**Section A**

**Information about the vacancy**

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| Recruitment Responsibility | Robert Foley | Date | 21 November 2017 |
| Location | Rabat | Code |  |
| Job Title | Teacher of English | Job Type | Locally Engaged – Fixed term |
| Start Date | 02 January 2018 | Closing Date for Applications | 5 December 2017 |
| Advertise job | Internally/Externally | Number of posts | 1 or 2 |

**Job Specific skills, knowledge, qualifications & experience**

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| The British Council in Morocco is recruiting one or two (to be confirmed) locally engaged one year fixed term teachers for our teaching centre in Rabat. The contract dates are 1 January 2018 to 31 December 2018. Our minimum requirements around qualification are that you are a ‘high Proficiency user’ of English, a holder of a first degree or equivalent. (NQF L6/L7) with a minimum of Certificate level qualification in EFL and 1800-2000+ hours of post-certificate experience\*. You will have experience of teaching general English to adults and in exam preparation courses and specific knowledge and skills related to teaching YLs ( Primary and Secondary)  \***Appointments to teaching roles are subject to Criminal Records Bureau checks in the UK or the Police clearance in Morocco (Fiche anthropometrique)**  Short-listing is carried out against the essential knowledge, skills, qualifications and experience as detailed in the ‘Person Specification’ section of the Teacher Role Profile. Interviews are carried out against the essential teaching skills and the core behaviours.  The British Council is committed to a policy of equal opportunity and is keen to reflect diversity of UK and Morocco society at every level within the organisation. We guarantee an interview to disabled candidates who meet the essential criteria. |

**Local restrictions on employment**

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| We cannot employ applicants beyond the retirement age i.e. 60 years in Morocco, or obtain work permit for you if you don’t have the right to work in Morocco |

**Section B**

**Information about the Teaching Centres**

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| The Rabat Teaching Centre delivers courses to around 1350 students on two sites.  The teaching centre offers mainly General English from Beginner to Advanced levels, and preparation for IELTS and TKT. The majority of our students are young learners at secondary, middle and primary levels. Our Adult students are mainly in the 18-35 age group with an almost equal number of men and women. Most need English for work or study, but also enjoy the social aspect of attending classes. General and Business English is also offered to a small number of private and public secor clients.    The team in Rabat Centre comprises 20+ teachers (full time and part time) supported by 2 Senior Teachers (Adults/Corporate and Young Learners), YL Coordinator, L&D Coordinator, Premises Officer, Teaching Centre Assistants, Customer Service Staff, and the DTCM who is the Centre manager.    There is a Morocco- wide strategy for all of our activities. We have a large change agenda in process that incorporates a review of our methodology and assessment, our support services, customer relations and preparation and promotion of English language qualifications. We are also reviewing and extending our work with Young Learners. There will be some interesting opportunities in the next period for those interested in being a part of, and supporting change. |

**Job Overview**

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| You will be timetabled to teach up to 18 hours per week over 5 consecutive days per week. All teachers will be expected to teach Young Learner courses as this group constitutes the majority of our programme. Teachers can also be timetabled for cover slots per week (maximum of 6 hours). Duties include planning and delivering teaching, assessing and counselling students, placement testing, marking homework and general course administration.  The contract is for 186 days but you can be requried to work an additional additional 5 days for placement testing, training and general course administration. These dates will be be negotiated at the beginning of the academic year and will be paid at the overtime rate.  The British Council reserves the right to increase the contracted hours to 21 if business needs change.  Academic Year  September to July. There are currently 3 x 12 week terms plus summer school intensive courses.  Courses  Our annual courses run for approximately 36 hours per term.  All courses from Beginner to Advanced levels and General / Business English courses use standard course books. All our main courses are correlated to Cambridge ESOL examinations and include some examination practice and exam awareness building. Teacher training and professional English courses use standardised British Council materials. Courses are based on completing sets of learning aims and following a standard learner journey. Assessment is based on skills work which contributes to learning aims and tests closely aligned with Cambridge ESOL examinations. Teachers can expect to spend on average about 30% of the week teaching adult classes and 70% teaching YL classes.  **Location**  Teaching in Rabat will mainly take place in SIST University or Khalil Gibran School. However, some off-site corporate training should be expected. |

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| **Contract Length** | Fixed term 1 year | **No. of Staff Managed** | 0 |
| **Contract Type** | Annualised - locally engaged |
| **Contract Hours** | **186** teaching days per annum | **Contact Teaching Hours per week** | 18 (plus 3 substitution) |

**Salary**

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| Gross local monthly salary (paid into Moroccan bank account) in the range of 12,808 Moroccan dirhams and 14,688 Moroccan dirhams paid in 12 monthly instalments. |

**Income Tax & National Insurance**

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| Deductions will be made for social contributions and tax as applicable. |

**Medical/Pension Allowance**

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| You will receive pension & medical cover locally through the CNSS and RMA Watanya schemes. This is under review. |

**Any Other Allowances**

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| **Maternity leave** –Female teachers who have been contributing to CNSS (Caisse Nationale de Securite Sociale) for 54 days (continuous or not) during the 10 months preceding last working day before giving birth will be entitled to 14 weeks maternity leave paid by the CNSS. |

**Additional Information**

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| Please contact robert.foley@britishcouncil.org for more details. |