

Role Title

Cambridge International IGCSE Malay (0546) Speaking Examiner

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Freelance	N/A	Penang, Malaysia	Fixed-term contract – 1 year	Country Operations Manager

Role purpose

To support the administration and delivery of exams products and services.
To conduct the Cambridge International IGCSE Malay (0546) Speaking Examination.

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.

The British Council delivers over 3m UK exams worldwide in over 850 cities and towns. The East Asia region includes Malaysia, Korea, Japan, Taiwan, Hong Kong, Indonesia, Singapore, Philippines, Vietnam, Burma and Thailand. Together these countries deliver over 260,000 exams annually. In a number of places, we work in a very competitive environment.

In Malaysia, our large Exams portfolio includes: IELTS, Aptis, University and Professional examinations and School exams.

Geopolitical/SBU/Function overview:

Preferably commitment to examining over the weekends. Examiners are required to adhere to a Code of Practice and Confidentiality Undertaking and follow all directives from the Examination Operations Manager. Information will be provided to applicants once recruitment and training have been successfully completed.

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.). Any expenses related to verifying qualifications are to be paid by the applicant. Applicants will be required to produce the original certificates for all qualifications.

Main Accountabilities:

An IGCSE Malay (0546) Speaking Examiner is expected to have the following professional attributes and interpersonal skills:

- Completes tasks accurately and in sufficient detail
- Observes the need for confidentiality and security
- Responds positively to guidance and advice
- Acts professionally at all times
- Communicates effectively with colleagues and candidates and treats others with respect
- Is sensitive to cultural differences

Key Relationships:

Internal: Examination Operations Managers, Examination Services team
External: Examination candidates, venue staff

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	You must have the right to live and work in the country in Malaysia.	Shortlisting
Direct contact or managing staff working with children?	No	N/a
Notes	<p>Reference checks will be carried out prior to successful appointment to the post. Incumbent is also required to provide police check record. All the conditions must be completed prior to post.</p> <p>All qualifications must be validated by a reputable institution and accredited by a professional certification board.</p> <p>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.).</p> <p>Any expenses related to verifying qualifications are to be paid by the applicant.</p> <p>Applicants will be required to produce the original certificates for all qualifications.</p>	On-boarding

Person Specification:		Assessment stage
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>An undergraduate or Master's degree or qualification(s) that can be demonstrated to be equivalent to an undergraduate or</p> <p>Master's degree (3 years' full-time academic study, or a minimum of one year's full-time academic study in the case of a Master's degree)</p>	A degree in Education (if supported by an undergraduate degree which includes studies focused on Malay language)	Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>A minimum of three years' full-time teaching experience (or equivalent part time) is required.</p> <p><i>'Full-time teaching' is classified as a minimum of 14 hours of face-to-face teaching per week. Freelance and volunteer teaching is not included. Almost all of this teaching experience must relate to adult students (16 years and over).</i></p>	Knowledge of British Examinations and Education	Shortlisting
British Council Core Skills		Assessment Stage
<p>Communicating & Influencing <i>Communicates clearly & effectively</i></p> <ul style="list-style-type: none"> Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing <p>Using technology <i>Operates as an basic user of information systems, digital and office technology</i></p> <ul style="list-style-type: none"> Able, with adjustments if necessary, to use office software and British Council systems to do the job and manage documents or processes <p>Managing Risk <i>Follows good practices</i> Demonstrates understanding of risk management policies and procedures and record of following them</p>		Shortlisting AND Interview
British Council Behaviours		Assessment Stage
<u>Making it Happen</u> (Essential)		Interview AND

<p>Delivering clear results for the British Council</p> <p><u>Working Together</u> (Essential) Establishing a genuinely common goal with others</p> <p><u>Being Accountable</u> (Essential) Delivering my best work in order to meet my commitments</p> <p><u>Creating Shared Purposes</u> (Essential) Communicating an engaging picture of how we can work together</p> <p><u>Connecting with others</u> (Essential) Making regular opportunities to understand others better</p> <p><u>Shaping the Future</u> (Essential) Looking for ways in which we can do things better</p>	<p>Performance Management</p> <p>Performance Management</p>
Prepared by:	Date:
Ewen Yeoh Examination Operations Manager	20/01/2018

Appendix A – Operating Context (use for senior management & 8/E & some 7/F)

Operating Context		
Financial Snapshot		
20XX/20XX income & expenditure for XXXX (BC operating plan targets)		
INSERT GRAPH		
Internal operating context		
Corporate XXXX Regional XXXX.		
Operational information		
(ENTER ORGANISATION CHART)		
Total number of staff <u>directly line managed by this role</u>		
Number of staff by country, region or SBU as relevant which report to the role indirectly or work on SBU activity. (Omit if not relevant to role)	■ XX	

ANNEXE B

Rotational roles or other roles involving mobility

Role

Role:	Pay Band:	Location:	Duration:	Reports to:

Role information for applicants

Role information

Diplomatic status	Yes/No	Notes	Any important contextual notes that may affect an applicants' decision to live and work in the country in question. This should be separate from criteria which affect an individual's eligibility to live and work in country.
Security clearance required?	Yes/No		
Posting allows spouse/partner to accompany	Yes/No		
Posting allows dependent children to accompany	Yes/No		
Does the role attract a mobility package?		Yes/No	

Details of any mobility package provided (if eligible)*

Please select from the following:

Short Duration – For postings of 12 months or less the short duration policy applies. The employee's home salary and benefits are maintained for the duration of the contract. Accommodation is provided.

Country plus – Employee is paid on the local salary scale and local terms and conditions apply, however some additional plus benefits may be provided to support mobility.

Home Based Tax Equalized

Employees continue to be paid in their home country currency and receive a standard set of mobility benefits and allowances.

***To be eligible to a mobility package or a change to a mobility package you are currently in receipt of you must be moving to another country for a fixed term only.**

