

Job Description

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|-----------------------|--|--------------------|---------------------------|
| Job Title | Teacher of English (20 guaranteed hours) | | |
| Directorate or Region | East Asia | Department/Country | Singapore |
| Location of post | Singapore | Pay Band | 20GH teacher salary scale |
| Reports to | Senior Teacher | Duration of job | 2 years |

Purpose of job (global standard)

- To promote and ensure quality teaching and effective learning of English
- To support the wider aims of British Council and its cultural relations mission

Context and environment

British Council Singapore has four centres (Napier Road, Tampines, Marsiling and Toa Payoh)
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 and primary school children. The Teacher Development Centre is also based here.

The newly-opened Tampines centre, in the east of the island, has 9 classrooms and offers courses for kindergarten, primary and secondary children. It is a busy centre located in the bustling eastern suburb of Tampines.

The Marsiling Centre, a 7-classroom centre, opened in June 2003. In the past 3 years it has grown by almost 300% and accommodates courses for both secondary and primary school children. Located in the heartlands of Singapore, the centre has a strong community atmosphere. The centre is on the 4th and 5th floor of a community centre in Marsiling, located in the north of the island.

The Toa Payoh Centre is a 15-classroom centre that opened in August 2009. The centre accommodates courses for both secondary and primary 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.

Please refer to our web site at www.britishcouncil.org.sg/english for a full range of courses and information about the centres.

Accountabilities

Support British Council's global English strategy by

- delivering teaching to the highest standards of ELT
- enhancing British Council's reputation as a world authority in ELT
- 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 Teaching Quality standards and organisational expectations Maintaining good relationships with customers and colleagues Supporting the teaching centre's activities and British Council plans | |
| Main duties | |
| 1 | Plan, prepare and deliver high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles |
| 2 | Monitor progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy |
| 3 | Contribute to the development, evaluation, and improvement of English language courses, materials and related services, in order to meet students' needs by actively working as a member of the teaching team |
| 4 | Complete teaching related administrative tasks to specified standards |
| 5 | 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 ELT practices |
| 6 | Contribute to the development of lasting, mutually beneficial relationships by enhancing students' understanding of contemporary UK |
| 7 | Support local marketing and promotional strategy, and assist the teaching centre team in delivering excellent customer service |
| 8 | <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: | |
|---|--|
| <p><u>Internal</u></p> <ul style="list-style-type: none"> • Other teachers • Teaching centre management team • Customer services and resources staff <p><u>External</u></p> <ul style="list-style-type: none"> • Learners • Parents • Partner schools | |
| Other important features or requirements of the job | |
| <p>Although teachers tend to have a “base” in one centre, you should expect to work across all 4 centres when required.</p> <p>All centres have full schedules on Saturdays and Sundays and teachers are expected to work at least one of those days.</p> <p>The British Council is committed to a policy of equal opportunity and is keen to reflect the diversity of UK society at every level within the organisation. We welcome applications from all sections of the community.</p> <p>The British Council is committed to a policy of equal opportunity, and to safeguarding and promoting the welfare of children and young people. We expect all of our partners to share this commitment. British Council appointments are contingent on thorough checks. In the UK, and in other countries where appropriate systems exist, these include criminal records checks.</p> | |
| Please specify any passport/visa and/or nationality requirement. | None. |
| 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>Relevant ministry approval i.e. .Ministry of Manpower and Ministry of Education. Please note that a university degree is essential to obtain ministry approval.</p> |

Person Specification

| | Essential | Desirable | Assessment stage |
|-----------------------------|--|---|-----------------------------|
| Behaviours | <ul style="list-style-type: none"> ▪ Making it happen (essential) ▪ Working together (essential) <p><i>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.</i></p> <ul style="list-style-type: none"> ▪ Being accountable (essential) ▪ Shaping the future (essential) ▪ Connecting with others (essential) ▪ Creating shared purpose (essential) | | Interview only |
| Skills and Knowledge | Teaching Skills (all at level 1 = essential) <ul style="list-style-type: none"> ▪ Classroom management ▪ Course and lesson planning ▪ Subject knowledge ▪ Understanding your learners ▪ Learning technologies | | 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-certificate i.e. CELTA/Trinity cert TESOL experience in teaching: <ul style="list-style-type: none"> ▪ Young learners aged 8 to 10 and/or 11 to 13 and/or 14 to 17 (1200+ hours) ▪ Adults General English (400+ hours) | Experience in teaching very young learners 5 – 7 years old and/or < 4years (200+ hours) | Short listing and interview |
| Qualifications | <ul style="list-style-type: none"> • Cambridge CELTA/Trinity cert TESOL and/or PGCE (QTS)/B.Ed in Primary or relevant Secondary subject • 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 • University/undergraduate degree | Recognised diploma in EFL i.e. DELTA YL Extension or equivalent | Short listing only |

