

Job Description
Ref no: SNG-T-1040

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|-----------------------|---|--------------------|--------------------------------|
| Job Title | Professional Development Centre Training Consultant | | |
| Directorate or Region | East Asia | Department/Country | Singapore |
| Location of post | Singapore | Pay Band | Full time teacher salary scale |
| Reports to | Assistant Director PDC | Duration of job | 2 years (renewable) |

Purpose of job

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

Context and environment

The Professional Development Centre has been operating for 30 years. We train more than 6,000 employees a year in the public and private sectors, in Singapore and the region. We have a suite of 50 courses, which range from business communication (writing, speaking, presenting) to leadership, team working, creativity and customer service. We deliver three types of courses:

1. Public 1, 2 or 3 day workshops at our training centre for mixed groups of employees
2. In-company, customised workshops for closed employee groups, usually off-site
3. Training for Singapore International Airlines cabin crew and managers – extensive programmes delivered at the SIA Training Centre

The team is made up of 6 Customer Service staff members, 12 full time trainers (including two coordinators), several hourly paid trainers, three Assistant Directors (responsible for contracts and operations), a Business Development Executive and Director PDC.

The PDC shares premises with a teaching centre (mainly young learners) and teacher training (mainly CELTA courses).

Trainers can spend up to 50% of their time on project work and customising and creating training materials, tailored to the needs of business professionals. This can mean adapting current materials or writing new courses from the ground up.

Accountabilities

Support British Council's global English strategy by

- delivering professional training 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 training meets learner needs and expectations Ensuring training meets Teaching Quality standards and organisational expectations Maintaining good relationships with customers and colleagues Supporting the centre's activities and British Council plans | |
| Main duties | |
| 1 | Plan, prepare and deliver high quality professional training that meets the needs of different customer groups taking into account individual learning styles |
| 2 | Monitor progress and provide regular feedback to help manage learners' performance throughout the course, and actively promote learner autonomy |
| 3 | Contribute to the development, evaluation, and improvement of training courses, materials and related services, in order to meet learners' needs by actively working as a member of the training team |
| 4 | Complete training related administrative tasks to specified standards |
| 5 | Actively engage in professional development and performance management to ensure quality and high standards in training 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 learners' understanding of contemporary UK |
| 7 | Support local marketing and promotional strategy, and assist the training 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>The most important relationships are with customers (company employees), the PDC team and the wider Toa Payoh team.</p> | |

| Other important features or requirements of the job | |
|---|---|
| Trainers are required to work off-site. International travel may also be required occasionally. Training may take place in the evening and at weekends, although currently the majority of courses run between 9am to 5pm Monday to Friday. | |
| 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. (NB an undergraduate/university degree is essential to obtain ministry approval) |
| Please indicate if any security or legal checks are required for this role. | UK nationals need to apply for a UK Disclosure and Barring Service (DBS) check. Nationals of other countries need to provide an enhanced disclosure from that country. In addition all new teachers should acquire a police check from their current country of residence. All the above need to be applied for prior post. |

Person Specification

| | Essential requirements | Desirable requirements | Assessment stage |
|-----------------------------|---|-----------------------------|-----------------------------|
| Behaviours | <ul style="list-style-type: none"> ▪ Making it happen (essential) ▪ Working together (essential) ▪ Connecting with others (more demanding) <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) ▪ Creating shared purpose (essential) | | Interview only |
| Skills and Knowledge | Teaching Skills (all at level 2 = more demanding) <ul style="list-style-type: none"> ▪ Classroom management ▪ Course and lesson planning ▪ Subject knowledge ▪ Understanding your learners ▪ Learning technologies | Subject Knowledge (level 3) | 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 | 4 years relevant work experience post-qualification with a proven track record of professional training in a wide range of situations in public and private sectors | | Short listing and interview |
| Qualifications | <ul style="list-style-type: none"> ▪ Relevant teaching i.e. Cambridge CELTA/Trinity cert TESOL and/or Training qualification ▪ 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 ▪ Undergraduate/university degree | Relevant Master's Degree | Short listing only |
| Submitted by | Eldon Pascoe | Date | 2 January 2015 |

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Section A

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|----------------------------|---|-----------------|------------------------|
| Recruitment Responsibility | East Asia Recruitment Team | Date | 2 January 2015 |
| Location | Singapore | DAC code | SNG-T-1040 |
| Job Title | Training Consultant, Professional Development Centre | Job Type | Full-time |
| Start Date | March 2015 (negotiable) | Closing Date | 18 January 2015 |
| Advertise job | Internal / external | Number of posts | Up to 3 |

Job Specific skills, knowledge, qualifications & experience

We are recruiting for motivated and qualified Training Consultants to join our team with the Professional Development Centre starting in March 2015 (start date is negotiable).

