

ROLE STATEMENT

POSITION TITLE	AMEB (NSW) Examiner
CLASSIFICATION	Casual Salary at hourly rate plus travel allowance
BRANCH	Australian Music Examinations Board
RESPONSIBLE TO	State Manager AMEB (NSW)

PURPOSE OF THE POSITION

Examiners in Music and Speech and Drama are responsible for the assessment of students who enrol to sit the AMEB (NSW) examinations at various times throughout the year in Metropolitan and Regional NSW as well as the ACT. Examiners follow the procedures as set down by the AMEB syllabus and other policies.

ORGANISATIONAL CONTEXT OF THE POSITION

The AMEB (NSW) is accountable to the NSW Minister for Education through the Chief Executive of the NSW Education Standards Authority (NESA). It is an unfunded agency responsible in New South Wales for administering practical and written examinations in music and speech and drama, from preliminary grades through to the Licentiate in Music, in accordance with AMEB syllabuses.

SELECTION CRITERIA

- Appropriate qualifications such as a recognised degree or diploma, performance profile or other qualification relevant to the specialist training area, or equivalent professional experience;
- Developed skills in teaching and demonstration of your students' successful examination results;
- Highly developed oral and written communication skills;
- Detailed understanding of the AMEB syllabuses relevant to the specialist area;
- Demonstrated understanding of the standards required at each grade level within the syllabus;
- Availability to examine throughout the year, attendance at the mandatory annual examiners' meeting and a demonstrated commitment to ongoing professional development in every year of employment.

KEY RESPONSIBILITIES/ACCOUNTABILITIES

- Provide a quality and unbiased examination experience and report for candidates in all examinations.
- A detailed understanding of current AMEB syllabuses relevant to the specialist area, and the standards required at each grade level.
- Demonstrate a high level of professional customer service and attitude at all times.
- Ensure all examinations are conducted in a timely manner according to AMEB syllabuses and regulations.
- Demonstrate an ability to communicate effectively, particularly with young children.
- Maintain an excellent customer service ethic in a high volume work environment.
- Demonstrate strong time management and report writing skills.

KEY RELATIONSHIPS

- State Manager AMEB (NSW).
The position of Examiner reports directly to the State Manager AMEB (NSW).
- AMEB (NSW) Chief Examiners:
Chief Examiners train and support examiners, review performance and address areas of issue with regard to professional development and performance improvement.
- AMEB (NSW) Staff members:
AMEB (NSW) staff manage the AMEB (NSW) examination programs and all the administrative requirements around that (Examiner availability, scheduling of examinations, dispatch of examination information and more). The Examiner position will be in regular contact with a variety of staff members when examining.

FUNCTIONS

- Provides quality written examination reports for candidates and teachers
- Has a detailed knowledge of the syllabus requirements, repertoire and the standards required across the range of levels of examinations
- Maintains a professional attitude at all times when examining.