

Role Title

IELTS Speaking Examiner

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Freelance	N/A	Ho Chi Minh City	Contract – 2 years	IELTS Administrator

Role purpose

To examine IELTS Speaking module, including second marking where necessary, maintaining the standards required by the IELTS Professional Support Network and the British Council.

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.

The British Council delivers over 3 million UK exams worldwide in over 850 cities and towns. The East Asia region includes Malaysia, Korea, Japan, Taiwan, Hong Kong, Indonesia, Singapore, Philippines, Vietnam, Burma and Thailand. Together these countries deliver over 260,000 exams annually. In a number of places, we work in a very competitive environment.

In Vietnam, our examination portfolio includes: IELTS, Aptis, University, Professional and School examinations.

Geopolitical/SBU/Function overview:

Commitment to examining throughout the week, mainly over the weekends. Examiners are required to adhere to a Code of Practice and Confidentiality Undertaking and follow directives from the Examination Operations Manager/IELTS Administrator. Information will be provided to applicants once recruitment and training have been successfully completed.

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.). Any expenses related to verifying qualifications are to be paid by the applicant. Applicants will be required to produce the original certificates for all qualifications.

Main Accountabilities:

An IELTS Speaking Examiner is expected to have the following professional attributes and interpersonal skills:

- Completes tasks accurately and in sufficient detail
- Observes the need for confidentiality and security
- Responds positively to guidance and advice
- Acts professionally at all times
- Communicates effectively with colleagues and candidates and treats others with respect
- Is sensitive to cultural differences
- May be required to travel to various testing locations within Vietnam

Key Relationships:

Internal: IELTS Administrator, Examination Services team, IELTS Examiner Trainer, other IELTS Examiners, Internal Auditor, IELTS Test Day Personnel and PSN colleagues where necessary.

External: Examination candidates, External Auditor.

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	You <u>must</u> have the right to live and work in Vietnam.	Shortlisting
Direct contact or managing staff working with children?	Yes	On-boarding
Notes	Reference checks will be carried out prior to successful appointment to the post. Incumbent is also required to provide police-check record. All the conditions must be completed prior to post. 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	On-boarding

	<p>etc.).</p> <p>Any expenses related to verifying qualifications are to be paid by the applicant.</p> <p>Applicants will be required to produce the original certificates for all qualifications.</p>
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Person Specification:	Assessment stage
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Qualifications

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>a) An undergraduate or Master's degree or qualification(s) that can be demonstrated to be equivalent to an undergraduate or Master's degree (3 years' full-time academic study, or a minimum of one year's full-time academic study in the case of a Master's degree). AND</p> <p>b) A TEFL / TESOL qualification from a recognised institution (at minimum Certificate level). Or EFL / ESOL-related studies completed as part of an undergraduate / post graduate award course from a recognised institution (minimum Certificate level equivalent). Or A degree in Education (if supported by an undergraduate degree which includes studies focused on English language).</p>	Cambridge DELTA/CELTA, TEFL/ TESOL certificate, EFL undergraduate/postgraduate degree	Shortlisting

Role Specific Knowledge & Experience

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>A minimum of three years' full-time TEFL teaching experience (or equivalent part time) is required. Almost all of this teaching experience must relate to adult students (16 years and over). Full-time teaching' is classified as a minimum of 14 hours of face-to-face teaching per week. Freelance and volunteer teaching is not included.</p>	High proficiency in English i.e., full mastery of English across all 4 skills equivalent to CEFR C2	Shortlisting and/or Interview

British Council Core Skills	Assessment Stage
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<p>Communicating & Influencing <i>Communicates clearly & effectively</i></p> <ul style="list-style-type: none"> Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing <p>Using technology <i>Operates as a basic user of information systems, digital and office technology</i></p> <ul style="list-style-type: none"> Able, with adjustments if necessary, to use office software and British Council systems to do the job and manage documents or processes 	<p>Shortlisting and Interview</p>
<p>Managing Risk <i>Follows good practices</i></p> <p>Demonstrates understanding of risk-management policies and procedures and record of following them</p>	
<p>British Council Behaviours</p>	<p>Assessment Stage</p>
<p><u>Making it Happen</u> (Essential) Delivering clear results for the British Council</p> <p><u>Working Together</u> (Essential) Establishing a genuinely common goal with others</p> <p><u>Being Accountable</u> (Essential) Delivering my best work in order to meet my commitments</p> <p><u>Creating Shared Purposes</u> (Essential) Communicating an engaging picture of how we can work together</p> <p><u>Connecting with others</u> (Essential) Making regular opportunities to understand others better</p> <p><u>Shaping the Future</u> (Essential) Looking for ways in which we can do things better</p>	<p>Interview and Performance Management</p>
<p>Revised by:</p>	<p>Date:</p>
<p>Cluster Resource – Singapore, Malaysia, Thailand, Vietnam</p>	<p>01 Sept 2021</p>