

Job Title	Hourly paid teacher of English		
Directorate or Region	SSA	Department	Teaching Centre
Location of post	Mauritius	Pay Band	Hourly paid teacher salary scale
Reports to	Senior Teacher	Duration of job	As per contract
Purpose of job (global standard)			
<ul style="list-style-type: none"> ▪ To promote and ensure quality teaching and effective learning of English ▪ To support the wider aims of British Council and its cultural relations mission 			
Context and environment (see guidance)			
<p>The Teaching Centre at British Council Mauritius offers a wide range of classes. Young learners make up the bulk of our market (around 75%). We offer classes for children aged 3-17 years, both onsite at our teaching centres in Rose Hill and Grand Baie and offsite at partner premises. For adults we offer general English, speaking skills, professional skills (e.g. presentation skills and report writing) and IELTS exam preparation courses and we have a growing corporate training department. We run teacher training workshops for various teacher groups throughout the year and have a healthy outreach programme, working with partner organisations in the local community.</p>			
Accountabilities (global standard)			
<p>Support British Council's global English strategy by</p> <ul style="list-style-type: none"> • delivering English Language Teaching (ELT) to the highest standards. • 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"> • 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 			
Main duties (global standard)			
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	Ensure effective customer communication so that students, or parents of young learners, are aware of course objectives and progression plans. This includes annual parents meetings, termly updates and shared lesson planning.		

4	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
5	Complete teaching related administrative tasks to specified standards
6	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
7	Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of contemporary UK
8	Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service, in close cooperation with the customer services team
9	Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas: <ul style="list-style-type: none"> • Child protection • Equal Opportunity and Diversity • Health and safety
10	Provide cover for other teachers, including as part of our cover rotation plan

Key relationships: (include internal and external)

Internal

- Other teachers
- Teaching centre management team
- Teaching centre administration team
- Customer services staff
- Other wider BC teams
- Wider EFL community

External

- Learners
- Parents
- Partner schools
- Corporate Clients
- Para-statal education bodies (e.g. Mauritius Institute of Education)
- Local NGOs and other outreach organisations
- MQA

Other important features or requirements of the job

(e.g. travel, unsocial/evening hours, restrictions on employment etc)

The teaching centre operates a Monday to Saturday working week. Most weekday classes are held from 15h15 to 20h15. Saturday classes are held at our Rose Hill centre and offsite on partner premises. Saturday classes run from 8h30 to 17h30. Corporate classes and teacher training are usually held offsite at client premises. Saturday is the main teaching day and most teachers will be expected to work on that day.

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

Any job offer is subject to obtaining the relevant clearance.

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

CRB check, employment pass and relevant ministry approval

Person Specification

	Essential	Desirable	Assessment stage
Behaviours (global standard)	<ul style="list-style-type: none"> ▪ Making it happen (essential) ▪ Working together (essential) <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"> ▪ Being accountable (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 Skills – level 1 = essential (centres can determine level if more experience required) <ul style="list-style-type: none"> ▪ Classroom management (1) ▪ Course and lesson planning (1) ▪ Subject knowledge (1) ▪ Understanding your learners (1) ▪ Learning technologies (1) 		Interview
Experience (specific to centre)	2 years post-certificate i.e. CELTA/Trinity cert TESOL experience Experience in teaching relevant age groups <u>specific to the centre</u> <ul style="list-style-type: none"> ▪ Young learners aged 3 to 10 (200+ hours) ▪ Young learners aged 11 to 13 (400+ hours) ▪ Young learners aged 14 to 17 (400+ hours) ▪ Adults General English 18+ (400+ hours) 	Example: Specialist courses (500+ hours) <ul style="list-style-type: none"> • Exam preparation courses (IELTS, CAE) • Business English courses • Professional skills courses 	Short listing and interview
Qualifications	Cambridge CELTA/Trinity cert TESOL (<i>global minimum standard</i>)	Recognised diploma in EFL i.e. DELTA	Short listing only
Submitted by	Shetal Appayya	Date	09/02/2016