

Job Title	IELTS Examiner/ ELT trainer Uzbekistan		
Directorate or Region	Wider Europe	Department/Country	Exams, Uzbekistan
Location of post	Tashkent	Pay Band	Examiner
Reports to	Country Exams Manager	Duration of job	One year fixed term contract with possible extension

Purpose of job:

To examine IELTS speaking module, maintaining the standards required by the IELTS Professional Support Network, IELTS Partnership and the British Council.

To provide training services, depending upon qualifications and experience and project demand. To include:

- IELTS workshops and seminars for learners
- Other examining and training services as required

Context and environment:

Wider Europe

In Wider Europe, reconnecting with our founding purpose and building the basis of a friendly knowledge and understanding of the UK are powerful propositions. There is respect and demand for UK expertise across several areas on which to build that basis of knowledge and understanding – English and exams, skills for employability, raising levels of English teaching, reform of education systems, science and research capability and transforming cultural policy. We are living in a time when the British Council has skills and experience which can truly help make the world a better, safer, more prosperous place.

In 2016/17 Wider Europe Exams has transitioned to being lead and managed in region to meet the growing demand for our Examination Services.

Uzbekistan

We promote and deliver a range of exams and assessment products, including IELTS test and are undergoing a period of growth. IELTS is seen as a critical by the Uzbek government and a major window of opportunity by young people in Uzbekistan.

Our work in **English** now reaches all teachers in the country and school pupils use our formally adopted course books.

Our **Higher Education Quality Assurance** programme will equip the country's HE system for the future. And our new **Researchers Links** programme will give early stage researchers the skills to engage with UK institutions. Our annual **Enterprise Award** competition reaches students from all 1200 vocational education colleges.

Our **Skills for Uzbekistan Strategy 2020** accords closely with the national education and skills strategy and we are regarded as the most trusted foreign educational and cultural institution currently operating in the country.

The British Council was first established in Uzbekistan in 1996. We have an office located in Tashkent.

Role Specific:

The post holder will have their duties split 90:10 between IELTS examining and providing ELT workshops, training and seminars to learners and teachers to support ELT development in Uzbekistan and awareness of British Council assessment products.

The post holder is expected to conduct interviews as per IELTS standards, no more than 19 interviews per day. The requirements in conducting Speaking interviews may change depending on business needs. Examining will involve occasional travel across and between cities, but the vast majority will be conducted in Tashkent. The British Council will be responsible for your travel and accommodation arrangements whilst examining. Examiners are required to maintain certification in Speaking modules for the duration of the contract.

This post also offers an excellent opportunity to work providing broader ELT support to teachers and learners through workshops and seminars and to develop these skills.

Accountabilities, Responsibilities and Main duties:

The post holder will be responsible for conducting IELTS oral exams. Examining responsibilities will include:

- Maintaining all security, Board, Professional Support Network and British Council procedures and policies.
- Conduct IELTS interviews as per agreed schedules.
- Attending Examiner meetings and other relevant meetings as required.
- Maintaining the reputation and integrity of IELTS and the British Council at all times.
- Ensuring that all duties are delivered in line with the British Council's policy including but not limited to on Equality Diversity and Inclusion, Child Protection, Information Management.
- Maintain the confidentiality and security of the IELTS exam and adhere to the code of practice of IELTS Examiners.
- 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 apply relevant principles in carrying out duties; this includes Child Protection, and Health and Safety.
- Other duties as relevant for British Council English language and assessment services, predominantly training duties.

Key relationships:

Internal

- Exams Services Manager
- Examiner Trainers, other Examiners and Test Day Personnel
- Members of the Exams team
- Customer Services colleagues
- Exams Business Development Manager
- British Council Uzbekistan colleagues

External:

- Candidates
- Partner venue staff
- Teachers and learners

Other important features or requirements of the job

Flexibility in working hours is expected in order to meet operational needs for tests in Uzbekistan. The job

will involve frequent travel, weekend working or evening work but two consecutive days off per week will be scheduled. Examining will be prioritised during scheduled exams periods each month.	
Examiners are required to maintain certification in Speaking module for the duration of the contract.	
Please specify any passport/visa and/or nationality requirement.	The candidate will need an employment visa or have the legal right to work in Uzbekistan. Three types of valid ID will need to be submitted together with application.
Please indicate if any security or legal checks are required for this role.	UK nationals: DBS and police checks from country of residence will be required. Others: DBS or equivalent.

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<ul style="list-style-type: none"> • Making it happen (more demanding) • Working together (more demanding) • Being accountable (more demanding) 		Interview only
	<p><i>Please note: the other behaviours below will <u>not</u> be assessed at interview. However, <u>all</u> behaviours will be used for performance management purposes.</i></p> <ul style="list-style-type: none"> • Shaping the future (essential) • Connecting with others (essential) • Creating shared purpose (essential) 		These behaviours will be needed to be successfully carried out for the role, but will not be assessed for recruitment purposes
Skills and Knowledge	<p>Communicating & influencing: Communicates clearly & effectively Able to listen to others and to express self clearly, with grammatical accuracy and awareness of a diverse audience in speaking.</p> <p>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.</p> <p>Planning & organising – Plans ahead: Able to organise own work over weeks and months, or to plan ahead for others, taking account of</p>		Short listing & Interview

	priorities and the impact on other people.		
Experience & Qualifications	<p>Active IELTS Examiner status for Speaking (Examiner certification letter from Cambridge)</p> <p>Suitable IELTS Speaking certification and monitoring history (records of monitoring for the last 1 year)</p> <p>Suitable IELTS Speaking Experience (not less than 2 years with a minimum 200 Speaking sessions per annum)</p> <p>Recognised ELT qualification (TEFL/TESOL qualification at certificate, diploma or MA level)</p>		Short listing and interview
Submitted by	Exams Manager	Date	December 2018

The British Council is committed to a policy of equal opportunity and is keen to reflect the diversity of UK society at every level within the organisation. We welcome applications from all sections of the community. In line with the British Council's Child Protection policy, any appointment is contingent on thorough checks. In the UK, and in other countries where appropriate systems exist, these include criminal records checks.