

Person Specification

Role: LAMDA Graded Examinations Examiner

Person Specification	Essential	Desirable	Evidenced
Qualifications and Training			
A recognised teaching qualification or equivalent*. A masters degree or higher qualification in a related subject will be considered. *includes BA Ed, PGCEs, QTLS, International teaching qualifications and teaching diplomas in Communication/Speech/Drama subjects from recognised bodies.	√		Application/Interview
Communication/Speech/English Language/Drama training to professional level		√	Application/Interview
Experience			
Teaching experience in Communication/Speech/English Language and Drama subjects in either vocational or academic subjects (either Private, Primary, Secondary, FEC, HEI or other)	√		Application/Interview
Experience of teaching the LAMDA examinations portfolio for a minimum of two years	√		Application/Interview
Demonstrable experience of examining, assessment and assessment processes		√	Application/Interview
Skills and Abilities			
Ability to mark criteria accurately and write perceptive, legible reports at speed	√		Application/Interview
Flexible approach to a demanding workload and ability to keep to time	√		Application/Interview
Ability to adapt appropriately according to situation	√		Interview
Ability to communicate effectively and develop a rapport with people of all ages, ethnicity, religion and gender	√		Interview
Ability to concentrate for long periods of time	√		Application/Interview
Ability to remain calm under pressure	√		Application/Interview
Ability to meet deadlines	√		Application/Interview
Ability to work effectively as a team	√		Application/Interview
Ability to understand the implications of decisions taken on behalf of LAMDA and not operate outside the sphere of the responsibility defined within this job description	√		Interview

Personal Qualities and Attributes			
Professionalism and patience irrespective of circumstance or standards of performance	√		Application/Interview
Excellent interpersonal skills	√		Application/Interview
Dedicated and receptive approach to training and continuing professional development	√		Application/Interview
Other requirements			
Must be available for a minimum of 20 days annually, spread over quarterly terms	√		Application/Interview
Must be able to travel in the UK	√		Application/Interview
Willingness to travel Internationally		√	Interview
Have personal IT equipment capable of running LAMDA software	√		Application/Interview
Have suitable internet connection and own a personal and secure email account	√		Application/Interview
Declare any conflicts of interest that could impact on the role	√		Interview
Abide by the terms and conditions as stated in the contract of work	√		Interview