

EXAMINER RECRUITMENT



The Eiken Foundation of Japan is looking for native English speakers to serve as examiners for the speaking and writing tests of IELTS, the internationally renowned English-language assessment test.

Please note that this is not a full-time position; it is on a part-time, per-work basis.

Requirements for IELTS examiners are as follows:

IELTS Examiner Minimum Professional Requirements

Examiner applicants are required to meet the Minimum Professional Requirements (MPRs) in three areas, as outlined below.

1. Qualifications

Recognised Qualifications

1. An undergraduate degree or qualification(s) that can be demonstrated to be equivalent to an undergraduate degree.

AND

2. A TEFL/TESOL qualification from a recognised institution (at minimum certificate level)

Or

EFL / ESOL related studies completed as part of an undergraduate / post graduate award course from a recognised institution (minimum certificate level equivalent)

Or

A degree in Education (if supported by an undergraduate degree which includes studies focused on English language at point 1 above)

If requested, applicants are required to provide additional information regarding their qualifications (e.g. transcript, course curriculum etc) in order to support the assessment of studies completed. Any expenses related to verifying qualifications are to be paid by the applicant.

2. Teaching Experience

A minimum of three years full-time relevant teaching experience (or equivalent part time) is required*. The majority of this teaching experience must relate to adult students (16 years and over).

If an applicant's EFL / ESOL qualification is at certificate level (or equivalent), one of the three years full-time teaching experience must be post EFL / ESOL certificate qualification. If the EFL / ESOL qualification is at Diploma level or higher, teaching experience post EFL / ESOL qualification is not required

** Note: 'Full-time teaching' is classified as a minimum of 14 hours of face-to-face teaching per week*

3. Professional Attributes and Interpersonal Skills

An IELTS 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

NOTE: Examiners are required to adhere to a Code of Practice and Confidentiality Undertaking and follow all directives from the Centre Administrator and Examiner Trainer. Information will be provided to applicants once recruitment and training have been successfully completed.

For further information please contact:

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Or

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Recruitment Schedule for Fall 2014 (Tokyo)

Application Period: October 14, 2014 ~ November 17, 2014

*applications must be received by May 11

Speaking Training and Certification Test: January 2015

*The dates will be announced to applicants who successfully pass the interview. Applicants are required to attend both days of training and pass the certification test.