

Job Description

Job Title	Teacher of English		
Directorate or Region	MENA	Department/Country	ESBU Morocco
Location of post	Rabat	Pay Band	N/A
Reports to	Senior Teacher	Duration of job	1 Year Fixed Term

Purpose of job

- To deliver quality teaching and ensure the effective learning of English
- To support the wider aims of British Council and its cultural relations mission

Context and environment
Country/ Regional overview:

Morocco is the closest MENA country to Europe (land borders with Spain, and 14km of sea), and is the largest source of naturalized EU citizens. It is a major trading partner of the EU, led by France and Spain. Trade with the UK is growing steadily. Morocco is a regional leader in several dimensions, close to the Gulf monarchies, active in Arab politics, but also strategically positioned in West Africa. It has stood firm through the upheavals of 2011 in MENA, and adapted cannily to pressure. This looks likely to continue, making it a more and more attractive partner and investment prospect, with ever-growing attention from international donors. It is at a language tipping-point, with post-colonial French beginning to cede place to English for research, Higher Education, commerce and social use amongst the young.

Purpose of job:

To support the growth of the Teaching Centre business in Rabat/Casablanca and to generate new value while strengthening the current business foundations. To ensure the delivery of a high standards in teaching, strict compliance with Child Protection, EDI and H&S and continuous professional development. To build and maintain relationships with learners and parents which reflect British Council values, and UK/regional and local policies and practice, goals and priorities.

To demonstrate high levels of professionalism and a sound ability to motivate learners to be successful, The post holder must show strong levels of competence in required core teaching skills and behaviours. Maintain a co-operative relationship with the wider teaching team, Centre personnel, Exams and ELT, Marketing and Customer Service, and all customers including parents and partners

Context and Environment:

The British Council has Teaching Centres in Rabat and Casablanca and delivers General English to a mainly Young Learner (YL) market unlike most of the local competition.

In Rabat, YL teaching is delivered in an off-site school in the suburb of Soussi and teaching for adults and corporates in shared space on 4th floor of the building in the Centre Ville where we have our back office. *Casablanca operates out of its own dedicated space in the suburb of Polo.* The Rabat and Casablanca centres have very similar volumes (12000 to 13000 class hours) and approx. 1500 SS per term, 900/1000 YLs in each Centre - 3 terms currently and 2/3 Summer Schools.

The teaching teams (approx 25 teachers per Centre) are an interesting mix of nationalities and experience. Each Centre is supported by a DTCM, 2 Senior Teachers (Adults/Corporate and Young Learners), a Registrar and CS lead and TC operations officer.

Accountabilities	
Support British Council's global English strategy by <ul style="list-style-type: none"> • 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 • the Organisation is committed to safeguarding and promoting the welfare of children and young people. Ensure you understand and adhere to Child Protection policy and the related practices. 	
Responsibilities	
<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 • Ensuring Child Protection policy and practice is embedded in all aspects of your professional activities. You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with. 	
Main duties	
1	Plan, prepare and deliver high quality English language teaching that meets the needs of different customer groups and takes account of individual learning styles, age, ability and child protection and safety guidelines
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 working collaboratively with the wider 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 practice.
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 policy and practice is applied and the related standards upheld in the following areas: <ul style="list-style-type: none"> • Child protection • Equal Opportunity and Inclusion • Health and safety
Key relationships:	

<p><u>Internal</u></p> <ul style="list-style-type: none"> • Other teacher colleagues • Teaching Centre management • Teaching Centre administrative staff • Customer services/Registration Teams • Wider ESBUs teams – EES, Exams • Regional management <p><u>External</u></p> <ul style="list-style-type: none"> • Learners • Parents • Partner schools • Corporate clients 	
<p>Other important features or requirements of the job</p>	
<p>Teaching hours vary by day and site but classes are generally held in the late afternoon/evening during the week and all day on Wednesdays, Saturdays and Sundays. You will work 5 days a week and have two consecutive days as your weekend. .</p>	
<p>Please specify any passport/visa and/or nationality requirement.</p>	<p>Residence permits are not granted to unmarried partners, regardless of gender. Local legislation does not recognise civil partnerships, and expatriates cannot sponsor a residence permit for same-sex partners.</p> <p>According to Moroccan labour law, we are unable to accept applications for applicants aged 60 or over.</p> <p>Applicants must be able to secure the right to work or have the right to work in the location and also ensure the right to residence for any accompanying spouse. Local bureaucracy requires that you enter the country as a tourist on a 3-month tourist visa, you then apply for a residence permit.</p> <p>As part of the applications process for the work and residence permits you will need to show original documentation as follows – Birth Certificate, all qualifications certificates, police checks from the country of departure, marriage certificate if accompanied by a spouse.</p>
<p>Please indicate if any security or legal checks are required for this role.</p>	<p>Enhanced DBS Disclosure must be provided and appropriate police checks from the last country you worked in before taking up the offer of a post. Note that these same checks may also be required of any accompanying spouse.</p>

Person Specification

	Essential	Desirable	Assessment stage
Behaviours (global standard)	<ul style="list-style-type: none"> ▪ Making it happen (essential) ▪ Working together (essential) ▪ Being accountable (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"> ▪ Shaping the future (essential) ▪ Connecting with others (essential) ▪ Creating shared purpose (essential) 		Shortlisting and Interview only
Skills and Knowledge (all skills = global standard)	<p>All Five Teaching Skills – essential</p> <ol style="list-style-type: none"> 1. Classroom management 2. Course and lesson planning 3. Subject knowledge 4. Understanding your learners 5. Learning technologies <p>Working with Children</p> <ul style="list-style-type: none"> • Ability to work in a way that promotes the safety and well-being of children • Effective communication and engagement with children and their families • Knowledge and understanding of child development and its impact on learning and behaviour 	Operational French	Shortlisting and Interview
Experience	<p>2 years post-certificate i.e. CELTA/Trinity cert TESOL experience / other recognized qualification</p> <p>Experience in teaching relevant age groups <u>specific to the centre</u></p> <ul style="list-style-type: none"> ▪ Young learners aged 6 to 10 (400+ hours) ▪ Young learners aged 11 to 13 (400+ hours) ▪ Young learners aged 14 to 17 (400+ hours) ▪ Adults General English 18+ (400+ hours) 		Short listing and interview
Qualifications	<p>First Degree or equivalent</p> <p>Cambridge CELTA/Trinity cert TESOL (<i>or other certificate level qualification that meets the requirements set out at http://www.britishcouncil.org/accreditation-teachers-qualifications-guidance.htm</i>)</p> <p>Full mastery of English across all 4 skills equivalent to user (CEFR C2) IELTS Band 9 in each of 4 sections of the academic module. Up-to-date proof of language proficiency will be requested as part of the applications process.</p>	<p>Recognised diploma level qualification in EFL eg. Cambridge DELTA</p> <p>PGCE/B.Ed in Primary or relevant subject</p> <p>YL Extension to CELTA/TEYL</p>	<p>Short listing only</p> <p>English level may be tested.</p>
Submitted by	Robert Foley	Date	2018