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|  | Role Profile |
| **Job Description**  |  |
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| Job Title | Freelance - Training Consultant |
| Directorate or Region | South Asia | Department/Country | EES (English for Education Systems), Pakistan |
| Location of post | Punjab, Sindh and KPK  | Pay Band | 800 – 2500 PKR per hour (dependent on activity) |
| Reports to | EES Team | Duration of job | 1-year, renewable upon mutual agreement of both British Council and post holder |
| **Purpose of job*:*** To support the EES team by delivering quality teacher/trainer professional development, developing materials and completing related administrative tasks. Tasks could be either face to face or online.**Context and environment:**

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| The British Council has large offices in Islamabad, Lahore and Karachi. Pakistan is of major importance in the wider South Asia region. We have a well-established network from our work in English, Education, Society, Arts and Exams. Building on previous and current engagement of stakeholders in language policy issues, we aim to be a partner of choice at national and regional levels for the Pakistan government’s teaching and learning developments, and for provincial-level reform initiatives. The British Council is committed to inclusive education, working to provide access to quality education for all learners. EES (English for Education Systems) is currently developing a new project to replace the Punjab Education and English Language Initiative (PEELI), a three-year project in partnership with the Quaid-E-Azam Academy for Educational Development (QAED), Punjab, which ran until 2020. The new project aims to develop the English language teaching of 100,000 + English subject teachers in primary stage in state sector schools. Teachers participate in both online and school based professional development components.EDGE (English and Digital for Girl’s Education) is a British Council global non formal education programme which aims to improve English language skills, digital literacy and social awareness in adolescent girls who have dropped out or risk dropping out of the education system. EES Pakistan have conducted successful pilots in South Punjab and in Sindh and hope to expand this project.The EES team is also working on expanding digital access to professional development across Pakistan and is working with the Federal government on projects that use radio to reach teachers and learners of English, reaching those without internet access.These are some examples of the kind of work that the training consultants would be asked to work on.  |

**Accountabilities, responsibilities and main duties:** To deliver and/or monitor trainer and teacher education courses, seminars and workshops. * Delivery must meet the methodological and language skill needs of the target groups, as identified through the training needs analysis conducted by the British Council.
* Delivery must meet British Council standards as defined by the standards, skills and behaviours in this role profile.
* Monitoring and evaluation procedures are followed as per project requirements and relevant documentation is completed and submitted on time.
* Training may be up to 36 hours a week as defined by individual project requirements.
* All course documentation (attendance registers, participant profiles, trainer reports, etc) is completed accurately, kept up-to-date and submitted according to agreed standards and timelines.
* To contribute to specific projects in line with project outcomes and targets and as agreed with British Council staff. This could include, for example, materials writing, conducting language assessments, participating in project planning meetings and conducting research.
* Client satisfaction levels are positive, measured by feedback from client customer satisfaction surveys and focus groups.
* 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 the target audiences and in line with British Council standards as defined by the agreement per activity and British Council staff.
* 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 (e.g. on number of pages of materials per unit, amount of detail in trainer’s notes, number of illustrations per page, and complexity of rubric, etc.) are followed according to British Council standards and are in line with project requirements as defined by agreements in place.
* All travel arrangements including travel and expense claims, where travel outside home town is necessary, are made in line with relevant British Council policies.
* Attendance of training, annual team meetings, administrative meetings / events and training programmes
* Complete mandatory child protection and safeguarding e-learning courses

**Key relationships:**  **Internal*** EES project management team
* External UK, international or local consultants
* Other Training Consultants

**External*** Training participants – educators, teacher educators and education managers
* Government officials and education officers from the education departments
* Administrative staff at training venues
* Partners from NGOs and other organisations
* Local researchers and academics

**Vacancy information:**Training Consultants receive an induction after they are recruited, to explain the role in more detail, along with guidance on our business processes and expected professional standards. We follow this up with orientation sessions before each training event and on-the-job mentoring and support. We offer a range of development opportunities for Training Consultants who want to improve professionally:* Developmental observations by Cambridge DELTA-qualified Senior Training Consultants
* Materials development projects
* Monitoring and evaluation work
* Financial support to complete internationally recognised programs such as the Professional Award
* Online trainer training
* Access to an up-to-date collection of research
* Guidance on use of high quality online CPD resources

As this post is an hourly-paid, freelance position, post holders can be employed elsewhere as long as they can be released from their work or re-schedule it to train for British Council when contracted. Opportunities for delivery of training events are advertised to Training Consultants as they arise with sufficient notice to plan around other commitments. Training events happen all over Punjab, Sindh and possibly other provinces, generally in rural, isolated locations, and Training Consultants may need to travel up to 2 hours to reach the training event at the beginning and end of the day (though this is more the exception than the rule). We pay for, and arrange, good quality, secure transport and accommodation if you are required to train outside your registered town of residence. We also pay allowances for breakfast (PKR 600) lunch (Rs. 1000) and dinner (PKR 2000), if these are not provided as part of the accommodation.We deliver courses in government venues, working with their staff and within their training programmes. Their venues are often very basically equipped and furnished, so Training Consultants need to manage with very few or no resources. They also need to be flexible about unexpected changes to schedules and visits from administrative staff when they are training. Finally, Training Consultants need to take the initiative and have a proactive, can-do approach to solving problems themselves when working in the field.  |
| Please specify any passport/visa and/or nationality requirement. | The post holder will need to be a Pakistani national or have a legal right to work in Pakistan  |
| Please indicate if any security or legal checks are required for this role. | References and backgrounds checks as per British Council Pakistan Human Resources Child Protection and Safeguarding policies. |

### Person Specification

\*Behaviours – applicants called for an interview will receive further information on the British Council behaviours

\* click on the following link to download the PDF of the CPD framework

<https://www.teachingenglish.org.uk/article/cpd-framework-teacher-educators>

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|  | **Essential**  | **Desirable**  | **Assessment stage** |
| **\*Behaviours**  | Working together (essential)Making it happen (essential**)**(Creating Shared Purpose, Connecting with Others, Shaping the Future and Being Accountable will not be assessed at interview and are for performance management purposes only) |  | Interview only |
| **Skills and Knowledge** | Engagement level of CPD (essential level):* \*CPD framework for Teacher Educators

English CEFR level B2/IELTS band 6.5 | Learning technologies (essential level) | Teaching skills - interview onlyEnglish – shortlisting and interview |
| **Experience** | 2 years’ recent, relevant full-time teaching experience:* primary and/or elementary school students
* English medium classes
* Maths, science, computer science or English
* all of the above within the last 5 years
 | Teacher training experience, specifically delivery of teacher training sessions | Short listing and interview |
| **Qualifications\*** | Bachelor’s DegreeTeacher training/education that can be verified by a certificate and/or a referee | Master’s Degree in Education Certified British Council teacher training e.g.TKT, CiPELT, CiSELT etc.Cambridge CELTA/Trinity College London Certificate TESOL | Short listing only |

\*Successful applicants will need to submit scanned copies of certificates during induction.

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| Submitted by | Fiona Robertson | Date | 26 April 2021 |