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| Role Title | | | | |
| **IELTS Speaking Examiner** | | | | |
| Role Information | | | | |
| **Role Type** | **Pay Band** | **Location** | **Duration** | **Reports to:** | |
| **Freelance** | **N/A** | Hanoi and Ho Chi Minh | **Contract – 2 years** | **IELTS Administrator** |
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| 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. | | | | |
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| About us | | | | |
| **About us**  The British Council is the UK’s international organisation for cultural relations and educational opportunities. We build connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language. Last year we reached over 80 million people directly and 791 million people overall including online, and through broadcasts and publications. Founded in 1934 we are a UK charity governed by Royal Charter and a UK public body. We receive a 15 per cent core funding grant from the UK government.  [www.britishcouncil.org](http://www.britishcouncil.org)  The British Council builds connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language.  We help young people to gain the skills, confidence and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.  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. | | | | |

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| 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 must have the right to live and work in Vietnam.  Work Permit and Residence Card  Under the current Labour Law in Viet Nam, you will only be allowed to work for us with a valid work permit and residence card / visa; therefore, along with your applications please kindly submit a copy of your valid work permit and residence card / visa to the same email address by the indicated deadline. The documents will be used for processing your application and signing the contract if you are offered the position. | 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 |

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|  | 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. | |  |
| **Person Specification:** | | | **Assessment stage** |
| **Qualifications** | | | |
| ***Minimum / essential*** | | ***Desirable*** | ***Assessment Stage*** |
| 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  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). | | Cambridge DELTA/CELTA, TEFL/TESOL certificate, EFL undergraduate/postgraduate degree | Shortlisting |
| **Role Specific Knowledge & Experience** | | | |
| ***Minimum / essential*** | | ***Desirable*** | ***Assessment Stage*** |
| 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. | | 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*** |
| **Communicating & Influencing**  *Communicates clearly & effectively*   * Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing   **Using technology**  *Operates as a basic user of information systems, digital and office technology*   * Able, with adjustments if necessary, to use office software and British Council systems to do the job and manage documents or processes | | | Shortlisting and Interview |

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| **Managing Risk**  *Follows good practices*  Demonstrates understanding of risk-management policies and procedures and record of following them |  |
| **British Council Behaviours** | ***Assessment Stage*** |
| **Making it Happen** (Essential)  Delivering clear results for the British Council  **Working Together** (Essential)  Establishing a genuinely common goal with others  **Being Accountable** (Essential)  Delivering my best work in order to meet my commitments  **Creating Shared Purposes** (Essential)  Communicating an engaging picture of how we can work together  **Connecting with others** (Essential)  Making regular opportunities to understand others better  **Shaping the Future** (Essential)  Looking for ways in which we can do things better | Interview and Performance Management |
| **Revised by:** | **Date:** |
| **Cluster Resource – Singapore, Malaysia, Thailand, Vietnam** | **01 Sept 2021** |