

## Role Title

Language Assessment Consultant / IELTS Examiner

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Full time	Examiner Scale	Beijing, Shanghai, Guangzhou, Chongqing	1-year fixed term (Renewable)	Team Leader (TL)

## Role purpose

To carry out assessments for the IELTS speaking and writing modules, including second marking where necessary, maintaining the standards required by the IELTS Professional Support Network (PSN) and the British Council. This role requires frequent travel to test centres across China for periods of one to five days to support the smooth running of operations.

## About us

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. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

## Geopolitical/SBU/Function overview:

In China, the British Council operates across five offices: Beijing, Shanghai, Guangzhou, Chongqing and Nanjing. We employ over 750 staff across the country.

The British Council operates under four legal entities in China. 1) We operate as the Cultural and Education Section of the British Embassy in Beijing and Cultural and Education Section of the British Consulate-General in Shanghai, Guangzhou and Chongqing. 2) Our Exams work across China operates as a Wholly Foreign Owned Enterprise - BC Education Consulting (Beijing) Company Ltd (BC 教育咨询 (北京) 有限公司)/ BC Education Consulting (Beijing) Co. Ltd Chongqing Branch (BC 教育咨询 (北京) 有限公司重庆分公司)/ BC Education Consulting (Beijing) Co. Ltd Guangzhou

Branch (BC 教育咨询 (北京) 有限公司广州分公司)/ BC Education Consulting (Beijing) Co. Ltd Shanghai Shenyu Education Technology Branch (BC 教育咨询 (北京) 有限公司上海申宇教育科技有限公司). 3) Our English training service operates as British Council English Training (Jiangsu) Co., Ltd. (英协英语培训 (江苏) 有限公司). 4) We also operate as the Ying He Advertising (Beijing) Company Limited (英合广告 (北京) 有限公司). This position will be employed by one of the four branches of the Wholly Foreign Owned Enterprise, depending on the city of employment.

The British Council promotes and delivers a range of exams and assessment products and we are responsible for delivering the IELTS test in China.

### **Main opportunities/challenges for this role:**

This post offers an excellent opportunity to gain work experience in China and to be part of the worldwide British Council network, enhancing skills and expertise in language assessment.

Flexibility in working hours is expected in order to meet operational needs. The job will require regular travel regionally and nationally and usually involves one to four overnight stays in good quality hotels. It can also involve weekend working hours or evening work. The facilities and building standards vary from test centre to test centre. Whilst we make every effort to ensure that standards are met, as these premises are not owned and managed by the British Council, we cannot guarantee that this will be the case in all test venues all the time.

#### **Note:**

Language Assessment Consultants / IELTS Examiners are required to maintain certification in both speaking and writing modules for the duration of the contract.

If the successful applicant is not currently certificated as an IELTS examiner, the applicant will be required to meet the PSN Minimum Professional Requirements and certificate in both modules during the 2-month probation period of the contract.

### **Main Accountabilities:**

The post holder will be responsible for delivery of IELTS oral interviews and script marking. The post will work closely with the examiner support teams and will report directly to their Team Leader in one of our 4 Centres.

#### **Examining Responsibilities include**

- Conducting IELTS speaking interviews.
- Marking IELTS writing scripts and speaking tests.
- Conducting other IELTS and British Council exams as required.
- Second marking for the writing and speaking modules.
- Adhering to the IELTS Professional Support Network and British Council policies.
- Other duties relevant to British Council English Language and assessment services.
- Attendance at Examiner and other relevant meetings as required.

- Maintaining the reputation and integrity of IELTS and the British Council at all times.
- Professional Academic support for the China Exams Teams where necessary.
- Ensuring all duties are delivered in line with the British Council's policy on Equality, Diversity and Inclusion and that EDI 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; this includes Child Protection and Health and Safety.

