



Promoting Quality in British Sign Language

Interested in becoming an iBSL freelance External Examiners?

The Institute of British Sign Language are recruiting to the team of freelance External Examiners (EEs)

The team at iBSL are friendly, efficient and work as part of a well-established Charity providing qualification in British Sign Language. What makes us different is we really do care about our centres/learners and are continuously improving and identifying ways to serve our clients better while always looking to refine and improve our processes.

As a Charity organisation we pride ourselves on offering the best service possible and strive to be the best we can. We want our External Examiners to adopt similar attitudes by sharing our vision and understanding our values and work with us to offer an exceptional service to iBSL.

Job Description – External Examiner

Read on to find out if you have what it takes.

Main Function of Role: To mark learners' assessments

Accountable to: Academic & Quality Assurance Officer and Executive Director

Here are the main duties of the job -:

- To deliver exceptional customer service to all iBSL customers, both internally and externally
- To liaise with the Academic & Quality Assurance Officer
- To mark assessments in accordance with iBSL guidelines and submit results to the Academic & Quality Assurance Officer within the required timescale
- To attend EE meetings three times throughout the year
- Contribute to the standardisation of assessments as required
- To respond to appeals against results and provide adequate feedback
- To complete Examiners feedback reports for the Academic & Quality Assurance Officer
- To adhere to iBSL's established systems and processes
- To attend Examiner Training events and other meetings as required
- To carry out any duties as requested by the Academic & Quality Assurance Officer

Do you have the skills, knowledge and attitude?

We want you to have -:

- Professional qualification relating to iBSL qualifications (further information on qualifications are on our website)
- At least 3 years' teaching experience
- Excellent communication skills
- Have experience in assessment and or examining
- Have an understanding of effective quality assurance systems
- Access to assistive technologies i.e. laptop with Windows XP or higher with internet connection
- Be ICT literate using Microsoft Office, email and adobe acrobat reader

Do you have any of these qualifications?

- BSLTC or equivalent
- Level 6 in BSL – iBSL or equivalent (Essential – you will need to demonstrate at that level)
- Teaching qualification – PGCE or equivalent (Essential)
- Assessor – D32/D33 or A1/A2 (Essential)
- Internal Quality Assurance – D34 or V1 (Desirable)
- External Quality Assurance – D35 or V2 (Desirable)
- Linguistics – Certificate in Linguistic of BSL/ Sociolinguistics of BSL (Essentials, if not are you able to demonstrate your knowledge and skills)

We're looking for someone who is:

- friendly and approachable
- pro-active, a problem solver and negotiator
- Has a sense of humour
- customer focused and passionate about the quality
- Good time management skills
- Confidential
- Experienced in marking
- Ability to use IT or computing skills
- Able to complete External Examiner report forms in the time frame given

Sign me up!

Let us know how fantastic you are by requesting an application form.

Email us at - admin@ibsl.org.uk

Need more information or details about what's involved? Feel free to contact our Academic & Quality Assurance Officer - s.grabham@ibsl.org.uk.

Closing date -: Wednesday 13th March 2019 at 12pm.