

Job Description
Ref no: VIH-T-1254

Job Title	Teacher of English (Summer School)		
Directorate or Region	East Asia	Department/Country	Vietnam
Location of post	HCMC	Pay Band	Summer School salary
Reports to	Senior Teacher	Duration of job	2 months (with possible extension)

Purpose of job

- 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

The British Council was first established in Vietnam in 1993. We have 163 staff located in 2 cities (Hanoi and Ho Chi Minh City). We also have in place ambitious plans to extend our teaching reach through partnership centres in Hanoi and HCMC

Education has always had a central role in Vietnam culture and society and is one of five strategic priorities for UK-Vietnam bi-lateral relations. Education is seen as the avenue of advancement and families routinely sacrifice much to ensure their offspring get the required education. The government of Vietnam has for some time set the priority of education in terms of its budget. Currently, education occupies approx. 20% of all state budget expenditures and accounts for 5.5% of GDP (Source: Department of Finance & Planning, Ministry Of Education and Training - MOET, 2010).

There is a huge and growing demand for English language training in the labour market and socially. The national objectives are 70% of primary school student should learn English from third grade, and university, college students in some subjects should utilise English in their studies. IELTS (International English Testing System) and TOEFL are the two mandatory certifications for the assessment of a student's English level for studying abroad; there is a growing demand in preparation for these examinations.

British Council HCMC delivers premium priced quality English classes to around 3000 young learners, teenagers and adults per term with a 50/14/36% split across the student profile. We are perceived as a premium brand, with a reputation for high quality. Market research suggests relatively low brand awareness compared to key competitors in Ho Chi Minh City especially, though we believe we are known and highly regarded in educated circles.

We operate in a highly competitive environment, with several larger institutes that have similar products, charge almost half our fees, have branches in key areas of the cities, and invest more in marketing. Our reputation of tradition, quality and stability, with our official association serves us well, but some suggest we are not seen as ground breaking, modern or high tech.

Accountabilities	
Support British Council's global English strategy by <ul style="list-style-type: none"> • 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	Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas: <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 • Teaching centre administration team • Customer services staff • Other wider BC teams • Wider EFL community <p><u>External</u></p> <ul style="list-style-type: none"> • Learners • Parents • Partner schools 	
Other important features or requirements of the job	
<p>The Teaching Centre in HCMC operates across a seven day week and most teachers have a mix of adult and young learner classes and some teachers have more of a percentage of young learners. The centre is open from 8am to 10pm.</p> <p>Summer school teachers will be working a 5 day week teaching YL and or Adult classes at the main centre and/ or partner premises.</p>	
<p>Please specify any passport/visa and/or nationality requirement.</p>	<p>No passport restrictions</p> <p>Relevant VISA will need to be acquired in country of origin. This may take up to 5 months. You will be reimbursed for costs on arrival.</p>
<p>Please indicate if any security or legal checks are required for this role.</p>	<p>UK nationals need to apply for a UK DBS check (formerly known as CRB). 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.</p> <p>Please also note that the legal age limit for working in Vietnam is 60 and we cannot ensure people over the age of 60 will be able to get a work permit.</p>

Person Specification

	Essential requirements	Desirable requirements	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 – level 1 = essential <ul style="list-style-type: none"> ▪ Classroom management (1) ▪ Course and lesson planning (1) ▪ Subject knowledge (1) ▪ Understanding your learners (1) ▪ Learning technologies (1) 		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 		
Experience	2 years post-certificate i.e. Cambridge CELTA/Trinity CertTESOL experience Experience in teaching relevant age groups <ul style="list-style-type: none"> ▪ Young learners aged 8 to 10 (200+ hours) ▪ Young learners aged 11 to 13 (200+ hours) ▪ Young learners aged 14 to 17 (200+ hours) ▪ Adults general English (200+ hours) 	IELTS (200+ hours)	Short listing and interview
Qualifications	<ul style="list-style-type: none"> ▪ Cambridge CELTA/Trinity certTESOL ▪ High proficiency in English i.e. full mastery of English across all 4 skills equivalent to user (CEFR C2) IELTS Band 9 in each of 4 sections of the academic module ▪ University/undergraduate degree 	Recognised diploma in EFL i.e. Cambridge DELTA / Trinity DipTESOL Recognised Primary teaching qualification or CELTYL/TYLEC	Shortlisting only

