

Role Profile
Ref no: PT Ile de France

Job Title	Part Time Teacher of English		
Directorate or Region	EU	Department/Country	France
Location of post	Ile-de-France	Pay Band	Local teacher contract salary scale
Reports to	Senior Teacher	Duration of job	Indefinite local contract (CDI)
<i>Purpose of job</i>			
<ul style="list-style-type: none"> ▪ To deliver quality teaching and ensure the effective learning of English ▪ To support the wider aims of British Council and its cultural relations mission 			
<i>Context and environment (see guidance)</i>			
<p>British Council's English Language centre in Paris was opened in 1998, initially as a small operation offering classes to Young Learners.</p> <p>British Council Paris Teaching today operates out of its prestigious, centrally located Invalides premises and currently 10 off-site premises in the Ile-de-France region. We offer a wide range of Young Learner classes to thousands of learners aged between 3 and 18 during the Academic Year and to another thousands during the Holiday Courses. The Adult programme began in 2007 and now offers the flexibility of MyClass, a system in which Adults book lessons individually as preference. At any one time we have over numerous Adults engaged in learning with us.</p> <p>The operation continues to grow and we have ambitions to continue expanding our off-site operations.</p> <p>A part time teacher will be expected to be available to teach a range of ages and courses at any of British Council's delivery locations and will work with a large and highly successful team of teachers and academic staff.</p>			
<i>Accountabilities</i>			
<p>Support British Council's global English strategy by</p> <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 			
<i>Responsibilities</i>			
<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	
1	Plan, prepare and deliver between 6-12 hours per week of high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles in the Ile-de-France region.
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	Complete and update all British Council mandatory training courses and 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
Key relationships:	
<p><u>Internal</u></p> <ul style="list-style-type: none"> • Other teachers • Teaching centre management team • Teaching centre administration team • Customer services staff • Other wider British Council teams • Wider EFL community <p><u>External</u></p> <ul style="list-style-type: none"> • Learners • Parents • Partner schools • Corporate Clients 	

Other important features or requirements of the job
(e.g. travel, unsocial/evening hours, restrictions on employment etc)

This post involves various hours and the post holder will be required to work evenings and Saturdays

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

Applicants must be eligible to work in France. The British Council will not be able to assist non-EU nationals to obtain a work permit for France

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

Background check, employment pass and relevant ministry approval

Person Specification (see guidance below before updating this section)

	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	<p>Teaching Skills – level 1 = essential (centres can determine level if more experience required)</p> <ul style="list-style-type: none"> ▪ Classroom management (1) ▪ Course and lesson planning (1) ▪ Subject knowledge (1) ▪ Understanding your learners (1) ▪ Learning technologies (1) 	<p>Teaching competencies: As listed in essential at Level 2</p> <p>Knowledge of French educational system</p> <p>French at CEF B1 or higher</p>	Shortlisting and Interview
Experience (specific to centre)	<p>2 years post-certificate i.e. CELTA/Trinity cert TESOL experience</p> <p>Experience in teaching relevant age groups <u>specific to the centre</u></p> <ul style="list-style-type: none"> ▪ Early Years aged 2 to 5 (400+) ▪ Primary aged 6 to 10 (400+ hours) ▪ Lower Secondary aged 11 to 14 (800+ hours) ▪ Upper Secondary aged 15 to 17 (800+ hours) ▪ Adults General English 18+ (800+ hours) ▪ Cambridge suite and IELTS exam preparation courses 	<p>Teaching Experience:</p> <p>Young Learners:</p> <ol style="list-style-type: none"> 1. Early years (age 2 - 5) (800+ hours) 2. Primary (age 6 – 10) (800 hours) 3. Secondary (age 11 – 17) (1900+ hours) 	Short listing and interview

Qualifications	Cambridge CELTA/Trinity cert Bachelor's degree (any subject)	Specific YL extension course (TYLEC / CELTYL / NILE etc.) Either Recognised diploma in EFL e.g. DELTA AND / OR PGCE/B.Ed in Primary/Secondary or relevant subject	Short listing only
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Submitted by	David Townhill	Date	25/09/2022
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