
Recruitment Information

Job title	Corporate Trainer	Department/location	Corporate Training, India
Job type (full time; part time etc)	One year renewable, hourly paid Part time / full time hours guaranteed		
Line manager	Tbc	Post-related allowances	n/a
Start date	Tbc		
Contact			
Applications to			
Deadline			

Job Description

Job Title	Trainer (Hourly Paid Contract)		
Directorate or Region	South Asia	Department/Country	India
Location of post	Chennai and Delhi	Pay band	INR 1,000 per hour
Reports to	Academic Manager	Duration of job	One year renewable

Purpose of job:

The postholder will deliver high quality English language and communication skills training to groups of corporate sponsored students, usually at the company's premises. You could be based in Bangalore, Hyderabad, Chennai or Coimbatore but with academic and administrative support based in Delhi, Chennai and Mumbai. In addition to language and skills training, you may have the opportunity to undertake consultancy work under the guidance of an academic manager. 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. In some circumstances hours (6 – 24 per week) may be guaranteed in advance for periods of 1 – 3 months for specific projects. Training and Induction will be provided.

Please note: Only CELTA/ Trinity CertTESOL qualified 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, including English language and skills courses to the corporate sector.

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
- Quality assurance for English language providers
- 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 customised solutions. This often involves:

- Design and delivery of Business 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
- Train the Trainer programmes for organisations that wish to develop and upgrade the skills of internal training teams.

For more details visit 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, supported by 3 full time trainers and led by 3 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 are also opportunities to train in e-moderation in order to develop capacity to teach remotely.

Accountabilities:

- Deliver satisfaction to clients and end users, and outcomes as per contracts
- Meet British Council standards of teaching
- Uphold policy standards for Equal Opportunities and Diversity, Child Protection (if applicable) and Health and Safety

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, 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
 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.

The post holder must be an Indian national or have a valid work visa permitting him or her to work in India.

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

Background verification; child protection declaration

	Essential	Desirable	Assessment stage
Teaching Skills (please refer to <i>Teaching Skills</i> document)	Classroom Management (Level 2) 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.		Professional Profile/ Interview/ Observation
	Subject Knowledge (Level 2) 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.		Professional Profile/ Interview/ Observation
	Course & Lesson Planning (Level 2) 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.		Professional Profile/ Interview/ Observation
	Understanding Your Learners (Level 2) The understanding that a teacher demonstrates towards their learners and of the learning process.		Professional Profile/ Interview/ Observation
	Learning Technologies (Level 1) The ability to integrate Learning technologies into everyday classroom practice to enhance language learning.		Professional Profile/ Interview/ Observation

<p>Behaviours</p> <p>(please refer to BC Behaviours document)</p>	<ul style="list-style-type: none"> • Making it happen (essential) • Working together (essential) <p><i>Please note: the other behaviours below will not 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) 		<p>Interview</p>
<p>Qualifications</p>	<ul style="list-style-type: none"> • First degree in any discipline; • Cambridge ESOL CELTA or Trinity CertTESOL (or equivalent) 	<ul style="list-style-type: none"> • Delta or Trinity Diploma • MA (TESOL or linguistics) • Qualification in teaching business English/ intercultural communication 	<p>Professional Profile</p>
<p>Experience</p>	<p>either 400+ contact hours' teaching/training experience post-CELTA</p> <p>or 200+ contact hours' corporate training experience</p>	<ul style="list-style-type: none"> • Content development for corporate training courses; • Corporate trainer training 	<p>Professional Profile / Interview</p>
<p>Skills and Knowledge</p>	<p>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.</p>		<p>Professional Profile / Interview / Observation</p>