Submitted by	Ronan Tolle	Date	5 January 2016
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Section A

Information about the vacancy

Recruitment Responsibility	East Asia Recruitment team	Date	5 Jan 2016
Location	Ho Chi Minh City	DAC code	VIH-T-1254
Job Title	Teacher of English (Summer School)	Job Type	Teacher
Start Date	30th May 2016	Closing Date	9 March 2016 (23:59UK time)
Advertise job	Internal /external	Number of posts	14

Advert Text including job Specific skills, knowledge, qualifications & experience

The British Council Ho Chi Minh City is looking for enthusiastic teachers to join our growing professional team on a short term 2 month contract for our summer school in our newly opened teaching centre branch.

You will have a university/undergraduate and a TEFL-Q qualification (i.e. Cambridge DELTA/Trinity DipTESOL) or be TEFL-I qualified (i.e. Cambridge CELTA/Trinity CertTESOL) You must also be a highly proficient user of English with extensive young learner experience. As a member of the teaching team, you will deliver high quality lessons on our Young Learner summer programme.

Interviews will likely be held a week or two after closing date.

Enquiries about the post can be directed for the attention of the [East Asia Teacher Recruitment team](#) based in Singapore

Internal candidates only: please include the full version of your most recent (2012/13) end-of-year-record of performance and copy in **both** your line and centre managers when submitting your application.

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. 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.

Local restrictions on employment (if any)

You will need a university/undergraduate degree and a recognised TEFL qualification (i.e. Cambridge CELTA/DELTA and/or Trinity CertTESOL/DipTESOL) and will need to produce original copies of the said certificates in order to obtain your work permit. This is in addition to the mandatory DBS (formally known as CRB) check and a police clearance from your current country of residence. You will also need to get a Visa in your country of origin. This may take up to 5 months. You will be reimbursed for the cost on arrival.

Section B: Information about the Teaching Centre: a brief overview.

The Teaching Centre has been teaching to the public since April 2002 but has a booming programme of Young Learners, Adult business/general English and IELTS preparation. There are also some skills classes such as Speaking and Pronunciation, Presentation Skills and E-mail writing skills. We also have occasional corporate training programmes.

Our young learner programme started properly in September 04 and has developed rapidly. It currently accounts for around 70% of all students and is continually growing.

Teaching can be extremely varied and challenging. Timetables can sometimes require a split shift on two days a week and usually Saturday and Sunday teaching. A few teachers work Tuesdays to Saturdays, some Saturdays to Wednesdays with the majority working Wednesdays to Sundays. In the summer term in June and July this changes to Monday to Friday or Tuesday to Saturday working weeks. Vietnamese students are enthusiastic, polite and well-disciplined. The Centre is well resourced. Summer school teachers will be working at the new branch teaching Monday and Friday on the Young Learner summer programme.

The centre has been expanded twice under two major premises refurbishment projects and currently has 10 classrooms. In February 2012, a new teaching centre opened in partner premises; an Elite High school around 15 minutes away from our current base so we are now delivering Young Learner and Young Adult courses in 7 classrooms. If the model is successful, further expansion is envisaged in other parts of the city.

The Teaching Centre team works very closely together, both in terms of physical space and decision-making. Currently there is an ATCM, 2 Senior Teachers, 19 full time teachers, 4 part time teachers and an active and professional Student Services team who contribute to the overall delivery of teaching activity in HCMC. The Teaching Centre also works closely with the Customer Services Team who have recently been identified as 'shining stars' for their involvement in a Regional 'Customer Excellence' project. There are currently about 1,300 students. The maximum class size for adults and senior young learners is 18 and for junior young learners 16.

