

**Role Title****Sinhala Language Trainers (2 positions) – Consultants****Duration**

Up to 220 days between October 2019 – March 2021

**Role purpose**

The Sinhala Language Trainers will be responsible for training National Institute for Language Education and Training (NILET) teachers and teacher trainers to teach communicative, learner-centred Sinhala language courses for public servants.

The commitment for this assignment is up to 220 days for the first position and up to 220 days for the second position over a One and half year period between October 2019 and March 2021. We expect the successful candidates to start work from the beginning of October 2019.

**About us**

The “Strengthening Reconciliation Processes in Sri Lanka” programme is jointly funded by the European Union (EU), the Foreign Office of the Federal Republic of Germany and the British Council. This four year programme aims at supporting Government, Non-Government and grassroots organisations to take joint responsibility in addressing key elements of the reconciliation process, and will be delivered by GIZ and the British Council.

Reducing Language Barriers is one of the key components of the programme which the British Council will deliver. The aim is to provide effective Tamil and Sinhala language courses for public servants in departments which work directly with the public, for example police stations, health centres and Divisional Secretariats. A team of British Council language specialists will work with government counterparts to develop

- appropriate, needs based placement testing, curricula, materials, and assessment for Tamil and Sinhala second language courses for public servants;
- trainers’ and teachers’ skills in communicative, learner centred second language methodology for teaching adults;
- public service managers’ and heads of departments’ good governance language awareness and language policy implementation skills.

## Accountabilities, Responsibilities:

### Materials development

- Sinhala Language Teaching Methodology Course: Translate into Sinhala the Tamil Language Teaching Methodology Course book.
- Practical Sinhala for Public Servants: Translate into Sinhala and adapt the Practical Tamil for Public Servants.
- Practical Tamil for Public Servants: edit and proof read the Sinhala sections in the Tamil textbook materials.

### Sinhala Language Teaching Methodology Courses

- With supervision from the project, deliver the 120 hour Sinhala Language Teaching (SLT) Methodology Course for NILET approved language teachers;
- Organise the three-week teaching practice component of the SLT Methodology Course with parallel teaching practice groups and ensure quality lesson planning, teaching practice observation and feedback, and effective piloting of the new Sinhala language materials;
- Mentor NILET approved teacher trainers to co-deliver, and by 2020 deliver independently, the SLT Methodology Course.

### Sinhala Language courses

- Conduct public servant participant selection (placement testing) and assessment (pre and post course testing and certification);
- Ensure the efficient and effective planning and delivery by NILET approved teachers of the 100-hour Practical Sinhala for Public Servants course in the Northern and Eastern Provinces;
- Follow-up NILET teachers' delivery of Practical Sinhala for Public Servants with classroom observation and feedback, planning, mentoring, and team teaching in targeted locations.

### Assessment and course administration

- Carry out and maintain records on classroom assessments of NILET approved teachers and teacher trainers, using the formats and protocols developed by the project;
- Assist with the development and hand-over to NILET of the course administration system.

All above accountabilities, duties and responsibilities should comply with standards and guidelines incorporated in the [Global Policy Framework](#). (i.e. Code of Conduct, Global Policy Statements and Raising Concerns policy)

## Key Relationships:

Director English and Education Projects; Capacity Building Lead Languages; Component Lead Languages; Materials Development and Training Specialist; Director NILET, Director Department of Official Languages.

## Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Sri Lankan citizen or in possession of a valid work/resident visa to work in Sri Lanka	Shortlisting

<b>Direct contact or managing staff working with children?</b>	No	N/A
<b>Security or legal checks required for this role</b>	<p>The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989.</p> <p>Under our Child Protection agenda, the post-holder is required to obtain a Police Report, Medical report, three reference checks, three forms of ID and original qualifications prior to appointment.</p>	
<b>Notes</b>	We encourage work life balance. However working in unsocial hours (evenings and weekends) and national travel will be expected of this role.	
<b>Person Specification:</b>		<b>Assessment stage</b>
<b>Role Specific Knowledge and Experience</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>• 5 years' teaching experience teaching Sinhala and Tamil as a second language.</li> <li>• Translation skills and tri-lingual speaking, writing, typing in Sinhala, Tamil and English.</li> <li>• Successful recent completion of participatory, task-based, learner-centred methodology course for language teaching.</li> <li>• Proven classroom management skills</li> <li>• Excellent communication skills and ability to work in an international team, adapting international best practice to the Sri Lankan context.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven course administration skills.</li> <li>• Knowledge of second language assessment.</li> <li>• Experience of working with NILET.</li> </ul>	Short listing and interview
<b>British Council Behaviours</b>		<b>Assessment Stage</b>
<ul style="list-style-type: none"> <li>▪ Making it happen (Level - essential)</li> <li>▪ Being accountable (Level - essential)</li> <li>▪ Connecting with others (Level - essential)</li> <li>▪ Shaping the future (Level - essential)</li> <li>▪ Creating shared purpose (Level - essential)</li> <li>▪ Working together (Level - essential)</li> </ul>		The position holder will be required to demonstrate all six behaviours, on the job.
<b>Prepared by:</b> Project Manager EU-SRP		<b>Date:</b> August 2019