

The British Council seeks a freelance EAL Resource Co-ordinator to support the English and Exams department to perform an audit of existing resources for learners with English as an Additional Language (EAL) and for their teachers.

This role sits within the work of the UK English Profile and Participation team, who are responsible for the British Council's profile in the UK, with particular reference to the ELT community.

Duties

- To identify existing resources available for EAL learners and teachers, in early years, primary education and secondary education: books, workbooks, websites, apps, lesson plans, teaching support materials, bilingual resources, examples of projects or of best practices, teacher training resources, etc. This will include an analysis of British Council activity that will be of relevance to the EAL community.
- To help with the setting-up of, and to collaborate with, our network of internal and external EAL stakeholders.
- To contribute to the planning of the audit of existing EAL resources e.g. definition of evaluation criteria.
- To perform the audit of existing EAL resources.
- To contribute to the identification of resource needs of EAL learners and teachers.

Person specificationKey skills and Abilities

1. Able to evaluate the educational quality of teaching resources for EAL learners.
2. Able to produce clear and concise written reports and guidance documents for a variety of audiences.
3. Strong interpersonal skills, listening and communication skills and the ability to establish good working relationships with internal/external partners.
4. Organisational skills, taking responsibility for meeting targets and managing work priorities.
5. Proven project management skills in particular related to time management.
6. Good ICT skills including advanced use of Word, Excel and Powerpoint.

Education and Qualification

7. UK Qualified Teacher Status

Knowledge

8. An understanding of the current educational landscape, of the needs of EAL learners and of how schools and teachers can best meet these needs.

Experience

9. Evidence of creating high-quality teaching resources for EAL learners.
10. Experience of outstanding teaching.
11. Extensive experience of teaching EAL learners in either mainstream primary education or mainstream secondary education in the UK.
12. Experience of successfully collaborating with teachers, TAs, SENCOs, Inclusion managers etc.

Other

13. The ability to work from home and to meet the travel requirements of the role

Availability

We would expect the EAL Resource Co-ordinator to work from home, and to be able to commit a minimum of 12 hours per week to the work for a short-term contract of 3 months.

IT

The EAL Resource Co-ordinator would need to possess and use the IT required for the job, including access to the internet, covering associated costs.

Travel

The EAL Resource Co-ordinator would need to travel for meetings on a regular basis (usually in London but occasionally in other locations) and there will be occasional other UK travel.

Fee

This will be based on a rate of £27 per hour.

Application

If interested in applying, please send to Tania.Graham@britishcouncil.org

- your CV
- a cover letter showing how you meet the person specification (maximum 750 words)
- an original lesson plan and an accompanying handout / resource that you have developed for use with EAL learners. The outline of the lesson plan should be no more than one page and the accompanying handout / teaching resource should be no more than two pages. Please submit the task in WORD or PDF format and put your name and the date in the filename.

Shortlisted candidates will be asked to take part in an interview.

Deadline – 19 August 2013