Role title: English and School Education: Freelance Consultants

**Location: Sri Lanka**

**Apply by: 15 December 2024**

Background and context about the project

The British Council builds connections, understanding and trust between people in the UK and other countries through arts and culture, education, and the English language. We work in two ways – directly with individuals to transform their lives, and with governments and partners to make a bigger difference for the longer term, creating benefit for millions of people all over the world. We help young people to gain the skills, confidence, and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.

We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. These builds trust between people in the UK and other nations which endures even when official relations may be strained.

We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million overall, including online and through our broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

British Council English and School Education team in Sri Lanka is recruiting freelance, locally engaged training consultants to deliver face to face and online activities under various projects including formal education programmes (School Systems), non-formal education programme with disadvantaged populations (Empowerment) and online learning opportunities (English Connects) as well as other projects and programmes that continue to be added to our portfolio of diverse and engaging projects. Learn more about our programmes here: <https://www.britishcouncil.org/english-assessment/english-programmes>.

This is an excellent opportunity to develop both professionally and personally and to pass on your knowledge, experience, and skills to others. The work is challenging, consultants will need to be resourceful, flexible, and able to take the initiative when required. Consultants also need to be proficient digitally as they may also deliver training and workshops online.

We are looking to recruit consultants who engage actively and continuously in their own professional development and who are committed to contributing to educational reform in Sri Lanka.

The role demands a high degree of flexibility, as work assignments may be based on a variety of geographical locations in Sri Lanka as well as factors including operational needs with times of high intensity and periods of low to no activity, individual skills and experience, project timelines and other relevant considerations.

* 1. About the role of the specialist contractor

The Consultants will work with a range of stakeholders on various activities and will represent the British Council and therefore will be expected to maintain high levels of professionalism and conduct. They will be further expected to portray themselves as a role model to teachers and teacher educators by demonstrating strong work ethics and best practice. The role of the Training Consultant may include (but not limited to) the following.

**Accountabilities, responsibilities and main duties:**

* + Deliver teacher educator and teacher training programmes (online and/or face to face) with a range of partners including state government departments of education and NGOs.
	+ Monitor teacher, trainer and learner performance (online and/or face to face) in controlled training situations as well as field observations.
	+ Conduct online and/or face to face needs analyses, including the collection of quantitative and qualitative data on a variety of teaching and learning contexts.
	+ Conduct teacher educator and Master Trainer / Teacher Educator and programme participant selection interviews and support the selection process.
	+ Contribute to the development of training materials, including online/mobile, audio-visual and print materials, to meet trainee needs and project objectives.
	+ Develop audio/visual and print materials for learners, teachers, teacher educators, administrators, and policy makers.
	+ Integrate continuing professional development (CPD) resources into materials and training, as well as provide a model in this regard to teachers.
	+ Engage in own CPD on own initiative and as facilitated by the British Council
	+ Support others as assigned by the British Council in doing all of the above.
	+ 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.
	+ Maintain detailed records and assessing these records as needed to ensure accurate and comprehensive project documentation.
	+ Analyse and write comprehensive project reports, including impact evaluations as required based on project needs and commitments.
	+ Produce presentations, briefs, reports and other project documents.
	+ Ensure that administrative and academic records are up to date.
	+ Represent and uphold the image of the British Council while engaging project beneficiaries and stakeholders, the press, and other audiences.

**Standards to be met:**

* + All tasks carried out must meet the methodological and language skills needs of the target groups as identified through the training needs analysis conducted by the British Council.
	+ All tasks carried out must meet minimum British Council standards as defined by the standards and behaviours on this role profile.
	+ Materials and content are produced to specifications prescribed by the British Council and are supported by effective learner/teacher/trainer/administrator notes.
	+ Engage in relevant continuing professional development activities to ensure delivery meets standards.
	+ Monitoring and evaluation procedures are followed as per project requirements and guidelines from the English Programmes team
	+ Project timelines and deadlines for submission of records, reports, responses to enquiries etc. are strictly adhered to.
	+ Deliver face-to-face or online training up to six days a week as defined by individual project.
	+ All academic and administrative records are completed and submitted according to project standards and timeline.
	+ Audience satisfaction levels are positive, measured by feedback, satisfaction data, and focus groups. Maintain internal and external key relationships
* **Internal** - British Council English and School Education team & other British Council training consultants
* **External** - Administrative staff, trainers and teachers from public and private educational institutions, partners, Members of local teacher associations and local researchers and academics
	+ All travel arrangements and travel and expense claims are made in line with British Council policy.
	+ British Council values, policies and procedures are followed for safeguarding, EDI (equality, diversity, and inclusion), intellectual property and data protection, and health and safety.
	1. Timeline

2 years contract with possibility of 1 year extension based on performance

* 1. Reporting and communication

Reporting to Project Coordinator and Project Manager English and School Education, British Council Sri Lanka

* 1. Qualifications and experience required

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|  | **Essential**  | **Desirable**  |
| **Educational Qualifications** | * University degree
* English language teaching qualification/teacher training/education that can be verified by a certificate and/or a referee
 | * Higher education relevant to
1. Education
2. English language teaching and learning
* International qualification in teacher training

e.g., Cambridge CELTA, DELTA or equivalent will be preferred |
| **Skills and Knowledge** | * English CEFR level C1/IELTS band 7.5
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| **Experience and commitments**  | * At least 3 years’ teaching experience
* Some experience of working with teachers on continuous professional development
* Experience of supporting and mentoring teachers
* Knowledge of Sri Lankan education system
* Experience of running online training using digital tools
* Exposure to curriculum and materials development
* Experience of planning teacher training courses
* Minimum availability of at least 30 working days per year
* Willingness to travel to remote areas and deliver quality training with limited resources
 | * Two years or more of teacher training experience
* Experience in a formal role in the following areas:
1. teacher education
2. curriculum and material development
3. educational management
4. academic quality assurance
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| **Eligibility and legal requirements** | * Right to work in Sri Lanka
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* 1. How to apply

To apply for this role click the link and submit the required information:

<https://forms.office.com/e/zZYjHVAbw0>

* 1. Criteria for evaluation
* Overall professional qualifications and experience relevant to the consultancy
* Track record relevant to the consultancy
* Approach to carrying out this consultancy
* Value for money

Step 1: Shortlisting against the criteria (online form, relevant qualifications, experience, and strong referrals)

Step 2: Interviews. Only shortlisted applicants with relevant qualifications, experience, and strong referrals will be interviewed online

Step 3: Background check and due diligence of selected applicants