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| **BC** | Role Profile |

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| Job Title | Freelance Trainer  |
| Directorate or Region | South Asia  | Department/Country | Libraries and Information Services |
| Location of post | Ahmedabad | Pay Band | Hourly paid |
| Reports to | Head, British Council, Ahmedabad  | Duration of job | Fixed term umbrella contract up to one year to be supported by separate agreements for each commissioned activity. |
| 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. 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 and through partnerships in states across the country.**The Ahmedabad centre is one of the British Council’s nine offices in India and has been operating here since 1960.** British Council Ahmedabad provides a wide range of opportunities for continuous personal and professional development through Library Services, English language learning and other events.**For more information:** <https://www.britishcouncil.in/library/about/ahmedabad>***About the role***The Freelance Trainer will deliver face-to-face ELT-related workshops to participants including members of the Ahmedabad library, teachers and learners of all ages. In addition, the trainer will assist with the creation of content and the adaptation of existing content (where necessary) to suit the needs to the participants. In this role, individuals will:* support the British Council Ahmedabad team in the delivery of face-to-face tailored training modules which teach and practice aspects for the learning and teaching of English e.g. Listening, Reading, Speaking, Writing, grammar and vocabulary and English for Specific Purposes e.g. academic writing, business communication and examination preparation.
* draft content for new training modules under the supervision of more experienced trainers
* help inform future developments of modules and materials to offer to Ahmedabad clientele
* conduct IELTS preparation course (for which there are stringent guidelines)

**Note:** Specific work activities such as IELTS preparation courses are allocated on a call-down basis and according to business need and the freelancer’s capability and experience.***Standards to be met:**** 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 minimum British Council standards as defined by the standards and behaviours on this role profile.
* Face-to-face training up to 42 hours a week or as defined by British Council Ahmedabad.
* All course documentation (attendance registers, participant profiles, trainer reports etc.) is completed and submitted according to agreed standards and timelines.
* Content and delivery meet the methodological and language skills needs of the target groups as identified by the British Council team.
* Client satisfaction levels are positive, measured by feedback from client customer satisfaction 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 project lead.
* All materials, courses and documents are developed to agreed format and layout which meet British Council standards and are supported by clear participant and trainer notes.
* 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**** Head, British Council, Ahmedabad
* Senior Manager, British Council, Ahmedabad
* Manager, Business Delivery, British Council, Ahmedabad

***External**** Participants of workshops and courses
* Other trainers for collaboration, observations and knowledge sharing

***Other important features or requirements of the role*** Some weekend working, working unsocial hours, travel to other cities and work at home 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 check as per British Council India HR and Procurement Policies |

 **Person specification**

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|  | **Essential**  | **Desirable**  | **Assessment stage** |
| **Behaviours**  | **Being accountable (Essential):** *Delivering my best work in order to meet my commitments.***Connecting with others (More demanding):***Actively appreciating the needs and concerns of myself and others.***Making it happen (Essential):** *Delivering clear results for the British Council.*  |  | Interview only |
| **Creating shared purpose (Essential):** *Communicating an engaging picture of how we can work together.***Shaping the future (Essential):** *Looking for ways in which we can do**things better.***Working together (Essential):** *Establishing a genuinely common goal with others.* |  | These behaviours will be needed to successfully carry out the role, but will not be assessed for recruitment purposes |
| **Skills, knowledge and experience** | * Experience of teaching English across a range of levels (Pre-intermediate, Upper-intermediate and Advanced)
* Experience of working with a wide range of ages (young, adolescent and adult learners)
* Skills in delivering highly interactive workshops and learner-centred teaching and training
* Knowledge of British Council free online resources
 | Knowledge of content development and instructional design Trainer training and development experience (pre-service and/or in-service)Knowledge of the IELTS examination\*Over 1000 hours of teaching experience\* | Short listing and interview\*mandatory for delivering IELTS workshops  |
| **Qualifications** | * Postgraduate degree (any subject)
* Proficient user in English across all four skills equivalent to CEFR C1 or IELTS Band 7.5 in each of the four sections
* CELTA / Trinity certificate or equivalent
 | DELTA (or equivalent) | Short listing and interview |

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| **Submitted by** |  Gunjan Narula | **Date** | 18 October 2019  |