

IELTS Speaking Examiners

We are currently looking for suitably qualified individuals to join our freelance team (*collaboratori occasionali*) of local **IELTS Speaking Examiners** for IELTS in **Italian cities** which you can consult [here](#).

DETAILS

WORKING HOURS	IELTS Speaking Examiners typically work between 2 and 8 hours at any given IELTS test session. Written and Speaking tests take place on weekdays, Saturdays and Sundays. The Speaking test might be in the afternoon after the Written tests and up to 7 days before or after the test date, including Sunday.
CLOSING DATE	Saturday 10 th April 2021 at 12.00

HOW TO APPLY

IELTS Tests take place across our network of Test Venues in Italy up to four times a month. For more general information for Test Takers and Users, please refer to the website www.takeielts.org or the British Council in Italy website www.britishcouncil.it. IELTS Speaking Examiners typically conduct candidate interviews at a Test Venue.

Applicants should be based in one of the Italian cities from [this](#) link. Priority will be given to applicants actually living in these cities. All applicants must have the legal right to live and work in Italy. If you are not an EU citizen we also require a copy of your work permit.

Requirements:

- An undergraduate or Master's degree or a qualification which can be demonstrated to be equivalent to an undergraduate or Master's degree.
- A recognised qualification in Teaching English to Speakers of Other Languages (TESOL) or recognised equivalent as part of a recognised university award course.
- At least 3 years' full time (or the equivalent part time) relevant TESOL teaching experience (minimum one year post-certificate level qualification). The majority of this teaching experience must relate to adult students (16 years and over).
- The required professional attributes and interpersonal skills.
- Legal right to live and work in Italy
- Availability to examine on weekdays and also on Thursdays and Saturdays afternoons
- Applicants should be based in one of the test venue cities listed [here](#)

If interested, please download the recruitment pack, which contains:

- Appendix 1 Guide for Applicants to IELTS Examiner Recruitment - *to be read*
- Appendix 4 Examiner Minimum Professional Requirements - *to be read*
- Centre Guide for Applicants to IELTS Speaking Examiner Recruitment – *to be read*

- Examiner Application Form (**appendix 3**) - *to fill in electronically, print, sign and submit*
- Autodichiarazione CP collaboratori - *to fill in, print, sign and submit*
- Appendix 5 Letter to Referees – 2 Referees *to fill in electronically, print, sign and submit to the relevant centre*
- References form (**form attached**) - 3 Referees *to fill in electronically, print, sign. Applicant to send together with the rest of the documentation. These references can be personal (parents and relatives excluded), academic or professional.*

Please note that you must submit also:

- a copy of your *Codice Fiscale*
- a copy of two Identity Cards (National ID, Driving Licence or Passport)
- a copy of your work permit (*if applicable*)
- a copy of your most recent Criminal Record (*Casellario giudiziale*)
- copies of your qualifications (if selected, the originals will have to be presented before the interview)

If you are in line with the above requirements and wish to apply, please read carefully all documents enclosed. You should then send the required documentation by post to the relevant British Council centre (Rome or Milan) and also a scanned copy by email to the relevant centre (Rome or Milan) to arrive **by midday on Saturday 10th April 2021**. Both hard and soft copies must arrive by this deadline.

Your registration will be handled by the Rome Exams office.

The paper documentation must be sent to:

British Council Rome
Exams Department
Via di San Sebastianello 16
00187 Roma

And electronic copies to: recruitment.examsrome@britishcouncil.it
 with Subject: **IELTS Speaking Examiner**

Applicants must present originals of all certificates required in the application process – photocopies (including certified copies) are not acceptable. Applicants should NOT post original qualifications as no responsibility will be taken for their loss. The application cannot proceed until originals (or official verification from the institution) of all certificates required are presented. All applicants who fully meet all aspects of the MPRs will be contacted to submit the originals of all certificates to the centre.

However, please note that the *Examiner Application Form (appendix 3)* and *Child Protection Self Declaration* must be posted with your original signatures.

Assuming no delays in following up on incomplete application forms and references, shortlisted applicants will be contacted for a face to face interview by 21st May 2021.

The interviews will be held in the first 2 weeks of June.

We will contact suitable applicants and, if selected, you will have to complete an online *Child Protection* course and bring the relevant certificate on the day of the Training.

We will provide an induction and a training.

The training lasts one and a half days.

It will be held on 23rd and 24th June 2021 in Rome and/or on 28th and 29th June 2021 in Milan.

Please bear in mind that depending on the number of shortlisted participants, there might be only one training session – the one in Rome or the one in Milan. The selected participants will be informed accordingly about the training location.

If selected, you will receive the details of the venue where it will be held and the timetable. When the Training is completed, in the afternoon after the second day, you will attend the certification.

Please note that centres do not cover individual applicants' costs, e.g. travel.

Only if you pass the certification you will have the status of IELTS Speaking Examiner.

The British Council is committed to a policy of equal opportunities and is keen to reflect diversity at every level of the organisation. We welcome applications from all sections of the community.

The British Council believes that all children have potential and that every child matters – everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989. In line with the British Council's Child Protection policy, any appointment is contingent on thorough checks, including criminal records checks.