### Key Relationships:

#### Internal

- National Examiner Manager
- Deputy National Examiner Managers
- Team Leaders / Examiner Trainers, other Examiners and Test Day Personnel.
- Examiner Support Teams and members of the Exams Management Team
- Other PSN colleagues where necessary

#### External

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

### Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	<ul style="list-style-type: none"> <li>• The post-holder will require a visa to live and work in China. The British Council (BC Education Consulting Company (Beijing) Ltd.) will assist with obtaining the visa although cannot guarantee its issuance.</li> <li>• CRB (criminal records bureau) checks or local equivalent required</li> </ul>	N/a  Background check
Direct contact or managing staff working with children?	Yes	Shortlisting AND Interview
Person Specification:		Assessment stage
Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>

<ul style="list-style-type: none"> <li>English (IELTS 9 or equivalent)</li> </ul>		Shortlisting
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>Bachelor's degree</li> <li><b>CELTA</b> or equivalent <b>TEFL/TESOL qualification from a recognized institution (at minimum certificate level)</b></li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li><b>EFL/ESOL</b> related studies completed as part of an undergraduate/post graduate course from a recognized institution ( minimum certificate level equivalent)</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>A degree in Education (if supported by an undergraduate degree which includes studies focused on the English Language)</li> <li>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).</li> </ul>	<ul style="list-style-type: none"> <li>DELTA</li> <li>Last 2 PSN</li> <li>Monitoring results to 'standard'</li> </ul>	Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>

<ul style="list-style-type: none"> <li>• A minimum of 3 years' full-time (or equivalent part-time) teaching experience (age 16 and above).</li> <li>• 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.</li> </ul> <p>(Note: "full-time teaching" is classified as a minimum of 14 hours of face-face teaching per week. Freelance and volunteer teaching is not included) or equivalent</p> <ul style="list-style-type: none"> <li>• Familiarity with one or more high-stakes examination formats</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in Mainland China</li> <li>• Materials development/ writing experience</li> <li>• 2+ years' experience as an IELTS examiner</li> </ul>	Shortlisting
<b>British Council Core Skills</b>		<b>Assessment Stage</b>
<ul style="list-style-type: none"> <li>• Communicating and influencing – <b>Level 2</b></li> <li>• Planning and organising – <b>Level 2</b></li> <li>• Using technology – <b>Level 2</b></li> <li>• Managing risk – <b>Level 2</b></li> </ul>		<i>Shortlisting AND Interview</i>
<b>British Council Behaviours</b>		<b>Assessment Stage</b>
<ul style="list-style-type: none"> <li>• Working Together - (Essential)</li> <li>• Being Accountable - (Essential)</li> <li>• Connecting with others - (Essential)</li> <li>• Making it Happen - (Essential)</li> <li>• Shaping the Future - (Essential)</li> <li>• Creating Shared Purpose - (Essential)</li> </ul>		<i>Shortlisting AND Interview</i>
		<b>Date:</b>
		January 2019



## Information about the vacancy

Job Title	Language assessment consultant/IELTS Examiner	Job Code	CHI-IELTS1
Locations	Beijing, Chongqing, Guangzhou, Shanghai China	Job Type	Contracted Examiner
Applications Close	Ongoing	Start Date	ASAP – dependent on visa processing times* (can take up to 14-16 weeks)
Number of Posts	5-8 offers made per month		

## Role Information

Contract Length	Renewable Period	Contract Type	No of Staff Managed	Contract Hours
1 year (Renewable)	12 months	Contract Examiner	None	No more than 40/week

## Job Overview

The British Council is recruiting IELTS examiners in China to be based in our four regional offices. This presents an exciting opportunity for TESOL professionals to work in the world's biggest and most dynamic English language assessment environment. We are looking for experienced examiners and TESOL professionals interested in training up as examiners.

We are offering 1-year contracts, a highly competitive monthly income and benefits including annual leave, medical insurance and a full working visa. Examiners who are new to China also receive an enhanced induction and assistance programme. **Travel throughout China, by plane and train is an essential aspect of the work.**

Examiners will be part of the wider British Council network and, as demand for quality language assessment grows in the region, this is an excellent opportunity for those interested in building a career in the area of language assessment.

You will be part of a team of examiners delivering IELTS tests to candidates from around China. Your principal duties are to deliver speaking tests in various locations, mark writing scripts and take on second marking tasks. A high standard of professionalism and reliability is required and examiners are managed under the British Council Performance Management framework and the IELTS Professional Support Network (PSN) framework. There is the opportunity for suitably qualified and

experienced examiners to apply for other senior positions when these become vacant.

**Note that the visa process for China can often take 14-16 weeks and you will**

**need time to get necessary documents ready; therefore you are encouraged to submit your application at least 20 weeks before your chosen start date.**

Enquiries about the post can be sent to the EA Examiner Recruitment Team at: [EAExamsRecruitment@britishcouncil.org.sg](mailto:EAExamsRecruitment@britishcouncil.org.sg)

**Internal candidates only:** Please remember to include the full version of your most recent end-of-year-record of performance/evaluation and confirm when the system prompts you that you have discussed the application with **both** your line and centre manager.

