

Job Description and Role Profile

Job Title	Training Consultant		
Directorate or Region	South Asia	Department/Country	India, English
Location of post	Flexible locations	Pay Band	Hourly paid Freelance
Reports to	Senior Project Manager, Training Consultant Network (for operations) Senior Academic Manager, Training Consultant Network and Resources (for academic)	Duration of job	Fixed term umbrella contract up to 31 March 2020 to be supported by separate agreements for each commissioned activity

Purpose of the job:

- To support the British Council team in the delivery of face-to-face teacher training, and the monitoring and evaluation of teacher education projects across India, as well as contributing to the development of related teacher education materials and resources.
- To contribute to agreed outcomes and targets through the development and/or delivery of online, face-to-face and blended English language learning and teaching methodology-focused courses and materials for teacher trainers, teachers and learners.
- To support project managers in programme delivery, monitoring, evaluation and related reporting, documentation and communications of English language and teacher development projects in locations across India.

Specific work activities are allocated according to business need and Training Consultant capability and experience.

The British Council Around the World

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.

The British Council In India

The British Council has been operating in India since 1948. Our vision is of a bilateral relationship strengthened by improved economic, social and cultural opportunities for the next generation of young people in India.

We work in arts, education and by sharing the English language and increasingly focus on transformative

programmes online (with the aim of reaching of tens of millions of people online in 2017 and more in future years) and through partnerships in States across the country.

The British Council has been appointed the lead organisation for a year of cultural exchange between Britain and India that launched in early 2017. The programme, which includes digital and live showcasing, collaboration, capacity building and research is implemented through influential partners and provides lasting value and benefit for both India and the UK.

We operate through offices in New Delhi, Chennai, Kolkata and Mumbai. In partnership with the Indian Council of Cultural Relations, we run five more centres in Ahmedabad, Bangalore, Chandigarh, Hyderabad, and Pune. India also hosts the British Council Management Services office in Noida, Uttar Pradesh, which provides finance and IT services for the global network.

Our teacher education projects are designed to support local initiatives in teacher development and management, [Continuing Professional Development](#) (CPD), curriculum and textbook reform, building local research capacity and teacher communities. We provide access to free digital resources (including **Schools Online** and the [TeachingEnglish website](#)), audio-visual resources (including our radio programme series [TeachingEnglish Radio India](#)) and we integrate innovative technologies to enhance learning wherever possible.

Accountabilities, responsibilities and main duties:

In this role, you will contribute to wider British Council objectives relating to teacher education, which will include contributing to specific projects in line with project outcomes and targets and as agreed with the Senior Project Managers (SPMs) and/or Senior Academic Manager (SAMs). This could include, for example, materials writing, conducting language assessments, classroom observations, participating in project planning meetings and collecting data for needs analysis or baseline and evaluation studies.

Your main duties will be to:

- deliver teacher educator and teacher training programmes with a range of partners including state government departments of education and NGOs
- monitor teacher, trainer and learner performance in controlled training situations as well as field observations
- conduct needs analyses, including the collection of quantitative and qualitative data on a variety of teaching and learning contexts
- conduct teacher educator and Master Trainer selection interviews and support the selection process
- contribute to the development of training materials, including online/mobile, audio-visual and print materials, to meet trainee needs and project objectives
- identify and support teacher educators in the development of audio-visual and print material
- design materials and delivery of orientation training for DEOs/DPOs, Head Teachers, and State core teams/resource groups
- integrate continuing professional development (CPD) resources into materials and training, as well as provide a model in this regard to teachers
- attend planning meetings, orientation workshops, events and training with British Council project teams as required
- collect and collate monitoring and evaluation data and write drafts of interim project reports
- ensure that administrative records are up to date, including academic records for teacher educators

You will meet these standards:

- delivery must meet the methodological and language skills needs of the target groups as identified through the training needs analysis conducted by the British Council
- delivery must meet minimum British Council standards as defined by the standards and behaviours on this role profile and the Freelance Training Consultant Quality Assurance Framework (available to

successful candidates)

