BRITISH COUNCIL

IELTS PSN Team

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IELTS Speaking Examiner Role

IELTS Speaking Examiner Profile – Job Description

Job Description	
Profile Name	**IELTS Speaking Examiner**

Role Purpose

To carry out assessments for the IELTS Speaking module, maintaining the standards required by the IELTS Professional Support Network (PSN) and the British Council.

Main Accountabilities

The post holder will be responsible for delivery of IELTS oral interviews, and will work closely with the examiner support teams.

Main Examiner Responsibilities

- Conducting IELTS Speaking tests.

- Marking IELTS Speaking tests.

- Ensuring certification is up to date and attending Examiner training, standardisation and certification sessions as required

- Conducting other IELTS and British Council exams as required, depending on certification.

- Adhering to the IELTS Professional Support Network and British Council policies.

- Participating in Examiner meetings 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 (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.

- Participating in required British Council training and applying relevant principles in carrying out duties, including Child Protection and Health and Safety.

- Examiners need to be organised, prepared, and professional, and dress in line with local expectations of an examiner.
- Keeping abreast of developments in IELTS.

Qualifications and Experience

- An undergraduate or Master's degree or a qualification which can be demonstrated to be equivalent to an undergraduate or Master's degree*.
- A recognised qualification in Teaching English to Speakers of Other Languages (TESOL) or recognised equivalent as part of a recognised university award course.
- At least 3 years' full time (or the equivalent part time) relevant TESOL teaching experience (minimum one year post-certificate level qualification). The majority of this teaching experience must relate to adult students (16 years and over)**.
- The required professional attributes and interpersonal skills for the role.

Note*: 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.).

Note**: "Full-time teaching" is classified as a minimum of 14 hours of in-person teaching per week. Freelance and volunteer teaching are not included.