

**Role Title**

IELTS Speaking Examiner

**Role Information**

Role Type	Location	Duration	Reports to:
Free Lance	UAE	2 years	Exams Operations Resources Manager, Gulf South/IELTS Team Leader UAE

**Role purpose**

To carry out assessments for the IELTS Speaking module, including second marking where necessary, maintaining the standards required by the IELTS Professional Support Network (PSN) and the British Council. This role requires frequent travel to test centres across the UAE.

**About us**

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

**Geopolitical/SBU/Function overview:**

The English and Examinations Strategic Business Unit (E&E) is one of three strategic business units in the British Council (the others being Arts and Education & Society) all of which have the remit to build trust for the people of the UK by building relationships through aspects of our language and culture. E&E achieves this by enabling people across the world to access the life-changing education and work opportunities that are created by learning English or gaining valuable UK qualifications. Promoting the English language also provides a medium for communication, helping break down barriers of misunderstanding or mistrust between cultures. The British Council's 2020 vision for English & Examinations is to be the world authority in high quality English language teaching, learning and assessment, as well as the International distributor of choice for UK professional and school qualifications.

The Examinations business makes a significant contribution to British Council financial sustainability, and as such, it is essential that the business evolves in order to maintain its position in a fast-changing operating context. There is a need to standardise and automate activities across the globe to deliver efficiencies, and there is also a requirement to develop new digital products and services to meet changing customer demands and competitive pressures. In a cost and resource-constrained environment, balancing the on-going requirements and

allocation of funds will be critical, as will the integration and planning of the implementation of the different changes across a global network of 110+ countries charged with the on-going delivery of impact and income whilst changing key elements of the supporting operational platform.

### **Main opportunities/challenges for this role:**

Flexibility in working hours is expected in order to meet operational needs. Weekend work will be the norm although weekdays will be required with increasing frequency with the delivery of CD IELTS. The job will require regular travel between cities in the UAE.

#### **Note:**

IELTS Examiners are required to maintain certification in the Speaking module for the duration of the contract. Failure to do so could result in early termination of the agreement.

### **Main Accountabilities:**

The post holder will be responsible for delivery of IELTS Speaking interviews. The post will work closely with the examiner support teams and will report directly to the Examinations Operations Resource Manager in Dubai in terms of deployment and to the IELTS Team Leader in the UAE in terms of compliance with PSN and IELTS Examiner standards.

#### **Examining Responsibilities include:**

- Conducting IELTS speaking interviews.
- Marking IELTS speaking tests.
- Second marking for the speaking module.
- Adhering to the IELTS Professional Support Network and British Council policies.
- Attendance at Examiner and other relevant meetings as required.
- Maintaining the reputation and integrity of IELTS and the British Council at all times.
- Ensuring all duties are delivered in line with the British Council's policy on Equality, Diversity and Inclusion.
- Managing information created and received in compliance with the British Council's information management standards, policies, the UK data protection Principles and local legislation.
- Participating in required British Council training and applying relevant principles in carrying out duties; this includes Child Protection and Health and Safety.

### **Key Relationships:**

#### **Internal**

- Examinations Operations Resource Manager & IELTS Administrators
- UAE IELTS Team Leader
- Examiner Trainers, other Examiners and Test Day Personnel
- MENA PSN Manager
- Other PSN colleagues where necessary

#### **External**

- Candidates and potential candidates
- Test Centres and other Partners
- Other external stakeholders where required

Role Requirements:		
Threshold requirements:		Assessment stage
<b>Passport requirements/ Right to work in country</b>	Applicants are expected to have researched whether they have the right to live and work in the country in which the role is based. A No Objection letter from the sponsor is a pre-requisite at the application stage.	Shortlisting
<b>Direct contact or managing staff working with children?</b>	Yes	Shortlisting
<b>Notes</b>	DBS and/or Police Check required at the applicant's expense and costs linked to the verification of documents.	Subject to appointment
Person Specification:		Assessment stage
Language requirements (DELETE IF NOT APPROPRIATE)		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
English proficiency equivalent to IELTS Band 9 Speaking and a minimum of IELTS Band 8 Reading, Writing and Listening.		Shortlisting, Interview and Initial Training
Qualifications		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Degree  CELTA or equivalent TEFL/TESOL qualification from a recognized institution (at minimum certificate level)  OR  <b>TEFL/EFL/ESOL</b> related studies completed as part of an undergraduate/post graduate course from a recognized institution (minimum certificate level equivalent)  OR  A degree in Education (if supported by an undergraduate degree which includes studies focused on the English Language)  All qualifications must be validated by a reputable institution and accredited by a professional certification board. If requested, applicants are required to provide additional information regarding their qualifications (e.g.transcript, course curriculum, evidence of external validation, accreditation by a certification standards board etc.).	DELTA	Shortlisting

Role Specific Knowledge & Experience		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>A minimum of 3 years' full-time (or equivalent part-time) teaching experience (for adult students).</p> <p>If an applicant's EFL/ESOL qualification is at certificate level (or equivalent), one of the three years of full-time teaching must be post EFL/ESOL certificate qualification.</p> <p>If the EFL/ESOL qualification is at Diploma level or higher, the teaching experience can have been completed before the qualification.</p> <p>(Note: "full-time teaching" is classified as a minimum of 14 hours of face-face teaching per week. Freelance and volunteer teaching is not included)</p>	<p>Previous experience as an IELTS Examiner</p> <p>Familiarity with one or more high-stakes examination formats</p>	Shortlisting
Role Specific Skills		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>• Completes tasks accurately and sufficiently</li> <li>• Observes confidentiality and security</li> <li>• Responds positively to guidance/advice</li> <li>• Communicates effectively and respectfully</li> <li>• Sensitive to cultural differences</li> <li>• Professionalism</li> </ul>		Shortlisting and Interview
British Council Behaviours		<i>Assessment Stage</i>
<p>Working Together - (Essential)</p> <p>Being Accountable - (Essential)</p> <p>Connecting with others - (Essential)</p> <p>British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are: Open and Committed; Expert and Inclusive; Optimistic and Bold.</p> <p>The behaviours for each values pair can be found on our Intranet SharePoint site for internal staff and at our Careers portal for external applicants.</p>		<i>Interview</i>
Prepared by:		Date:
Rathna Kishore		06 Oct 2021