**Existing examiner applicants only:** After submitting your application, you will be asked to provide your most recent monitoring reports for the modules in which you are active, or contact information from the centre you are currently attached to so that these can be requested. Your most recent three monitoring reports in each module will be required, or all of your monitoring reports if you have been given fewer than three. You are an active examiner if you have examined within the last 12 months.

*Valuing diversity is essential to the British Council's work. We aim to abide by and promote equality legislation by following both the letter and the spirit of it to try and avoid unjustified discrimination, recognising discrimination as a barrier to equality of opportunity, inclusion and human rights. All staff worldwide are required to ensure their behaviour is consistent with our policies.*

*The British Council is a full member of Keeping Children Safe (KCS) and has achieved level 1 child safe certification. We believe that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989 and that every child matters - everywhere in the world. In line with the British Council's Child Protection policy, any appointment is contingent on thorough checks including criminal record checks, in line with legal requirements.*

## Local restrictions on employment

All members of staff are required to apply for work permits. The process requires you to submit degree and TESOL qualification certificates, a Criminal Record Check and undergo a medical examination at a designated clinic in China or your home country. An undergraduate/university degree is essential. Officially notarised/legalized copies of your highest degree and criminal check are required by the Chinese authorities at the application stage. Please note that criminal background checks must be recent (no longer than 3 months) and can take several weeks depending on the systems in your country of origin; visa application cannot be started without the necessary background check.

There are several steps to complete the overall process from visa application (in your home country) to final resident permit. The whole process takes up to 20 weeks. Normally, from acceptance of job offer to obtaining a Z visa takes 12-14 weeks after which the staff member is required to travel to China. The rest of the paperwork will be carried out in China and normally takes around 3-4 weeks. During this time, staff will attend induction and training, look for accommodation and generally 'settle in'. New examiners will receive additional training and, following successful certification, conduct their first few tests and receive feedback. Please see the relocation package section for more details.

Please also note that all Examiners are required to bring original documents to post for verification. To speed up the process, applicants are asked to ensure that they have

access to the originals as well as a recent (within 3 months of application) Criminal Record Check from country of origin.

**\*Important notes:**

- Valuing diversity is essential to the British Council's work. We aim to abide by and promote equality legislation by following both the letter and the spirit of it to try and avoid unjustified discrimination, recognising discrimination as a barrier to equality of opportunity, inclusion and human rights. **Unfortunately, due to Chinese visa regulation, candidates who require a work visa and have reached the age of 60 will NOT be able to gain enough points to qualify for a work visa, please bear this in mind before you apply.** If you have any inquiries on criteria to obtain a Chinese work visa, please email us at [EAExamsRecruitment@britishcouncil.org.sg](mailto:EAExamsRecruitment@britishcouncil.org.sg)
- Any delay in obtaining the necessary documents required may result in the employment start date being delayed.
- All Examiners are required to bring original documents to post for verification. To speed up the process, applicants are asked to ensure that they have access to the originals as well as a recent (within 3 months of application) Criminal Record Check from country of origin.
- Chinese regulations prohibit foreign nationals from working for any organisation other than the employer who sponsors the work visa, including on a part-time or voluntary basis, and strict penalties apply.

## China Exams Overview

The British Council delivers IELTS tests to candidates in more than 60 cities throughout China. In China, our exams work is managed through our subsidiary, BC Education Consulting (Beijing) Company Limited. Our 320+ examiner staff are part of the global British Council network.

Examiners are based in one of four cities: Beijing, Shanghai, Guangzhou and Chongqing. Writing marking is conducted in the main cities and examiners also conduct speaking tests in their 'home' city; however, examiners are required to travel regularly to conduct speaking tests in different test centres around China. Trips last between two to five days, with transport and a good standard of hotel accommodation provided by the British Council. Travel is by flight or high-speed train and, for some cities, shuttle bus.

Please refer to our web site at [www.britishcouncil.cn/en](http://www.britishcouncil.cn/en) for more information.

