

## Role Profile – IELTS Short-term Speaking Examiner

Role information	
<b>Role type</b>	<b>Short-Term</b>
Business Delivery	Examiner
Role purpose	
<p>To conduct interviews and carry out assessments for the IELTS Speaking module, maintaining the standards required by the IELTS Professional Support Network (PSN) and the British Council.</p>	
Role context	
<p>The British Council delivers IELTS tests to candidates in more than 40 cities throughout China. Our exams work is managed in China through our subsidiary, BC Education Consulting (Beijing) Company Limited.</p> <p>Short-term examiners in China joining in 2023 will be based in either Beijing or Chongqing. Examiners will conduct interviews from the serviced apartments provided for their accommodation. Examiners may occasionally be required to work in the regional office.</p> <p>Examiners deliver IELTS Speaking tests to candidates mainly from around China. A high standard of professionalism and reliability is required; to this end, examiners are managed under the British Council Performance Management framework and the IELTS Professional Support Network (PSN) framework.</p> <p><b>Package:</b></p> <ul style="list-style-type: none"> <li>• Five days/week, from Wednesday to Sunday - 8 hours/day, 20 interviews/day.</li> <li>• Overtime work may be available on days off (on a voluntary basis).</li> <li>• Examining work will be conducted from accommodation provided to examiners. There may be occasions when examining work will be delivered from the British Council office.</li> </ul> <p><b>Payment:</b></p> <ul style="list-style-type: none"> <li>• Working days (Wed to Sun): 1,200 rmb/day (20 interviews/day) + 325 rmb/per working day (subsistence allowance)</li> </ul>	

## Main accountabilities

### Service delivery

Post holders are responsible for delivery of IELTS Speaking Test interviews. They work closely with the exams support teams and report directly to their Team Leader.

Examining Responsibilities:

- Conducting IELTS Speaking interviews.
- Marking IELTS Speaking tests.
- Adhering to the IELTS Professional Support Network and British Council policies.
- Participating in induction / training upon arrival, and additional 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 (EDI) and to ensure that policy is taken into account when planning and delivering activities.
- Managing information created and received in compliance with the British Council's information management standards, policies, the UK data protection principles and local legislation.

## Knowledge and Experience

### Essential

- A minimum of 3 years' full-time (or equivalent part-time) teaching experience to adults (age 16 and above).
- 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. If the EFL/ESOL qualification is at diploma level or higher, the teaching experience can have been completed before the qualification.

(Note: "full-time teaching" is classified as a minimum of 14 hours of face-face teaching per week. Freelance and volunteer teaching are not included.)

- Familiarity with one or more high-stakes examination formats

### Desirable

- 2+ years' experience as an IELTS examiner
- Most recent PSN Speaking Monitoring to 'Standard'

## References

After accepting an offer, successful applicants will be asked to provide contact details of two professional referees (e-mail and telephone number), one of which must be the current or most recent employer.