

## Job Description

Job Title	Hourly paid Training Consultant		
Directorate or Region	Sub- Saharan Africa	Department/Country	English and Exams, Uganda
Location of post	Flexible Locations	Pay Band	Hourly paid
Reports to	Project manager, Project coordinator	Duration of job	Fixed term contract for one year to be supported by separate agreements for each commissioned activity.

### ***Purpose of job:***

To support the British Council English team in the delivery of quality face to face teacher training, and the monitoring and evaluation of teacher education projects across Uganda and possibly in neighbouring countries.

To contribute to English outcomes and targets through the development and / or delivery of online, face to face and blended English language learning courses and materials for teachers, trainers and learners.

To support project managers in the delivery, monitoring, evaluation and related reporting, documentation and communications of English language development projects in locations across Uganda.

**Work is allocated according to business need and training consultant capability and experience.**

### ***Context and environment:***

***In Sub Saharan Africa, the British Council runs a variety of projects which focus on English for Education Systems. Through these projects we are seeking to improve learning outcomes for African school children by ensuring the role of English in multilingual African education systems is more effective - be it as a medium of instruction or simply a taught subject. We do this through impactful teacher training interventions.***

***Over the last few years in Uganda, we have been working with various partners to deliver teacher education programmes to Primary School teachers in rural Uganda. We are hoping to expand these programmes and to look at how we can work with other areas of the Uganda's education systems to assist in strengthening access to quality English language instruction in schools.***

***In addition, the British Council in Kampala delivers a range of exams which allow Ugandans opportunities to gain UK qualifications for professional and academic purposes.***

### ***Accountabilities, responsibilities and main duties:***

In this role, you will contribute to wider English objectives, which will include contributing to specific projects in line with project outcomes and targets and as agreed with the Project Managers and coordinators in Uganda. You may be requested to;

- deliver teacher educator and teacher training programmes with a range of partners including government departments of education and NGOs
- monitor teacher, trainer and learner performance in controlled training situations as well as field observations
- conduct needs analysis, including the collection of quantitative and qualitative data on a variety of teaching and learning contexts
- conduct teacher educator selection interviews and support the selection process
- contribute to the development of training materials, including audio-visual and print materials, to meet trainee needs and project objectives.
- attend planning meetings, orientation workshops, events and training with British Council project teams as required
- collect and collate monitoring and evaluation data and write drafts of interim project reports
- ensure that administrative records are up to date, including academic records for teacher educators

You will meet these standards:

- delivery must meet minimum British Council standards as defined by the standards and behaviours on this role profile.
- delivery must meet the methodological and language skills needs of the target groups as identified through the needs analysis.
- monitoring and evaluation procedures are followed as per project requirements and Project Manager (PM) guidelines and documentation is completed and submitted on time.
- face to face training of up to 36 hours a week as defined by individual project requirements.
- all course documentation (attendance registers, participant profiles, trainer reports etc) is completed and submitted according to agreed standards and timelines.
- content and delivery meets the methodological and language skills needs of the target groups as identified by the PM.
- 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 agreed standards as defined by the project manager
- 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 (eg on number of pages of materials per unit, amount of details 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 the project manager.
- all travel arrangements and travel and expense claims are made in line with British Council travel policy.

***Key relationships:***

***Internal***

- Project Manager, Kampala, Uganda
- Project coordinator, Kampala, Uganda
- Head of EES, Kampala, Uganda

### **External**

- Teachers and lecturers from a variety of educational institutions in Uganda
- Education Administrators and officials, typically, State Project Officers and other officials in Education Departments
- Lecturers and academics from Universities and other educational institutions
- Teachers Associations

### **Other important features or requirements of the job**

Some weekend working, working unsocial hours, work at home and frequent travel within Uganda will be required.

Please specify any passport/visa and/or nationality requirement.

Post holder will need valid work permit to work in Uganda

Please indicate if any security or legal checks are required for this role.

Reference checks as per British Council HR Policy

### **Person specification**

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<b>Being accountable (Essential):</b> <i>Delivering my best work in order to meet my commitments</i>		Interview only
	<b>Connecting with others (More Demanding):</b> <i>Actively appreciating the needs and concerns of myself and others</i>		
	<b>Making it happen (Essential):</b> <i>Delivering clear results for the British Council</i>		
	<b>Creating shared purpose (Essential):</b> <i>Communicating an engaging picture of how we can work together</i>		These behaviours will be needed to successfully carry out the role, but will not be assessed for recruitment purposes
	<b>Shaping the future (Essential):</b> <i>Looking for ways in which we can do things better</i>		
	<b>Working together (Essential):</b> <i>Establishing a genuinely common</i>		

	<i>goal with others</i>		
<b>Skills and Knowledge</b>	<b>Teacher Training (Level 2)</b> Subject knowledge Training room management Course and session planning Coaching and mentoring Learning technologies  <b>Computer skills</b> Using MS office Level 2 Using Internet Explorer level 2  <b>Common European Framework (CEF) C1 English</b>		Short listing and Interview
<b>Experience</b>	Minimum 5 years primary/secondary school teaching experience.  Minimum one year delivering teacher training/education.	Knowledge of public education sector.	Short listing and Interview
<b>Qualifications</b>	Minimum of grade 5 diploma specialising in English.	CELTA (or equivalent)  DELTA	Short listing and interview

<b>Submitted by</b>	Liana Hyde Head of English for Education Systems, East Africa North	<b>Date</b>	15 May 2015
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