## Salary

The IELTS examiner package in China is based on a 'core + top-up' model. There are two components to the package: a core number of days' work in exchange for a basic salary, and a 'top-up' component that allows for flexibility in terms of schedule and the opportunity to increase earnings further. The top-up component is paid on a piece-rate basis, allowing examiners to have more control over their time and income. Across the vast majority of months in the year, top-up earnings represent the bulk of examiner income. Core salary = CNY 8,000 for 6 days of examining work per month. These are scheduled in advance and are based on operational requirements. Examiners are then



able to make themselves available for top-up work on other days during that month.

Examiners can expect to take home an average of over CNY20,000 per month after tax if they avail themselves of all work opportunities. There is seasonal fluctuation, however, and examiners are usually very busy during months where demand is high while having more free time at other times. The examiner support teams provide information about likely fluctuations in work opportunities so that examiners can plan annual leave accordingly.

### **Piece rates:**

*Speaking interviews CNY 127 (Usually an examiner conducts a maximum of 20 interviews per day)*

*Writing marking CNY 31 per task (Usually 80-100 tasks per day)*

*Second marking speaking CNY 88 (variable)*

*Second marking writing CNY 31 per task (variable)*

Note that foreign nationals can only work for the employer sponsoring their visa.

## **Income taxes and national insurances**

Individual income tax (IIT) is between 15-25% depending on total actual income. IIT is deducted at source.

According to Chinese labour law, Social Security Contributions (SSC) must be made by both the employer and the employee. Again, this depends on total actual income, although there is a 'cap'. SSC is deducted at source.

## **Annual leave allowance**

6 days leave allowance per year (= 1 month in this model). These are 6 'core' days and must be taken in two 2-week slots across the year or one 4-week slot. The working model allows for a great deal of flexibility in terms of time off (see information above).

## **Medical insurance**

Examiners are covered in China by Ping An, an international-standard commercial insurance company. The British Council core plan provides both inpatient cover and some outpatient benefits to Examiners. Examiners have the opportunity to add to the core package and add their spouses/children to the insurance scheme at their own cost.

## **Settling-in allowance**

For overseas recruits who have not previously been employed by the British Council in

China, 4 weeks' hotel accommodation will be provided during the first month in role.

#### Other assistance

- Assistance in finding accommodation in the first two weeks of contract.
- Assistance in opening a bank account at the Bank of China.
- Induction programme providing information on the organisation and role, and on living, travelling and examining in China.
- Premium subscription to a high-quality online Chinese learning tool (ChinesePod).
- IELTS examiner training and certification, where necessary.

## Additional Information

### Country Overview

China is an exciting place to live and facilities are improving rapidly; infrastructure and transport are, in and between large cities, better than in most developed countries. Street life is vibrant and food, culture and entertainment options are numerous, especially in the four big cities.

While there are numerous Chinese dialects, *putonghua*, or Mandarin, is the lingua franca and is spoken by everyone. In the major cities, the use of English is growing and it is increasingly easy to get around without more than survival-level Chinese. Street signs and other public information necessary to move around are in both Chinese and English, as are ATMs and announcements on public transport.

There are various ways of getting around the cities from bicycle to high-speed maglev trains. The major cities have excellent modern public transportation systems which cost very little to use. Taxis are generally plentiful (except for during rush hour) and inexpensive.

While pollution is a concern, there are very obvious efforts to make the cities cleaner and greener and there's also a growing organic food initiative. Crime rates are low and the political climate is stable.

As with any country where the language and systems might be unfamiliar, there are challenges to living, working and travelling in this new environment. This role suits someone who enjoys challenges, is flexible and has some experience living and working in a different culture. China offers a comfortable, interesting lifestyle for adaptable people.

### City Overview

**Beijing** is characterised by wide boulevards and some of the world's best cultural attractions like the Forbidden City and the Temple of Heaven. Food, shopping and entertainment options abound at every budget level. As the capital of China, Beijing attracts people from every corner of the globe. Beijing has a temperate climate with very cold winters, very hot summers and everything in between.

**Shanghai** is known as the financial centre of China and is a mix of steel and glass architectural wonders and bustling traditional neighbourhoods hidden behind tree-lined streets. There is a vibrant cafe-culture and shopping opportunities are plentiful. A truly

international city both historically and by today's standards. Like Beijing, Shanghai has a temperate climate with very cold winters, hot, hot summers which are sandwiched by glorious spring and autumn periods.