We aim to offer our learners the best teaching in HCMC and our professional development programme aims to support this aim with teachers regularly receiving funding for the Distance DELTA and CELTYL courses.

Our Examinations Services has also developed rapidly with IELTS activity in HCMC representing 2/3 of the total volume of IELTS exams across the country. In addition to examining opportunities, we also work in partnership with local government Department of Education and Training on a number of Regional ELT projects such as Access English and Primary Innovation projects as well as providing local support to state school primary and secondary teachers through providing input into teacher training and trainer training programmes.

In addition to Teaching and Examination activity, HCMC is actively involved in the promotion of Education UK and is currently leading on the Regional Arts Project for Creative Cities.

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

This post involves teaching Young Learners aged 7 – 16. Young Learners are split into 2 different age groups – primary (7 -11), secondary (11 – 15).

You may also be required to teach High School age (14- 17) and/ or myClass (English for Adults)

Candidates should have experience of and enthusiasm for teaching Young Learners, and a relevant YL qualification would be an advantage. Experience with primary age would also be an advantage too.

Experience in course development is desirable. Excellent oral and written communication skills are a must, as is the ability to work in a team. Candidates should be computer literate with familiarity with core Microsoft Office applications (Word/Outlook).

The British Council is committed to the protection of all children and supports the principles of the UNCRC by taking all reasonable measures in our work to ensure a child safe environment.

Appointment to this position will be subject to a UK enhanced Criminal Records Bureau check and satisfactory clearance, and, where appropriate, equivalent systems overseas. This position is therefore exempt from the Rehabilitation of Offenders Act 1974 and as such all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

Contract Length	2 months	Renewable Period	1 month (tbc)
Contract Type	Summer School	No. of Staff Managed	0
Contract Hours	37.5	Contact Hours	24 (+2 cover, paid extra where applicable)

Salary

24 hour contracts are USD 4,432 for the period (June/ July) for DELTA qualified and USD 3,907 for the period for CELTA qualified. The pro-rata payment for the months of August, if staying on.

Flight allowances of up to 1, 200 USD and medical insurance for the period is also provided. The flight allowance will be reimbursed in arrival.

Income Tax & National Insurance

Income Tax

Vietnamese tax is payable on gross salary is from 20 – 23% (deducted at source)

Fares & Travel

Airfares allowances:

You will be given an accountable allowance of 1, 200 USD for return flights to HCMC.

Visa and medical insurance will be paid for by the British Council.

Please note that successful candidates based in Vietnam at the time of their appointment will be appointed on local contracts which do not include any airfares or medical insurance. Please email EAteacher.recruitment@britishcouncil.org.sg should you need further clarification.

Baggage Allowance

NA

Annual Leave Allowance

NA

Medical Allowance

Medical insurance will be provided. This is likely to be a local provider.

Settling-in Allowance

NA

Accommodation Allowance

N/A. However we will find a room in shared house nearby the British Council office. The rent is between 200 – 400 USD a month.

Any other allowances

NA

Induction:

A structured Induction programme. Meet and greet service on arrival.

Additional Information

Enquiries about the post and completed professional profiles (along with your most recent end of year record for internal candidates) should be sent to the East Asia Regional recruitment team:

E-mail: EAteacher.Recruitment@britishcouncil.org.sg

Deadline for applications:

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

Section E**Information about the place**

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Country Overview

While it retains a strong sense of tradition, Vietnam is an ambitious and forward-looking country. In the main cities, Manchester United t-shirts, 3G mobiles and Piaggio scooters are as visible as the white silk trouser suits and conical hats that are a staple of the postcard industry. Vietnam has a population of approximately 80 million, of whom about 80% still live in the countryside and ethnically, it is the most homogenous country in South East Asia. 90% of the population is Vietnamese although there are more than 50 ethnic minorities, concentrated mainly in the north and central highlands.

