

## APPENDIX 1    ROLE PROFILE

Job Title	IELTS Examiner		
Region	Wider Europe	Department	Exams
Location of post	Astana, Kazakhstan	Pay Band	Examiner Scale
Reports to	Exams services manager	Duration of job	1 year fixed term

### **Purpose Of Job**

To conduct IELTS speaking tests, including second marking where necessary, maintaining the standards required by the IELTS Professional Support Network and the British Council.

### **Context And Environment**

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. Last year we reached over 65 million people directly and 731 million people overall including online, broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. The British Council promotes and delivers a range of exams and assessment products, and we are responsible for delivering the IELTS test in Kazakhstan.

This post offers an excellent opportunity to gain work experience in Kazakhstan and to be part of the worldwide British Council network, enhancing skills and expertise in language assessment, and potentially into other areas such as teacher training and development and materials development.

### **Accountabilities, Responsibilities And Main Duties**

The post holder will be responsible for delivery of IELTS speaking interviews and second marking where necessary. The post will work closely with the IELTS team and will report directly to IELTS administrator and exams services manager.

### **Examining Responsibilities include**

- Conducting IELTS speaking interviews in Astana and other regions as required (regular travel will be a mandatory feature of this position)
- Second marking for the speaking module as required
- Support Network and British Council policies

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### **Professional academic support for the Kazakhstani Exams Team where necessary**

- Attendance at Examiner meetings and other relevant meetings as required.
- Maintain 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 Equal

Opportunity and Diversity and EOD is taken into account when planning and delivering activities.

- Manage information created and received in compliance with the British Council's information management standards, policies, the UK data protection principles and local legislation. Participate in required British Council training and apply relevant principles in carrying out duties; this includes Child Protection, and Health and Safety.
- Development and delivery of IELTS/ELT workshops and seminars for learners

**Key Relationships**

**Internal:**

- IELTS administrator
- Examiner Trainer, other Examiners and Test Day Personnel.
- Exams Team members
- Other PSN colleagues where necessary

**External:**

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

**Other Important Features Or Requirements Of The Job**

- Flexibility in working hours is expected in order to meet operational needs. The job will require regular travel to other cities in Kazakhstan. It will also involve regular weekend working hours or evening work. The successful candidate can expect to work most weekends.
- Examining will be prioritised during scheduled exams period each month.
- The post is a guaranteed 40 hours contract. Monthly schedules will be determined by the second week of each preceding month, and at the discretion of the British Council.

**Note**

Examiners are required to maintain certification and active examiner status in the Speaking module for the duration of the contact.

<p>Please specify any passport/visa and/or nationality requirement.</p>	<p>The post-holder is required to have the right to live and work in Kazakhstan. The British Council will support the post-holder in obtaining a work permit or work visa and cover accommodation costs up to 200 000 kzt including utilities bill.</p>
<p>Please indicate if any security or legal checks are required for this role.</p>	<ul style="list-style-type: none"> <li>- Clear local police check history (and from the previous countries of residence if applicable)</li> <li>- 3 references</li> <li>- 3 forms of ID</li> <li>- Clear financial history</li> </ul>

Person Specification

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<p><b>Behaviours assessed during interview stage of recruitment process</b></p> <ul style="list-style-type: none"> <li>• Working Together</li> <li>• Being Accountable</li> <li>• Connecting with others</li> </ul> <p><b>Behaviours not assessed during recruitment process</b></p> <ul style="list-style-type: none"> <li>• Making it Happen</li> <li>• Shaping the Future</li> <li>• Creating Shared Purpose</li> </ul>		<p>Application/interview</p> <p>The position holder will be required to demonstrate <u>all six behaviours</u>, on the job. These will be assessed during year end performance evaluations.</p>
<b>Skills and Knowledge</b>	<p><b>Core Skills</b></p> <ul style="list-style-type: none"> <li>• Communicating and influencing</li> <li>• Planning and organising</li> <li>• Using technology</li> <li>• Managing risk</li> </ul> <p><b>Other Skills</b></p> <ul style="list-style-type: none"> <li>• English C2 (IELTS 9 or equivalent)</li> <li>• Familiarity with one or more high-stakes examination formats</li> </ul>	Knowledge of IELTS	Short listing and Interview
<b>Experience</b>	A minimum of 3 years' full-time (or equivalent part-time) teaching experience (age 16 and above), 1 year of which must be post-CELTA or equivalent	<p>Materials development/writing experience</p> <p>2+ years' experience as an IELTS examiner</p>	Short listing
<b>Qualifications</b>	First degree CELTA or equivalent recognised TEFL qualification	Last 2 PSN Monitoring results to 'standard'	Certificates and short listing

<b>Submitted by</b>	Exams services manager	<b>Date</b>	04.04.2018
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