**Guangzhou** is located not far from Hong Kong and Cantonese tradition is evident especially in the food. There's no shortage of things to do: from small night-markets selling food and trinkets to enormous shopping malls sporting international brands and everything in between. Sub-tropical itself, travel links make the limestone cast hills of Guilin and the beaches of Zhuhai a stone throw's away (in China terms at least!).

**Chongqing** is known firstly for its spicy 'hot-pot' dishes and then for its location at the junction of two converging rivers. The mountainous topography makes for a stunning backdrop to the bustling goings-on of one of the biggest cities in China. Although it is not as well-known as the other cities and has a smaller ex-pat community, Chongqing has a range of commodities and experiences available on a par with any major international city.

All four cities offer a comfortable, convenient and safe lifestyle if you're adaptable and tolerant of cultural differences and different ways of doing things. Infra-structure (IT, telecoms, banks, utilities, public transport, roads, air & rail networks) is modern and accessible to non-Chinese residents especially in the four cities mentioned. Western products are easily obtainable, although anything imported, which most are, are more expensive than you would expect them to be back home. It is very possible to live comfortably on the examiner's income package and save in each location.

### Climate

China is a huge country with most climate types represented. The south of the country tends to be more humid and 'tropical' with high summer temperatures and generally mild winters. The north tends to be dry and arid with hot summers and cold winters. Shanghai and Chongqing show quite large temperature variations between summer and winter. Both cities are quite humid, particularly in the summer time.

### Accommodation

Most examiners choose to live in private apartments at various price ranges depending on the location, condition and age of the apartment. Accommodation costs vary between cities. An indicative range, depending on location, size and condition:

Beijing: CNY 5,000 – CNY 10,000

Shanghai: CNY 5,000 – CNY 10,000

Guangzhou: CNY 4,000 – CNY 8,000

Chongqing: CNY 2,000 – CNY 5,000

Some examiners choose to live in suburban areas where rents are cheaper, or to live in shared accommodation.

### General living cost & condition

Although certain aspects of life in the cities of Shanghai, Beijing and Guangzhou can be quite expensive, it is also possible to live well but economically, and most examiners

are able to save decent amounts of money. Rent is reasonable in comparison to other major international cities and transport is cheap (and good) by international standards.

### **Transport & Communication**

Public transport is plentiful, efficient, comfortable, and reasonably priced. Some examiners prefer to use bicycles or electric bikes, although the traffic rules do take some getting used to.

The internet is readily available and inexpensive; it's easy to get the internet installed at home and most coffee shops and restaurants have wifi. It's possible to access most, but not all, internet sites. The speed of the internet is reasonable, but not fast.

### **General Health, Medical & Dental Care**

The major cities in China have a range of hospitals and clinics at various different price levels. In practice, it is difficult for foreigners to attend local wards and they are usually directed to the 'international ward' where staff generally speak a reasonable level of English.

The British Council provides examiners with a commercial medical insurance package that covers inpatient costs at most hospitals throughout China. Examiners have the option of selecting voluntary packages to complement the core package at their own cost. This includes outpatient, high-end provider, dependant cover and extended geographical cover. Detailed information regarding the package is available on request.

### **Job Opportunities for Partners**

China can be attractive to working couples who both work as contracted examiners. There are also many other job opportunities for partners with TESOL qualifications and experience and, to a more limited extent, for people with sought-after skills in a variety of other fields.

### **Schooling & Childcare**

Overall, schooling for foreign children is limited to very expensive international schools or less expensive but still fee-paying private schools of varying standards. For examiners with children under school-going age, private childcare (a nanny) is easily available and reasonably inexpensive. Parents should carefully consider the suitability of the position given the travel requirements for examiners.

The package does not include children's school fees, another important consideration for parents with school-going children who do not speak Chinese.

### **Any Other Information (Shopping facilities, entertainment, leisure.)**

China is an exciting place to live and develop professionally. The lifestyle is very suitable for anyone who is adaptable and enjoys being in a vibrant urban environment. There's plenty to do and almost nothing you cannot find in the way of shopping. Working and socialising with Chinese people is easy and a very rewarding experience. Being part of a very large examiner cohort and a much larger expatriate community from around the world also offers opportunities.

Once applications have been accepted, examiner applicants will be provided with a comprehensive information package.

Whilst the above information was accurate at time of writing, specific details and entitlements are subject to change.

	<b>Date:</b>
	<b>May 2019</b>