

Job Description

Job Title	Young Learner Support Assistant		
Directorate or Region	East Asia	Department/Country	Teaching Centre, Myanmar
Location of post	Yangon, Myanmar	Pay Band / Grade	J (temporary post)
Reports to	TBC	Duration of job	Fixed Term Contract (1 year) possibility for extension

Purpose of job:

Ensure smooth coordination with teachers to make sure children are supported during their learning with the British Council and are treated in accordance to British Council policies governing Equal Opportunity and Diversity (EO&D) and Child Protection.

Context and environment: The Yangon teaching operation is in an exciting period of expansion where we expect to offer English language courses across partnership schools, specialist centres as well offsite contracts. We are open 7 days a week run on-site classes from 7am to 8.30pm. Almost all students are between elementary and upper intermediate level. Most learners, Adult and Young Learner, have General English classes, but we also offer IELTS preparation classes plus a number of classes for corporate clients and NGO clients. Courses follow outcomes-based syllabii and use with British Council developed materials or recently published course books A typical teaching schedule is a combination of Young Learner and Adult classes in our main centre, whereas our branches are life stage centres (either YL or Adult) and teachers' schedules reflect this. Teachers working in the Professional Development Unit work mostly offsite but prepare lessons at the main centre a few days per week. In our main centre there is a large and busy library which includes an extensive ELT collection, a DVD collection and public internet access. There is a positive dynamic in the building, which is always full of students, library members, and exam candidates. Our branches are currently located in new premium international schools with fantastic facilities.

Accountabilities, responsibilities and main duties:
1. To support teaching staff inside and outside the classroom

- Share cultural and linguistic knowledge about learners with teachers to ensure lessons are fully personalised, age / contextually appropriate
- Assist with the production / preparation of resources and materials and/or help with administration
- Check registers and children's names in the first lesson of each term
- Agree classroom role with each teacher before lessons begin
- Spend an appropriate amount of time with each child according to individual needs and those of the class as a whole
- Speak English as much as possible except when the message cannot be conveyed in English, e.g. complicated background information or when a child is seriously distressed or in the case of serious behavioural issues. Teachers will decide if / when they need Burmese translation
- Encourage and assist children to complete tasks individually and independently rather than doing it for them
- Assist teachers with setting up and tidying the classroom and with wall displays
- Assist teachers / parents if they want to speak to each other and ensure that all enquiries and messages conveyed by parents are passed on to teachers
- Bring any sick children to the attention of teachers so that appropriate action can be taken
- Make teachers aware of any relevant issues such as a child who has come to class unhappy, a

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- child being teased by a classmate, any bullying in or outside the classroom etc.
- Translate during meetings and Parents' Days between teachers and parents

2. To supervise young learners outside of the classroom

- Be responsible for children at break times; before, after and between classes
- Ensure children do not enter restricted areas and do not cause disturbances during break times and before / after lessons
- Supervise children who need to leave the classroom
- Encourage the use of English by talking to children in English while they are playing at break times
- Report any incidents occurring during break time to the class teacher and / or Duty Manager and record in it the YL Incident Log
- Comply with the British Council's Equal Opportunity Policy by treating all children with respect
- Escort primary children out of the classroom and down the stairs to the CS waiting area
- Ensure primary and tween children only leave the British Council premises with a person (over 14 years old) whom the parent/guardian has given written authorisation by checking their ID cards
- Ensure any young learner aged 11-17 years old, does not leave the premises alone unless we have received written authorisation from a parent/guardian
- Update class attendance records and contact parents of absent students

3. To carry out administrative tasks, as needed, to support the Teaching Centre.

- To attend meetings when necessary to keep up to date with plans and developments
- Help ensure all Young Learner events are delivered to standards set by the Young Learner Manager and in accordance with British Council guidelines
- Ensure a record of attendance is kept for each event
- Supervise the placement testing and cover for admin team as required
- Assist general admin task as and when required.

Key relationships:

Internal

- YL Manager & Branch Coordinator
- TC Operations & YLSAs Team
- Teachers
- Sales & Customers Management Team
- Child Protection Focal Point

External

- Students, parents

Other important features or requirements of the job

- Our young learner classes are held Monday – Sunday between 7am – 8.15pm.
- Young Learner Support Assistants will be required to work during these times as agreed at the beginning of each term and will be expected to stay up to 9pm or until all YL students have been collected
- YLSA's will be expected to do a mix of both in class duties, corridor / floating duties and administrative tasks as required operationally
- YLSA's will be expected to work a mix duty rota for multiple centres

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<ul style="list-style-type: none"> YLSA's may also be asked to assist with start and end of term course administration and with the coordination and invigilation of student placement testing 	
Please specify any passport/visa and/or nationality requirement.	<ul style="list-style-type: none"> Applicant must be a Myanmar citizen due to local legislation requirements.
Please indicate if any security or legal checks are required for this role.	<ul style="list-style-type: none"> The British Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment to this role is subject to criminal records checks where appropriate. This position is exempt from the UK's Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

Person Specification

	Essential	Desirable	Assessment stage
Experience	Proven track record of working with groups of children under 18 years of age	Classroom-based experience of teaching English to groups of children under 18 years of age	Short listing & Interview
Skills and Knowledge	English language communication skills, CEFR B2 (upper intermediate) level	Knowledge of children's challenges when learning English Working knowledge of Microsoft Office programmes e.g. <i>Word, Outlook</i>	Short listing, British Council ILA placement test & Interview

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Behavioural	<p>1. Working Together: Establishing a genuinely common goal with others.</p> <p>2. Making It Happen: Delivering clear results for the British Council.</p> <p>2. Being Accountable: Delivering my best work in order to meet my commitments.</p>		Interview
Qualifications		<p>Cambridge ESOL TKT Modules, band 3 – 4</p> <p>Cambridge ESOL TKT Modules, band 3 - 4</p>	Short listing

Submitted by	Su Su Yee	Date	6 th June 2019
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