There are two main cities, Hanoi in the North is the centre of government, Ho Chi Minh City (formerly Saigon) in the South is the commercial and trade centre. The two cities are very different in character and Hanoi is generally felt to be more conservative than its brash and vibrant southern cousin. The country has moved on rapidly since the Vietnam war, in particular since the Communist government initiated economic and social reforms in the mid-1990s. Vietnam remains a one-party communist state but has one of the highest GDP growth rates in Asia. The country has some spectacular mountain scenery in the North and some great if undeveloped beaches in the centre and South. In the far South the huge Mekong delta provides 60% of the agricultural produce for the rest of the country and for export. Industry is fairly undeveloped and most people remain involved in agricultural production. Many rural Vietnamese still live below the UN poverty line of a dollar a day. Vietnamese people are open and friendly with a good sense of humour and a huge appetite for education, of which learning English is a key element. Travelling around the country is a fascinating way to spend your leave and an excellent way to get to know both the language and the people. You can easily get flights to nearby countries such as Singapore, Malaysia, Thailand, Cambodia and Indonesia. The cost of living is relatively inexpensive.

City Overview

Ho Chi Minh City is the business centre of the country with a population of approximately 9 million people and has recently been classified as one of the World's top dynamic cities by the publication 'Business Week', along with Shanghai and Beijing. There are a limited number of coveted jobs either with a foreign company or in the state sector, and English language and business skills are the route to these positions.

Vietnam is a rapidly developing country. The pace of growth is phenomenal, but not without its drawbacks. Traffic, pollution, noise, construction and petty theft are the major gripes of resident expatriates. Although minor on an international scale, they do exist and must be taken into account by anyone wishing to spend time here. Despite the volume of traffic, it is fairly easy to get around.

The city is a mix of modern buildings with an increasing skyline of skyscrapers and old colonial buildings. There is a mix of narrow streets and tree-lined boulevard left over from French colonial rule. Some dilapidated colonial villas have been taken over by foreign companies and governmental departments and restored to their former glory. City streets are often crowded with parked motorbikes, street stalls etc and roads are always busy with traffic (mainly motorbikes).

Travelling out of the city at weekends can be done to parks, beach resorts (the nicer one is 4 hours drive away or a tropical island one hour flight away), the Mekong Delta but ideally you need about a week to really start exploring Vietnam.

Climate

The South of Vietnam has a tropical climate compared to the North which has a sub-tropical climate. There are two seasons in the South. The rainy season, usually begins in May and ends in late November. The dry season lasts from December to April. The average temperature is around 28 degrees centigrade. The good news is there is no need for any winter clothing except if you travel north during the winter months of December to March. It is advisable to bring a good raincoat and umbrella with you for the wet season although it does not usually rain the whole day. The best months of the year are usually December to February after the rainy season where it is dry and temperatures are not too humid and it is cooler in the evenings. British Council offices are fully air-conditioned and most rented accommodation comes equipped with some air-conditioning as well as fans.

Accommodation

There is a wide range of accommodation available from 1 bedroom apartments to large villa style houses shared with other teachers. Vietnamese houses tend to be narrow with up to 5 one or two roomed levels.

Most teachers are very happy with the accommodation available in Ho Chi Minh City. Accommodation has increased significantly over the last few years but mid-range housing still remains affordable. It is possible to find a suitable place within a maximum of 15 minutes from the BC, although looking for accommodation can be a little difficult at first. Accommodation tends to be better value the further out of the city you go.

It is very possible to find reasonably priced single accommodation for approximately a quarter to a third of your salary. There are also possibilities of taking a shared house with other teachers or a room hence accommodation costs will be cheaper.

Accommodation will be furnished normally with a washing machine, some air conditioning and a TV.

General living costs & conditions

If you want to immerse yourself in Vietnamese life the cost of living can be extremely cheap, especially if you eat on the "street" and live like a local. However you will be able to afford to eat in restaurants, drink in bars, hire a cleaner, buy imported Western food from the supermarket, travel during weekends/holidays and afford most other expat comforts. This of course will effect how much you can personally save.

