

English Speaking Board

Examiner Job Description



Job Description

Job Title:	Examiner
Department:	Examinations
Reports to:	Senior Examiner

Main functions of work

- To encourage, listen to, question and assess candidates against ESB criteria
- To provide a typed report on each candidate
- To discuss and advise on the selection of qualification and /or repertoire, as well as advising on teaching methods for an ESB course
- To act as an ambassador for ESB and may be called upon to talk to teachers and/or parents

Main areas of responsibility

The Examiner is required to:

Assessment of Candidates

- Be familiar with ESB philosophy, qualifications and criteria and to assess accordingly
- Set a relaxed atmosphere in which candidates feel at ease to give of their best
- Encourage and promote effective communication
- Listen and respond to each candidate with an open mind and free from prejudice
- Question and discuss from genuine interest
- Ensure members of the group are involved throughout
- Ensure each candidate is given the time set out in the relevant qualification
- Assess each candidate fairly, and with due attention to ESB criteria
- Complete a report on each candidate, giving constructive criticism, encouragement and clear goals for future development
- Ensure comments and marks are in agreement

Administration

- Reply promptly to invitations to examine, according to the system currently in force
- Agree acceptance of an invitation to examine constitutes a professional commitment
- Ensure online reports are completed promptly within **48 hours** of completion of the assessment and are returned to ESB Head Office within **five working days**
- Retain notes from assessing for a period of **3 months** in case of query or loss
- Ensure results lists from reports completed offline are emailed to ESB Head Office within **48 hours** of completion of the assessment, together with the examination evaluation form and expenses form
- Give the centre's examination evaluation form to the organiser/tutor and to ask for it to be completed and returned to ESB Head Office

Training and Development

- Attend annual examiner training and, where appropriate, in-service courses and demonstration days
- Agree to regular moderation and appraisal procedures
- Keep up-to-date with qualification changes and development
- Consider opportunities for further training and development

General

- Be a paid-up member of the Board whether trainee or panel examiner
- Make contact with other examiners assessing the same qualification in the same centre at the same assessment time for standardisation purposes
- At the discretion of ESB and of the centre, accept observer(s) at an assessment
- Accept a trainee (at the request of ESB) for training and observation purposes
- Accept an ESB moderator for moderating and appraisal purpose

Person Specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Relevant qualifications at degree level or equivalent • Relevant teaching qualification or equivalent • Relevant experience of teaching in the U.K. • Experience of preparing candidates for examinations 	<ul style="list-style-type: none"> • Assessor qualification • Previous experience of examining candidates • Experience of preparing candidates for ESB examinations
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Ability to respect and maintain confidentiality • Professional and flexible approach acting with tact and diplomacy • Willingness to travel throughout U.K. • Ability to work independently • Good timekeeping 	<ul style="list-style-type: none"> • Outgoing and self-motivating • Ability to work as a member of a team
Knowledge and Skills	<ul style="list-style-type: none"> • Good understanding of ESB ethos and philosophy • Good understanding of ESB qualifications • Good understanding of administrative processes • Excellent communication skills, both written and oral • Ability to work to deadlines • Ability to be impartial, objective and make unbiased decisions 	<ul style="list-style-type: none"> • Understanding of the examination process • ICT competence • Current driving licence

Terms and Conditions

Employment Status: Annual Renewable Contract for Services

Rate of Pay: £140 per day

Method of payment: Monthly, in arrears, upon submission of claim

Appointment subject to:

- Satisfactory references
- Verification of qualifications

Working days: estimated (but not guaranteed) at a minimum of:

- 20 days per year for examining

Place of work: Home-based

Travel expenses: Standard class rail fare except where use of car is necessary for the purpose of time and the carriage of materials in which case the car allowance is 40p per mile.

Other expenses: Reimbursement in full of other expenses reasonably incurred wholly and exclusively in the provision of services to ESB on production of valid receipts, normally covering taxi fares, car park charges, subsistence and overnight accommodation. The ESB expenses policy must be adhered to when submitting claims