

Role Title

Local Teacher of English - Doha

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Teaching	Teacher	Doha, Qatar	Part time, fixed term	Senior Teacher

Role purpose

To plan, prepare and deliver high quality English language classes and/or corporate training sessions, including development of materials, taking account of individual learning styles and ensuring a welcoming, professional learning environment. Any staff without DELTA-level qualifications will be aspiring to deliver at that level and will be working towards that aim, supported by the management team and teaching colleagues.

To carry out core administrative tasks to assist the centre in reaching its audience and customer satisfaction targets and in functioning efficiently and smoothly.

To engage in continued professional development in order to keep up-to-date with developments in the field and to facilitate consistent provision of high-quality teaching.

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.

Geopolitical/SBU/Function overview:

The British Council has been operating in Qatar since 1972, and currently employs 85 full time staff from a very diverse background.

The Qatar Teaching Centre currently delivers public-access courses to around 1,400 students on-site termly (700 adults/700 Young Learners) and has a significant off-site contract programme with major private and public sector clients. The centre has 12 classrooms and is co-located with strong exams, and programmes. There are approximately 21 full-time teachers, 2 or 3 hourly paid teachers, a Young Learner Coordinator, Information and Communication Technology Coordinator, 4 Senior Teachers (Operations, Adults, Young Learners, Corporates), a Deputy Teaching Centre Manager and a Teaching Centre Manager. The centre currently delivers c. 18,000 class hours per annum. Teaching is delivered both onsite and in-company for corporate training.

Teachers in Qatar contribute to expansion of activities by providing high quality, customer-focused lessons and corporate training sessions. The centre is expected to be a key contributor

to the realisation of regional and global English and Exams ambition and teachers are central to the success of this.

Main Accountabilities:

- *Planning, preparing and delivering high quality English language classes or corporate training sessions, including development of culturally appropriate materials, enhancing the reputation of the British Council as an authority in the field, taking account of individual learning styles and ensuring a welcoming, professional learning environment. Number of timetabled hours per week to be delivered will be agreed based on centre needs and teacher availability.*
- *Incorporating effective use of technology into classes in order to enhance the British Council's reputation as a cutting-edge provider. British Council Qatar uses the TCMS system for online management of classes and student portals and forums.*
- *Monitoring student progress through appropriate diagnostic testing early on in courses and continuous assessment tasks. Counselling students appropriately at mid and end points of term and encouraging them to take a strategic, autonomous view of learning appropriate to their level.*
- *Teaching in an energetic and engaging way, and in high standard. Teachers in the centre support each other and receive coaching in order to meet standards in the core areas of:*
 - *Clear aims and lesson staging*
 - *Appropriately varied classroom interaction patterns*
 - *Appropriate pacing*
 - *Integrated pronunciation*
 - *Error correction and feedback*
 - *Continuity of content*
- *Keeping updated professionally and contributing to the development of the British Council's reputation as an authority in English Language Teaching (ELT).*
- *Completing core administrative tasks – much of which is now online - accurately and on time. These vary by course & student type, and can include reports, certificates, registers and records of work, student registration records and student progress records, and the performance portfolio.*
- *Representing the organisation in registration sessions, treating it as a point of sale in which they represent the brand. This includes such activities as engaging with customers and their accompanying families as appropriate or working in the front desk area with Customer Service colleagues on registration and counselling duties.*
- *Maintaining a strong overall awareness of the full range of products, services and events at the British Council Qatar such that you can take ownership of enquiries that arise and see them through to closure and encourage students to become involved in other services and activities as appropriate.*

Key Relationships:

Internal

- *teaching colleagues in the centre, customer service, administrative staff, academic managers*

External

- *teaching centre students, parents of young learners, training managers and HR professionals in organisations commissioning training*

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Only applicants who currently reside in Qatar and hold a transferable Qatari Residence/Work Permit will be considered.	Shortlisting
Direct contact or managing staff working with children?	Yes Appropriate police and ID checks mandatory Three satisfactory references required	N/A
Notes	<p>Teaching staff are required to teach the agreed number of contact hours, plus a further three hours emergency cover by exception. This might involve teaching the agreed hours over fewer than 5 days.</p> <p>Split shifts may occur from time to time, especially during the holy month of Ramadan and if working on corporate programmes.</p> <p>The bulk of teaching on the core programmes is carried out on Saturdays, and in the mornings and late afternoon to evening timeslots. The usual weekly shift pattern is Saturday to Wednesday although this varies as we now run Young Learner classes on Thursdays and Fridays as well.</p> <p>All teachers are expected to deliver Young Learner courses.</p> <p>Teachers working on the corporate programme have the same number of maximum contact hours, although travel is taken into consideration in certain cases. Teaching and training is carried out more flexibly in line with client needs.</p>	
Person Specification:		Assessment stage
Language requirements (DELETE IF NOT APPROPRIATE)		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> High level of proficiency in English (equivalent to CEF C2, IELTS 8.5) 		Shortlisting AND interview
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> First Degree CELTA or Trinity Certificate TESOL 	<ul style="list-style-type: none"> Diploma (DELTA or Trinity TESOL) YL extension, DELTA YL specialism, PGCE 	Shortlisting AND interview
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> More than 1600 hours of recent and relevant post-certificate EFL 	<ul style="list-style-type: none"> IELTS examiner status Experience in English for 	Shortlisting

experience in both Adults and YLs	Special Purposes (ESP) and/or Teacher Training	
British Council Core Skills		Assessment Stage
British Council Teaching Skills (Level 1) <ul style="list-style-type: none">▪ Classroom management▪ Subject knowledge▪ Understanding your learners▪ Course and lesson planning▪ Learning technologies		Shortlisting AND Interview
British Council Behaviours		Assessment Stage
Making it Happen (Essential) - Delivering clear results for the British Council		Interview
Working Together (Essential) - Establishing a genuinely common goal with others		
Creating Shared Purpose (Essential) - Communicating an engaging picture of how we can work together		Essential for the role but not assessed at interview
Shaping the Future (Essential) - Looking for ways in which we can do things better		
Connecting with Others (Essential) - Making regular opportunities to understand others better		
Being Accountable (Essential) - Delivering my best work in order to meet my commitments		
Prepared by:		Date:
Steve Miller		December 2018