- monitoring and evaluation procedures are followed as per project requirements and Senior Project Manager (SPM) and/or Senior Academic Manager (SAM) guidelines and documentation is completed and submitted on time
- face to face training up to 42 hours a week as defined by individual project requirements
- all course documentation (attendance registers, participant profiles, trainer reports etc.) is completed and submitted according to agreed standards and timelines
- content and delivery meets the methodological and language skills needs of the target groups as identified by the SPM and/or SAM
- client/participant and/or partner satisfaction levels are positive, measured by feedback from feedback data and focus groups etc.
- data protection and copyright laws are complied with and when necessary copyright permission is obtained and kept on record
- all teaching and training materials, course and documents must be relevant to the needs of target audiences and in line with agreed standards as defined by the SPM or SAM
- all materials, courses and documents are developed to agreed format and layout which meet British Council standards and are supported by clear learner, teacher and trainer notes. Materials templates are developed and content standards as defined by the SPM or SAM all travel arrangements and travel and expense claims are made in line with British Council policy
- British Council standards are upheld for child protection, Equality, Diversity and Inclusion (EDI) and health and safety

Key relationships:

Internal

- Senior Project Manager, Training Consultant Network
- Senior Academic Manager, Training Consultant Network and Resources
- Senior Project Managers and Project Managers (Kolkata, Delhi, Chennai, Mumbai)
- Senior Academic Managers and Academic Managers
- Assistant Director, Academic, English Partnerships, India
- Assistant Director, Operations, English Partnerships, India

External

- Education administrators and officials, typically, State Project Officers of SSA and RMSA, District Project Officers (DPOs) and District Education Officers (DEOs), other junior officials in Education Departments
- Lecturers and academics from universities and other educational institutions
- Representatives of Teacher Associations
- Teacher Educators, Master Trainers and teachers from various projects

Other important features or requirements of the job

Some weekend working, working unsocial hours, work at home and frequent travel within India will be required.

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

Post holder will need a valid work permit to work in India

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

Reference and background verification checks as per British Council India HR Policy

Person specification

	Essential	Desirable	Assessment stage
Behaviours	<p>Being accountable (Essential): <i>Delivering my best work in order to meet my commitments</i></p> <p>Connecting with others (More Demanding): <i>Actively appreciating the needs and concerns of myself and others</i></p> <p>Making it happen (Essential): <i>Delivering clear results for the British Council</i></p>		Interview only
	<p>Creating shared purpose (Essential): <i>Communicating an engaging picture of how we can work together</i></p> <p>Shaping the future (Essential): <i>Looking for ways in which we can do things better</i></p> <p>Working together (Essential): <i>Establishing a genuinely common goal with others</i></p>		These behaviours will be needed to successfully carry out the role, but will not be assessed for recruitment purposes
Key competencies	<p>Training (Level 2)</p> <p>Subject knowledge: including knowledge of language teaching methodology and research skills</p> <p>Training room management: including ensuring that sessions are trainee not trainer-centred and that trainee involvement is maximized</p> <p>Course and session planning: including understanding trainee needs and critically evaluating teaching and learning materials considering context</p> <p>Coaching and mentoring: including providing practical and academic support to trainees as necessary</p> <p>Learning technologies: using a range of learning technologies in training; using information systems such as Word, PowerPoint and Excel.</p>		Short listing and Interview
Experience	<p>Minimum one year post-certificate/qualification training and/or teaching (young learners/teens/adults). Teacher training and development experience (pre-service and/or in-</p>	Knowledge of public education sector.	Short listing and Interview

	service).		
Qualifications	<ul style="list-style-type: none"> • Postgraduate/university degree (any subject) • Cambridge CELTA/Trinity certificate and/or PGCE in related subject i.e. TESOL • Proficient user in English across all four skills equivalent to user (CEFR C1) or IELTS Band 8 in each of the four sections 	DELTA (or equivalent)	Short listing and interview

Submitted by	Amy Lightfoot	Date	3 July 2017
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