English is still strong as Omanis are increasingly aware of the link between language skills, educational opportunity and employability. In 2017-18, close to 1,000 adult and young learner students (650/350) registered for regular public courses every term.  Between September and May, there are five main seven-week terms and the Teaching Centre delivers a range of courses types (General English, IELTS Preparation, Business English, Teacher Development and CELTA) on and offsite (regular public courses/closed groups). Adult courses take place during the week (STT/ST/MW) and young learners courses take place on Saturdays. In the summer (July-August), we offer an eight-week course comprised of four two-week intensive modules for Young Learners. Adult courses run alongside. | | | | | | | | |
| Main opportunities for this role: | | | | | | | | |
| * Hourly-Paid teachers are an integral part of our teaching team and will be fully supported by our academic managers. * Hourly-Paid teachers are invited to take part in all of the activities on our training calendar. | | | | | | | | |
| Main Accountabilities: | | | | | | | | |
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| * Plan, prepare and deliver high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles * Monitor progress and provide regular feedback to help manage students’ performance throughout the course, and actively promote learner autonomy * 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 * Complete teaching related administrative tasks to specified standards * 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 * Contribute to the development of lasting, mutually beneficial relationships by enhancing students’ understanding of contemporary UK * Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service * Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:   • Child Protection  • Equal Opportunity and Diversity  • Health and safety | | | | | | | | |
| Key Relationships: | | | | | | | | |
| ***Internal***  Teachers and Senior Teachers  Teaching Centre Management Team  Customer Services and Registration Team  YL Assistants and Marshals  ***External***  Students  Parents | | | | | | | | |
| Role Requirements: | | | | | | | | |
| **Threshold requirements:** | | | | | | **Assessment stage** | | |
| **Passport requirements/ Right to work in country** | | Hourly Paid Teachers must already have residence in Oman. They must be sponsored by a company or a spouse and must provide a No Objection Certificate. | | | | Shortlisting | | |
| **Direct contact or managing staff working with children?** | | Yes | | | | N/A | | |
| **Notes** | | UK nationals need to apply for a UK DBS  (Disclosure and Barring Service) check. Nationals of other countries will be asked to provide the equivalent. In  addition all new teaching staff should acquire an Oman police check.  All Young Learner classes currently take place on Saturdays.  All adult classes take place between Sunday and Wednesday. There are some morning classes but the majority of students attend in the evening. Some adult classes take place on Thursdays and/or Saturdays.  Teachers who can commit to teaching YLs on Saturdays will be given first option on adult classes that take place in the week.  This is driven by market needs and can change. | | | |  | | |
| **Person Specification:** | | | | | | **Assessment stage** | | |
| **Language requirements** | | | | | | | | |
| ***Minimum / essential*** | | | ***Desirable*** | | | ***Assessment Stage*** | | |
| * High proficiency in English i.e. 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 | | |  | | | Shortlisting | | |
| **Qualifications** | | | | | | | | |
| ***Minimum / essential*** | | | ***Desirable*** | | | ***Assessment Stage*** | | |
| * First degree * Cambridge CELTA/Trinity cert TESOL followed by 2 years’ relevant teaching experience. | | |  | | | Shortlisting | | |
| **Role Specific Knowledge & Experience** | | | | | | | | |
| ***Minimum / essential*** | | | ***Desirable*** | | | ***Assessment Stage*** | | |
| 2 years post-certificate i.e. CELTA/Trinity cert TESOL experience  Experience in teaching relevant age groups specific to the centre:   * Adults General English 18+ (800+ hours) | | | One or more of the following   * Young learners aged 6 to 10 (400+ hours) * Young learners aged 11 to 13 (400+ hours) * Young learners aged 14 to 17 (400+ hours) | | | Shortlisting | | |
| **Role Specific Skills (if any)** | | | | | | ***Assessment Stage*** | | |
| **Teaching Skills – More Demanding**   * Classroom management * Course and lesson planning * Subject knowledge * Understanding your learners   **Teaching Skills – Essential**   * Learning technologies | | | | | | Shortlisting AND Interview | | |
| **British Council Behaviours** | | | | | | ***Assessment Stage*** | | |
| * Making it happen (essential) * Working together (essential)   Please note: the other behaviours below will not be assessed at interview. However, all behaviours will be used for performance management purposes.   * Being accountable (essential) * Shaping the future (essential) * Connecting with others (essential) * Creating shared purpose (essential) | | | | | | Interview | | |
| **Prepared by:** | | | | | | **Date:** | |
| Ian Betteridge | | | | | | 24 June 2019 | |