



IATEFL Teacher Development SIG *Project Descriptions*

General information

TDSIG Committee is organised in terms of projects rather than static roles. As such, our Committee members collaborate together generally on two specific projects ongoing or until completion. We currently seek one individual to work on two project teams (see below). The initial term for each of these volunteer positions is 3 years, though committee structure is reevaluated each April, so movement between projects and/or responsibilities during the three years may occur depending on interest, need, and ability.

Elected individuals should expect the following timeline:

- *Jan - Apr 2020* = adjustment period to familiarise yourself with TDSIG Committee culture and procedures
- *Apr 2020* = first term officially begins at the TDSIG Open Forum at the IATEFL Conference in Manchester (attendance not required)
- *Apr 2023* = first term ends; re-election for second term optional

To apply for either position, candidates must:

- be paid current members of IATEFL
- be a member of TDSIG (via selecting it as one of your SIGs as IATEFL member)
- have a special interest in their own development and that of others around them (of course, we're TDSIG after all!)

As a TDSIG Committee member, who has contributed to one full year of project work, costs incurred from role responsibilities can be reimbursed according to IATEFL policy and UK charity law. These typically include (though vary annually by budget and need):

- specific purchases approved in budget for project work
- attendance at the TDSIG Pre-Conference Event (if role is required)
- certain reimbursements towards the TDSIG Pre-Conference Event and/or Showcase Day (if role is required)
- *Note: it does not include registration for the entire IATEFL Conference*

Project A - Social Media Team Member

This project is ongoing. The elected individual will collaborate on a team to develop TDSIG voice and promote TDSIG events across our social media platforms currently in use: Facebook, Twitter, and Instagram. For more information about our Committee, please visit tdsig.org/about.

Main duties and responsibilities:

- represent TDSIG on social media platforms
- develop and maintain consistent TDSIG voice across social media platforms
- devise strategy with other project team members to promote TDSIG events and TD-related content
- online availability to regularly keep in touch with Committee (min. 1x/week to check and respond)
- attending and/or reporting on projects for monthly TDSIG team or all-committee meetings online (90 mins)

Ideal candidates will possess the following:

- familiarity with TDSIG initiatives, projects, events, and community
- strong communication and social skills
- desire to build and foster relationships with TDSIG members and the online community
- both autonomous initiative and ability to work well within a team
- familiarity with social media platforms and their effective and impactful use to build brand
- ability to view current strategy and protocol while also suggesting clearly articulated alternatives
- availability to attend the IATEFL TDSIG Pre-Conference Event in 2021
- positive attitude towards engaging with a wide variety of community members

Project B - Scholarships / ECT Project Team Member

This project is ongoing. The elected individual will work on a team to promote current and devise strategy for scholarship awards. Additionally, the elected individual will work on a team to create content for early career teachers as part of membership partnerships with TDSIG. For more information about current scholarship awards, please visit tdsig.org/scholarship/.

Main duties and responsibilities:

- review and/or revise expectations for application to the TD Michael Berman Scholarship award (and new award for 2021)
- review and/or strategise member competitions for various awards as they are determined by Committee
- connect with local and international teacher training organisations to negotiate partnerships and benefits for TDSIG memberships
- devise strategy for member-only content, particularly with ECT in mind
- online availability to regularly keep in touch with Committee (min. 1x/week to check and respond)

- ❑ attending and/or reporting on projects for monthly TDSIG team or all-committee meetings online (90 mins)

Ideal candidates will possess the following:

- ❑ familiarity with TDSIG initiatives, projects, events, and community
- ❑ strong communication and social skills
- ❑ desire to build and foster relationships with TDSIG members and TDSIG partner schools
- ❑ both autonomous initiative and ability to work well within a team
- ❑ ability to view current strategy and protocol while also suggesting clearly articulated alternatives
- ❑ availability to attend the IATEFL TDSIG Pre-Conference Event in 2021

Nominations close on 15 December 2019.