You need to have an undergraduate/university degree, a Cambridge CELTA /Trinity CertTESOL and/or relevant recognised training qualification and also have more than 4 years of relevant post qualification work experience.

This post is contracted for 2 years.

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Trainers can spend up to 50% of their time on project work and customising and creating training materials, tailored to the needs of business professionals. This can mean adapting current materials or writing new courses from the ground up.

Interested applicants should go to our e-recruitment [jobs portal](#) and apply online by **18 January 2015**.

Enquiries about the post can be sent to the [Regional Teacher Recruitment team](#) based in Singapore.

Internal candidates only: please remember to include the full version of your most recent end-of-year-record of performance (2013/14) and confirm when the system prompts you to that you have discussed the application with **both** your line and centre manager.

Please note that interviews will be between 26 and 30 January 2015.

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 members 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. An 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 to 8 weeks but the staff member concerned will be issued with a temporary visa until the process is complete. Staff members usually 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 five centres (Napier Road, Tampines, Marsiling, Katong 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 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. It also includes out full time Pre-School.

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 new Katong centre opened in January 2015 and is a partnership with Aardman Entertainment. The centre aimed at very young learners uses the Timmy Time curriculum and approach to learning through art and craft, dram and activity based learning. There are four classrooms.

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 (full and part time). 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.sg for a full range of courses and information about the centres.

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

As part of the PDC team, you will develop and deliver high quality professional skills courses and events. You will train up to 800 hours per year, develop new courses and revise existing course materials, and occasionally conduct presentations and talks to stakeholders. International travel may occasionally be required.

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| Contract Length | 24 months | Renewable Period | 24 |
| Contract Type | Full-time | No. of Staff Managed | TBC |
| Contract Hours | 37.5 | Contact Hours | 800 per year |

Annual Salary

Salary is on a 10-point scale ranges from S\$5,359 per month to S\$7,360 per month. This applies to non-permanent residents and non-Singaporean citizens. The starting point on the scale is according to qualifications and experience. A pension contribution has already been factored into salary.

S\$2.05 = £1.00 @December 2014

Income Tax & National Insurance

Income tax

Income tax is between 10-15% depending on total actual income. It is paid one year in arrears and staff members 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.

National insurance

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

Economy class flight for member of staff, accompanying partner and children from previous post or London paid by British Council Singapore. Economy class returns to London for the member of staff, accompanying partner and children every 2 years.

Baggage Allowance

Accountable allowance of £1,200 for single staff; £2,000 for staff with accompanying partner and/or children per transfer paid by British Council Singapore.

Annual Leave Allowance

35 days leave allowance per year.

Medical Allowance

Contract staff and their non-working dependants are covered by the British Council BUPA medical plan. The plan covers medical and hospital treatment, repatriation costs and other items. Optical and dental treatment is NOT included in the policy. The full terms and conditions will be provided upon enrolment.

Settling-In Allowance

Up to 2 weeks' hotel accommodation and subsistence plus 2 weeks' settling in allowance (for single teachers) or 3 weeks' settling in allowance (for teachers accompanied by dependants).

On first appointment a network 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

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

**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 5.5 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°C to 32°C. In December, which is usually very wet, the temperature can fall to around 25°C.

Accommodation

There is private and public accommodation in Singapore. For information on rates and what is available, please visit: <http://www.propertyguru.com.sg/>

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 instalments 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 and travel.

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.

Network staff and their dependants are covered on the British Council's BUPA Medical Insurance Scheme.

Dental care is excellent but expensive. BC insurance covers emergency dental treatment in full and routine dental treatment up to 750 GBP per membership year (Note an excess amount which is not reimbursable applies).

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\$500 and S\$700 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 for special treats staff can enjoy Sunday brunches in the top hotels, serving lobster and freeflow champagne.

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, 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.