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| Submitted by | Steve Miller | Date | 27 January 2014 |
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Section A

Information about the vacancy

| | | | |
|----------------------------|----------------------------|-----------------|-----------------------------|
| Recruitment Responsibility | East Asia Recruitment Team | Date | |
| Location | Singapore | DAC code | SNG-T-978 |
| Job Title | Teacher of English | Job Type | 20 Guaranteed Hours Teacher |
| Start Date | Rolling exercise | Closing Date | N/A |
| Advertise job | Internal/External | Number of posts | 1 |

Job Specific skills, knowledge, qualifications & experience

We are recruiting a highly motivated and qualified EFL teacher to join our professional team in Singapore. To be considered, you will need to have an undergraduate degree (any discipline), have at least 2 years post-certificate (i.e. Cambridge CELTA/Trinity cert TESOL/PGCE) experience gained through teaching a variety of levels and age groups.

Enquiries about the post can be sent to the [East Asia Teacher Recruitment team](#).

Note that this is a rolling vacancy for posts in Singapore therefore you are not applying for a specific start date. Should there be a live vacancy, we will be in touch with you to confirm your availability. Your application will be held for up to 6 months.

For new candidates applying for this rolling exercise and also other positions within East Asia, please remember to list your order of post preference on the supporting statement should you like to apply to more than one centre and your earliest possible start date.

Internal candidates only: please remember to include the full version of your most recent end-of-year-record of performance and confirm when the system prompts you to that you have discussed the application with **both** your line and centre manager.

British Council is committed to a policy of equal opportunity. British Council is committed to safeguarding and promoting the welfare of children and young people and expects all of its partners to share this commitment. In line with the British Council's Child Protection policy, any appointment is contingent on thorough checks. In the UK, and in other countries where appropriate systems exist, these include criminal records checks.

Local restrictions on employment (if any)

All staff have to be registered with the Ministry of Education. To do this the British Council needs the educational certificates and degree transcripts of the teacher/trainer concerned. The British Council then writes to the universities or colleges for confirmation as required by local Singapore regulations. A undergraduate degree (Bachelor's) is essential. An employment pass is issued by Immigration once the Ministry of Education has registered the staff member. The whole process takes about 6-8 weeks but the staff member concerned will be issued with a temporary visa until the process is complete. Staff members normally enter Singapore on a 3-month Visitor's Pass which they will receive on arrival.

Section B**Information about the Teaching Centre. A brief overview.**

British Council Singapore has four centres (Napier Road, Tampines, Marsiling and Toa Payoh)

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 and primary school children. The Teacher Development Centre is also based here.

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Section C

Information about the terms and conditions of service (TACOS).

Whilst the information below was accurate at time of writing, specific details and entitlements are subject to change.

Job Overview

You will join a team of over 100 trainers and teachers delivering English language, teacher training and professional development courses to Singaporeans and students of other nationalities. Your principal duties are to facilitate the effective learning of English both inside and outside the classroom, in order to enable students and customers to communicate more effectively in the language and to increase their understanding of contemporary UK.

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| Contract Length | 24 months | Renewable Period | 24 |
| Contract Type | 20 Guaranteed Hours | No. of Staff Managed | TBC |
| Contract Hours | 31 | Contact Hours | 20 |

Annual Salary

Salary on a scale ranging from approximately S\$4,466 per month to S\$5,020 per month (4 points) This applies to non-permanent residents and non-Singaporean citizens. Starting point on scale is according to qualifications and experience. A pension contribution has already been factored into salary.

S\$2.12 = 1 pound @ July 2014

Income Tax & National Insurance

Income tax is between 5-10% depending on total actual income. It is paid one year in arrears and staff are responsible for submitting the necessary tax forms and arranging payment. Payment is usually demanded as one lump sum but instalments can be arranged as long as you do this before you receive your assessment.

Applicants who have been resident and working in the UK immediately prior to going abroad for employment, are liable for UK National Insurance Class 1 contributions for one year, and the British Council will pay the employer's contributions.

Fares & Travel

Flight to post for teacher.

Baggage Allowance

No relocation benefits are attached to this post.

Annual Leave Allowance

Teachers take leave during the non-teaching weeks in the year provided that they have fulfilled their contractual duties in terms of teaching, meetings, training and any duties required. The actual time of taking leave is at the discretion of Director ELS, but you will normally be expected to take your leave during term breaks.

Medical Allowance

Contract staff are covered by a British Council-organised medical plan.

Settling-In Allowance

Up to 2 weeks' hotel accommodation.

On first appointment, teacher is entitled to an advance of up to three months' salary recoverable in twelve equal monthly instalments.

Accommodation Allowance

N/A

Any Other Allowances

N/A

Additional Information

Enquiries about the post can be sent to the [East Asia Recruitment team](#).

