

Job Description
Ref no: SNG-T-1016

Job Title	Preschool Homeroom English Teacher		
Directorate or Region	East Asia	Department/Country	Singapore
Location of post	Singapore	Pay Band	Local payband H
Reports to	Preschool Principal	Duration of job	Indefinite
Purpose of job			
<ul style="list-style-type: none"> ▪ To deliver quality preschool teaching and support effective learning ▪ To provide engaging learning experiences beyond the classroom ▪ To support the wider aims of British Council and its cultural relations mission 			
Context and environment			
<p>We are recruiting an English teacher to join our preschool based in Tampines starting 30 December 2014. This is a part-time position. Your work week will be from Monday to Friday and working hours will be from 8:30 AM to 1:30 PM.</p> <p>The preschool will provide full-time bilingual (English & Mandarin) education for children from 2 to 6 years of age, preparing them for primary school and beyond. Our goal is to be a model school pioneering best practice in preschool education, thereby enhancing the UK's leadership and shared learning through international education.</p> <p>British Council Singapore has four centres (Napier Road, Tampines, Marsiling and Toa Payoh)</p> <p>The Napier Road Centre occupies its own custom built building next to the British High Commission, just outside the main tourist belt in a salubrious residential area. Here we run adult general and business English courses (full and part time), and courses for secondary, primary and preschool school children. The Teacher Development Centre is also based here.</p> <p>The Tampines Centre is located in the east of the island in the first Carbon-neutral building in Singapore. It has 9 classrooms and offers courses for preschool, primary and secondary school children. It also houses the first Full-time Pre-school in the region. It is a busy centre located in the bustling eastern suburb of Tampines.</p> <p>The Marsiling Centre, an 8 - classroom centre, opened in June 2003, accommodates courses for preschool, primary and secondary school children. Located in the heartlands of Singapore, the centre has a strong community atmosphere. The centre is on the 3rd and 4th floor of a community centre in Marsiling, located in the north of the island.</p> <p>The Toa Payoh Centre is a 15-classroom centre that opened in August 2009. The centre accommodates courses for preschool, primary and secondary school children, adult General and Business English courses. The Professional Development Centre (PDC), which runs business communications skills and management training courses, is also based here. The centre is on the 9th floor of the HDB Hub, an office and shopping complex, located in the centre of the island. The Toa Payoh area is high density and serviced by excellent transport links, with a bus interchange and MRT station within the complex itself.</p> <p>Please refer to our web site at www.britishcouncil.org.sg/english for a full range of courses and information about the centres.</p>			

Accountabilities	
<ul style="list-style-type: none"> • delivering preschool teaching to the highest standards • enhancing British Council's reputation as a world authority in teaching • continuing professional development and sharing of best practices 	
Responsibilities	
<ul style="list-style-type: none"> • Ensuring teaching meets learner needs and expectations • Ensuring teaching meets organisational expectations • Maintaining good relationships with customers and colleagues • Supporting the teaching centre's activities and British Council plans 	
Main duties	
1.	Provide overall and primary care to children assigned, ensuring general well-being of the children
2.	Plan, prepare and deliver high quality preschool teaching that meets the needs of different customer groups taking into account individual learning styles
3.	Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy
4.	Contribute to the development, evaluation, and improvement of preschool courses, materials and related services, in order to meet students' needs by actively working as a member of the teaching team
5.	Complete teaching related administrative tasks to specified standards
6.	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 teaching practices
7.	Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of contemporary UK
8.	Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service
9.	<p>Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:</p> <ul style="list-style-type: none"> • Child protection • Equal Opportunity and Diversity • Health and safety

Key relationships:	
<u>Internal</u> <ul style="list-style-type: none"> • Other teachers • Management team • Customer services and resources staff <u>External</u> <ul style="list-style-type: none"> • Learners • Parents • Partner educational organisations 	
Other important features or requirements of the job	
N/A	
Please specify any passport/visa and/or nationality requirement.	Applicants must be granted the right to work in Singapore which is subjected to Ministry of Education/Ministry of Manpower approval.
Please indicate if any security or legal checks are required for this role.	<p>UK nationals need to apply for a UK DBS check. Nationals of other countries need to provide an enhanced disclosure from that country. In addition all new teachers must acquire a police check from their current country of residence. All the above need to be applied for prior post.</p> <p>All new teachers must also sign a standard declaration issued by ECDA.</p>

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<ul style="list-style-type: none"> ▪ Making it happen (essential) ▪ Working together (essential) <p>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.</p> <ul style="list-style-type: none"> ▪ Being accountable (essential) ▪ Shaping the future (essential) ▪ Connecting with others (essential) ▪ Creating shared purpose (essential) <p>For information on the British Council Behaviours please refer to our website at www.britishcouncil.org.sg/en/about-us/jobs</p>		Interview only
Skills and Knowledge (Level 1: Essential)	Teaching Skills – level 1 <ul style="list-style-type: none"> ▪ Classroom management (1) ▪ Course and lesson planning (1) ▪ Subject knowledge (1) ▪ Understanding your learners (1) ▪ Learning technologies (1) 		Interview only
	Working with children <ul style="list-style-type: none"> • Ability to work in a way that promotes the safety and well-being of children • Effective communication and engagement with children and their families • Knowledge and understanding of child development and its impact on learning and behaviour 		Interview only
Experience	2 years post-diploma teaching experience in a kindergarten or childcare setting with: <ul style="list-style-type: none"> ▪ Young Learners aged 2 to 6 		Short listing and interview

Qualifications	<ul style="list-style-type: none"> ▪ Diploma in Pre-School Teaching (DPE-T) or a Diploma in Early Childhood Care and Education (DECCE-T); or a Letter of Notification (LON) issued by MSF or MOE ▪ 5 'O' level credits including a credit in EL. Candidates with a C5 or C6 in EL will require either a B4 or a 6.5 in IELTS. 	<ul style="list-style-type: none"> ▪ Bachelor's degree in Early Childhood Education 	Short listing only
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Submitted by	Vivien Kwok	Date	31 October 2014
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