HCMC is the main hub for air travel in Vietnam with a wide range of both national and international routes. Internal flights are reasonably priced and international flights are also becoming cheaper as more budget airlines such as Air Asia, Tiger Airlines, Jet Star, Lion Air and Cebu Pacific are flying to HCMC offering good deals for flights to Singapore, Bangkok, Philipinnes, Malaysia, Indonesia and Australia.

Transport & Communication

The bus system is improving and many new buses have been added to the city's fleet. A detailed map showing the bus routes can be bought from the bookshop but most foreigners don't use the inner city buses as it is limited and infrequent. Driving in the city can be dangerous, as the laws of the road are not always observed and traffic can be heavy, especially at peak periods. Most people travel either by (metered and air-conditioned) automobile or motorbike taxi, which are very cheap. Some teachers have their own motorbikes (usually rented) after getting accustomed to the traffic. Helmets for all motorcyclists are required to be worn by law.

The postal system is slow. Conventional telephoning overseas is much cheaper than it was and there are now pre-paid packages that you can buy, there are now many Internet cafes offering internet phones, and home ADSL connection is affordable although at times the connection can be slow. Within country, the telephone is cheap and mobile phones are everywhere. A new phone will cost about \$50 but you can also use your existing handset here. Cable TV is widely available at USD 6 a month.

General Health, Medical & Dental Care

For any serious accident you will be medically evacuated to a more developed country such as Thailand.

For routine medical care, there are good international clinics.

Most people pick up some kind of stomach "bug" at some point but a prescription will clear it up in a week.

You will need some inoculations or boosters. You should seek advice from your doctor. However these can be easily done when you arrive. Anti malarials are sometimes recommended but not required for city living.

Dentists are of high quality and very cheap.

Job Opportunities for Partners

There are plenty of opportunities for partners especially if they have teaching skills. Voluntary work is also an option.

A work permit would need to be sought from the employer as the visa provided by the British Council does not permit work.

Schooling and Childcare

There are some good international schools in HCMC but these are prohibitively expensive. School fees are not covered in teachers' contracts. Affordable childcare for young children is available in the form of part-time or full-time nannies.

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

Shopping facilities in terms of western clothing are becoming much better although the lack of sizes can be an issue. A UK size 10 is classed as XL here! Many international brands such as Esprit, Mango, French Connection are starting to appear in HCMC, though they seem quite expensive considering tailoring is cheap and there is a wide variety of material available. Many foreign food and drink brands and toiletry products are available.

Vietnamese cuisine is amongst the healthiest in the world and a meal of Pho costs from USD 1 upwards - (Pho - traditional Vietnamese soup). There are also many different international restaurants. The food is so good that few people bother to cook at home. Many restaurants have a home delivery service.

There is a wide choice of bars from outdoor bars/beer halls where the beer is less than \$1 to the roof-

top of a 5-star luxury hotel where beer goes for \$5 but with panoramic views of the city. Nightlife comes alive at weekends when the whole city takes to the streets. Overall there is a wide variety of bars, discos/nightclubs and restaurants catering to different tastes and budgets.

There are now several western style cinemas showing Hollywood films. Limited English language books are available. Many people join a fitness or yoga studio. There are also active football, cricket and rugby clubs, Hash House Harriers (ex-pat running/drinking club), book clubs, business clubs, network girls club, an International Ladies club and other social clubs. Swimming, tennis, golf, ten-pin bowling and go-karting are also possible. The city's opera house has classical music and ballet performances twice a month.

There is more detailed information on life in HCMC on the following website: <http://www.asialifehcmc.com/> or <http://www.wordhcmc.com/>

Travelling around Vietnam is an excellent way to spend your leave - Vietnam has everything from beaches to hill tribes - but it is not as accessible or as developed as Thailand - which to some people is its attraction. For more detailed information look at www.lonelyplanet.com

If you like photography, getting out of the main cities will offer you some great photo opportunities.

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