Information on the Centre's current courses can be found at www.britishcouncil.org.sg

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Section E**Information about the place****Country Overview**

Singapore is an island republic at the southern end of the Malayan Peninsula. This city-state has a population of approximately 4 million. It is a clean, well-organised state ambitious to become a modern showcase city.

There are few natural resources and the Government's policy is to build a strong economy based on the technical skills of its population. Education plays an important role in this and English is seen as the key to knowledge and the international market.

The role of English is further enhanced by the fact that the population is made up of a mix of Chinese (of various dialect backgrounds), Malays, Indians, and a small percentage of "others". There are four official languages - Mandarin Chinese, Malay, Tamil and English.

English is used heavily as the lingua franca. All but a small percentage of education is conducted in English, a good pass in the Cambridge University set O-level English examination being important if a student wishes to go on to higher education. English is also heavily used in business although there are sectors where Chinese is the most important language.

Singapore can offer a very comfortable lifestyle because of its relatively clean environment and stable society. Crime rates are low and the political climate is stable.

City Overview

Singapore is both the country and the city. See above.

Climate

Singapore is very near the equator. The weather is therefore hot and humid throughout the year. In between bursts of sunshine, frequent rainstorms and cloudy skies keep the average temperature down to 24-32C. In December, which is usually very wet, the temperature can fall to around 25/6 degrees C.

Accommodation

Most teaching staff live in private apartments/condominiums which typically range from \$2,500 to \$3,200 and above- depending on the location, condition and age of the apartment.

The alternative are government flats (HDBs), which cost much less (on average \$1,700 to \$2,300). Fewer of our teaching staff take this option and facilities are different compared to private condominiums which often offer a swimming pool, gym etc.

General living costs & conditions

Generally, the cost of living in Singapore is not unlike Britain in many respects. Everything is available, although imported goods are of course more expensive. International supermarket prices tend to be on a par with the UK, whereas prices at local markets can be much lower. Eating out can be very cheap in local food centres (\$4 for a good curry) and equivalent to UK in restaurants. Alcohol is freely available, but expensive. Books are in good supply, and the mark-up on UK prices is not too high. Cinemas are popular, with tickets at around \$8.50. Income tax is between 10-15% depending on your total actual income. It is paid one year in arrears and staff are responsible for submitting the necessary tax forms and arranging payment. Payment is usually demanded as one lump sum but installments can be arranged as long as you do this before you receive your assessment. Although certain aspects of life here are quite expensive, it is also possible to live well but economically, and most contract staff comment that they are able to save money.

Transport & Communication

Public transport is plentiful, efficient, comfortable, and reasonably priced. This is just as well as Singapore is the most expensive country in the world to buy and own a car. As a rule of thumb, assume 3 times the price you would pay in the UK. However, a number of staff have motorcycles, which are more affordable.

General Health, Medical & Dental Care

Singapore has first-rate medical facilities and services. 20 Guaranteed Hour teaching staff are covered on the British Council's Medical Insurance Scheme. Dental care is not covered under the BC medical insurance scheme. Generally, Singapore is a very healthy, clean and unpolluted place to live. There are strict regulations about health and safety in all spheres. Tap water is drinkable and the island is regularly "fogged" for mosquito control.

Singapore has a low crime rate and is considered a very safe place to live.

Job Opportunities for Partners

Singapore can be attractive to working couples, either both as network contracts, or one as network contract and the other on an hourly paid basis (around \$60-70 per hour gross). Many of our teachers work long-term on this basis. There are several other schools which may offer work. There are limited opportunities for work for foreigners in other sectors.

Schooling & Childcare

Local state schools are inexpensive but are probably not suitable for the children of short-stay foreign parents. International schools are expensive. Some teachers have children below school age, but parents should take into account the costs of child care if both parents are working. A live-in maid/nanny will cost between S\$400 and \$500 a month + levy of \$345 a month plus air fares after 2 years and medical insurance.

Any Other Information (Shopping facilities, entertainment, leisure.)

Singapore is a shopping and eating paradise. Shopping is a national pastime and it takes place in a range of locations from luxurious shopping malls selling the top world brands to wet markets. All palates are catered for by a huge variety of restaurants serving dishes from around Asia and the world.

There is a lot of very good organised entertainment in the form of cinemas, leisure parks and leisure centres. There are several good walks available around reservoirs and through nature reserves. There is an excellent botanical garden and several well-kept parks. Most sports are available at reasonable prices - tennis, squash, golf, swimming, soccer, rugby and cricket being some of the most popular.

Nightlife is very colourful, and there are hundreds of bars and discos in the Boat Quay and Clarke Quay areas made famous by the rogue trader, Nick Leeson, as well in Chinatown and Little India.

The Arts are flourishing as Singapore establishes itself as a regional cultural hub.

The beaches of Singapore are mediocre but coral islands off the East coast of Malaysia can be reached within 4 hours and offer cheap accommodation.

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