

Job advertisement

IELTS Invigilator

Context

INTO is an organisation working in partnership with leading British Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. INTO Centres deliver guaranteed progression to leading British undergraduate and postgraduate courses. Each Centre is managed by a joint venture management board on which INTO and the partner university are equal shareholders.

The International English Language Testing System (IELTS) assesses the English language proficiency of people who want to study, work, or migrate where English is used as the language of communication.

This post is part of the IELTS team of INTO UEA which is an approved IELTS Test Administration Centre.

Requirements

The IELTS invigilators are to work as part of the test day invigilation team to ensure the examinations are conducted in accordance with IELTS policies and procedures at all times.

We are looking for dedicated individuals with A-level or equivalent level of education to be responsible for delivering the IELTS examinations and provide support to other tasks of the IELTS tests as required.

The successful applicants must have experience of basic administration procedures and have good communication skills. Previous experience of exam invigilation and/or IELTS would be an advantage. Successful applicants will be required to attend initial training and future refresher training sessions for IELTS examination invigilation as required.

Please note that test days take place mainly on Saturdays on IELTS test days, which are held up to 3 times a month.

Salary

£9.00 per hour

If you feel you have the necessary skills, experience and interest for this post, please download an IELTS application form from our website <http://into-corporate.com/jobs> and return with a covering letter stating why you are interested in working for INTO University of East Anglia, to: intouea.recruitment@intoglobal.com

For further details, a full job description and our Candidate Privacy notice please see <http://www.into-corporate.com/jobs>

The closing date for all applications is Sunday 23rd June 2019.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

INTO is an equal opportunities employer.

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

www.into.uk.com

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving.

To find out more please visit www.into-giving.com.

Job description

12 March 2019

IELTS Invigilator

Context

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IELTS invigilators are to work as part of the test day invigilation team to ensure examinations are conducted in accordance with IELTS policies and procedures at all times..

Reporting line

All IELTS Invigilators report to the IELTS & Exams Officer.

Job dimensions

Be responsible for delivering the IELTS examinations in accordance with IELTS policies and procedures at all times. Provide support to other tasks of the IELTS tests as required by the IELTS & Exam Officer. Work takes place mainly on Saturdays, on IELTS test days, up to 3 times a month.

Key accountabilities and duties

- Attend initial training and refresher training sessions for IELTS examination invigilation as required;
- Complete and sign the Code of Practice (COP) and Confidentiality Undertaking and fully comply with the regulations at all times;
- Be familiar with all relevant notices, instructions and requirements relating to the examination;
- Comply with any directions given by the IELTS & Exams Officer or any of the IELTS test partners (British Council, IDP: IA or Cambridge English Language Assessment);
- Ensure all candidates are registered according to IELTS registration requirements, using the IAM system and conducting frequent identification checks during examination;
- Give out test instructions according to the invigilator's script;
- Oversee the running of examinations, ensuring candidates have the appropriate and necessary examination papers, answer booklets and other information required;
- Ensure the examination runs for the correct length of time, taking account of start and finish times, keeping an accurate record by way of a seating plan, ensure candidates who leave the test room during the examination are accompanied, supervised and recorded in line with the IELTS procedures;
- Never leave any examination materials unattended and ensure that all examination scripts, papers and other documents are collected at the end of the examination before candidates leave the examination room;

- Keep count of all live test materials and equipment, and provide accurate written sign-in and sign-out records of all materials taken, used and unused;
- Immediately report any suspected breaches of security concerning the IELTS test;
- Perform any other duties reasonably falling within the purview of the post;
- Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request;
- We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

INTO University of East Anglia, Norwich

Salary

£9.00 per hour.

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See next page for person specification...

Person specification

	Essential	Desirable
Legal status	<ul style="list-style-type: none"> • Appropriate DBS disclosure will be required prior to confirmation of appointment. • Eligibility to work in and travel freely to and from the UK, e.g. valid UK or EC passport. 	
Academic qualifications	<ul style="list-style-type: none"> • A levels or equivalent • Basic numeracy skills 	
Experience and achievements	<ul style="list-style-type: none"> • Experience in working independently and as part of a team • Experience in basic administration procedures 	<ul style="list-style-type: none"> • Experience in exam invigilation • Knowledge of IELTS
Skills	<ul style="list-style-type: none"> • The ability to efficiently learn and apply the policies and procedures relevant to the position • The ability to communicate calmly and clearly with learners and staff as required, in order to explain requirements and regulations and deal with problems should they arise • The ability to acquire necessary IT skills for using the test registration equipment and computer technology in the test room 	
Expertise	<ul style="list-style-type: none"> • Trustworthiness and Integrity • Reliability • Punctuality • The ability to meet deadlines 	
Others	<ul style="list-style-type: none"> • Be available on most Saturday test days 	