

## Job Description

<b>Job Title</b>	Local Freelance Trainer(Hourly Paid Contract), New Delhi/NCR		
<b>Directorate or Region</b>	North India	<b>Department/Country</b>	Training services, BCEESIPL, India
<b>Location of post</b>	New Delhi/Gurgaon/ Noida/Ghaziabad/Faridabad	<b>Pay Band</b>	India Teacher scale (New Delhi)
<b>Reports to</b>	Academic Manager	<b>Duration of job</b>	One year (renewable subject to performance)

### ***Purpose of job:***

The postholder will deliver high quality English language and communication skills training to groups of learners in institutions both in the corporate and the higher education sector, usually at the client's premises. You could be based anywhere in Delhi/NCR and will receive academic and administrative support from Delhi, Chennai or Mumbai. This is a stimulating and enjoyable role, with career development prospects.

Contracts are offered for one year initially. This is a 0 hours contract so you will be hired on a freelance basis and will be offered work based on business needs. Training and induction will be provided. The British Council places significant emphasis on continuing professional development of trainers, so you can expect to develop your teaching skills during your time in this role. Only CELTA qualified (or equivalent) English language teachers will be considered.

### ***Context and environment:***

The British Council is the UK's International Organisation for Cultural Relations. We have been teaching English for more than 75 years, and are a leading education provider with a global track record. As well as learners, we work with companies, governments, institutes, and teachers to provide learning resources as well English language and skills courses to all our clients.

In India our English language services include:

- Courses for children, teenagers and adults in classrooms
- Teacher training courses and certification
- Teacher development programmes in partnership with state governments
- Research and publications, and advice to policy makers
- Workshops, seminars, debates and conferences
- Customised training and skills workshops for businesses and institutes
- Digital and self-access resources for learners and teachers of English
- UK examinations and expertise in English language assessment

Our institutions team works with schools, colleges, corporates, NGOs and other institutions to understand their training needs and provide appropriate solutions. This often involves:

- Design and delivery of Business English and General English Courses, tailored to client needs
- Business Communication Skills workshops for professionals in companies, to develop communication skills for effective working.
- English Language training for institutional clients such as companies, colleges, NGOs and so on.
- English for employability skills training for higher education institutes.
- Train the Trainer programmes for organisations that wish to develop and upgrade the skills of internal trainers or teachers.
- Self access and blended training programmes which provide opportunities to learn more flexibly

For more details visit [www.britishcouncil.org/india-english-corporatetraining-home.htm](http://www.britishcouncil.org/india-english-corporatetraining-home.htm)

Our training team consists of several dynamic, committed trainers based in various locations across India. They work together to deliver the best possible English Language teaching and led by three academic managers, reporting to the head of corporate training and digital learning. There is a strong emphasis on continuing professional development and career planning, as teachers are encouraged to acquire specialist experience/qualifications. They are also given opportunities to share their experience and knowledge with the wider team. There may be opportunities to train in e-moderation in order to develop capacity to teach remotely.

#### ***Accountabilities:***

- Deliver satisfaction to clients and end users
- Achieve learning outcomes
- Meet British Council standards of teaching
- Uphold policy standards for Equal Opportunities and Diversity, Child Protection (if applicable) and Health and Safety
- Enhance the British Council's reputation as the world authority in ELT

#### ***Responsibilities:***

- Delivering work to agreed standards
- Ensuring teaching meets client/learner needs and expectations
- Ensuring teaching meets Teaching Quality Standards and organisational expectations
- Maintaining good relationships with customers and colleagues
- Supporting the centre's activities and British Council academic quality and business plans

#### ***Main duties:***

- Plan, prepare and deliver high quality English language and business skills teaching that meets the needs of client groups taking into account agreed objectives as well as individual learning needs
- As part of course delivery, you will have to do various admin tasks, including (but not limited to): conducting assessments, selecting and adapting course/supplementary material, writing progress and achievement reports for each student, writing reports, blog posts, integrate/curate/share self-access/digital resources and use social media to create a learner community
- Deliver other services to clients as agreed, including (but not limited to): client meetings, briefings,

focus group discussions, presentations to management, leading professional training workshops, placement testing, needs analyses, conducting training and communication skills audits

- Support local marketing and promotional strategy, and assist the English Language Services team in delivering excellent customer service
- Contribute to the development of training materials for new English language courses offered to the corporate sector, and for content tailored to the needs of particular clients
- Attend/deliver professional development related training and other development oriented initiatives

***Key relationships:***

*Internal*

Head Corporate Training and digital learning  
Academic Managers  
Full time and freelance trainers  
Business development and operations teams  
B2C team (myEnglish)  
British Council (regional) India leadership team  
English Language Centre

*External*

HR and training managers  
Course participants

***Other possible features or requirements of the job:***

Training can happen on weekdays or weekends. Since our training depends on client requirements, classes can be scheduled for early mornings or late evenings if required; most training happens at client premises, so this will require local travel; may involve some travel within the country.

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

Must be legally entitled to work in India

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

Local police and reference checks, background verification; child protection declaration

## Person Specification

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<b>WORKING TOGETHER-Essential</b> Knowing that we will achieve more with other people than we can do separately, by sharing goals and resources to add more value. I work towards common goals with others. I do this by agreeing effective and respectful ways of sharing success. I generate mutual support, shared benefits and promote interdependence.		Interview
	<b>MAKING IT HAPPEN-Essential</b> I deliver excellent results, achieve challenging goals and develop myself and others. I do this by setting clear and demanding objectives to deliver what is required. I stay focused on measurable outcomes, while building longer-term capability. I demonstrate standards of excellence and deliver value for money. I measure progress and adapt plans when necessary.		Interview
<b>Skills and Knowledge</b>	<b>CLASSROOM MANAGEMENT (Level 1)</b> The ability to plan, control and facilitate interaction in the classroom that is appropriate to the activity and promotes learning and takes into account different needs and abilities of learners and demonstrates an awareness of Equal Opportunities and Diversity issues.		Short listing & Interview
	<b>SUBJECT KNOWLEDGE (Level 1)</b> This refers to the ability to analyse and describe language systems (lexis, discourse, grammar and phonology) and language use (through spoken and written text) and the ability to communicate this knowledge effectively and in ways appropriate to the learners.		Short listing & Interview

	<b>COURSE AND LESSON PLANNING (Level 1)</b> The ability to prepare courses and individual lessons that fulfill course objectives, employ appropriate methodology and meet learners' needs. In addition, lessons demonstrate cultural awareness and reflect the diversity of host country and UK.		Short listing & Interview
	<b>UNDERSTANDING YOUR LEARNERS (Level 1)</b> This refers to the understanding that a teacher demonstrates towards their learners and of the learning process.		Short listing & Interview
	<b>LEARNING TECHNOLOGIES (Level 1)</b> The ability to integrate Learning Technologies into everyday classroom practice to enhance language learning.		Short listing & Interview
<b>Experience</b>	Some experience in teaching adults , and willingness to acquire experience of all course types, under supervision. Newly qualified teachers can apply.	1-2 years experience teaching general and business English to closed groups.	Short listing

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Cambridge CELTA or Trinity Cert TESOL</li> <li>• 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</li> <li>• Undergraduate degree or equivalent</li> </ul>		Short listing & Interview
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<b>Submitted by</b>	Tapsi Chhabra	<b>Date</b>	22/08/2017
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