

AMEB Examiner (Tasmania): Position Description

KEY POSITION DETAILS

Position Title:	AMEB Examiner (Tasmania)
Employer:	AMEB Ltd
Team:	AMEB Tasmania
Employment type:	Casual
Pay rate:	\$84 p/hr (2023 rate) Travel allowances (ATO rate)
Location:	Tasmania

ABOUT AMEB TASMANIA

The Australian Music Examinations Board (AMEB) conducts an Australia-wide system of exams and supportive publications in the fields of music, speech & drama, and dance, with accreditation based on nationally recognised levels of achievement. AMEB is the most widely used music and speech assessment system in Australia and is the largest publisher of educational print music in Australia. AMEB has delivered Rockschoool exams in Australia since 2016.

AMEB Tasmania is responsible for delivery of AMEB exams within the state of Tasmania and has joint reporting lines to both the University of Tasmania (College of Arts, Law and Education) and AMEB Ltd. AMEB Tasmania Examiners are employees of AMEB Ltd and report to the State Manager, Tasmania.

AMEB Values

Inclusion, Leadership, Excellence, Creativity, Community.

POSITION SUMMARY AND PURPOSE

Our Examiners are highly respected teachers and artists and each of them have a unique history with AMEB.

Following a recommendation from the Tasmanian State Committee, Trainee Examiners undertake a rigorous training process to ensure AMEB's national standard of assessment and accreditation remains consistent throughout Australia.

The training process for our Examiners is rigorous and takes approximately two years. Our Trainee Examiners shadow established Examiners to learn about conduct in exams, how to write supportive, encouraging, and accurate reports, and (most importantly) to calibrate their assessments at all levels. This training process ensures that all candidates are assessed fairly and appropriately for the level they're presenting, and that the integrity of AMEB's national accreditation is upheld.

Examiners are important ambassadors for AMEB through the experience they cultivate in the exam room. Examiners must demonstrate a values-based, professional attitude in all aspects of the role, and their ongoing representation of AMEB within the community. They exhibit great integrity, maintain confidentiality of reports and records, and share a true passion for supporting quality arts education.

The AMEB in Tasmania is administered by the Conservatorium of Music, University of Tasmania

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Formal appointment will be dependent on satisfactory completion of training and a further Provisional Examiner period.

Child Protection and Antidiscrimination

AMEB Ltd is committed to providing an environment that is free from harassment or discrimination and where all members of the community are treated with dignity, courtesy and respect.

In their interactions with candidates, teachers and parents, Examiners and other AMEB staff are accordingly expected to adhere without question to the accepted principles and laws concerning child protection and anti-discrimination.

All Examiners are required to hold and maintain a valid Working with Vulnerable People registration.

KEY ACCOUNTABILITIES AND OUTCOMES

- Conduct official AMEB exams within the area of specialisation, in accordance with the Code of Ethics, regulations, procedures, guidelines, assessment principles, and time allocations determined by the AMEB (both federally and in Tasmania).
- Provide candidates with a constructive report which is clearly, concisely, and legibly presented, and which addresses the stated objectives of the relevant syllabus.
- Foster a positive exam environment which recognises the individual needs of candidates, and is supportive, equitable, and ethical.
- Be an ambassador for, and positively represent, AMEB through all interactions with all external contacts.
- Remain current with best practice, such as by participating in ongoing Examiner training, professional development, and regular performance appraisal.
- Regular intrastate travel, and after hours (including weekend) work are requirements of the role.
- Take responsibility for own safety and the safety of others.
- Other tasks and responsibilities as reasonably requested by the State Manager, AMEB Tasmania.

ONGOING PROFESSIONAL DEVELOPMENT FOR EXAMINERS

All accredited Examiners are expected to commit themselves to annual training and ongoing professional development.

An Examiners' Seminar is held every year in Tasmania. The importance of these Seminars in maintaining the national perspective of AMEB cannot be stressed too highly, and because of this all Examiners are expected to attend. Matters of general interest and concern to Examiners are discussed at these times.

The agenda may include such items as:

- Child protection issues
- Mock exams
- Improving the consistency of the examination process and assessment
- Report writing principles and practice
- Cross-cultural communication
- Psychological aspects of the examination process
- Syllabus updates and refreshers

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SELECTION CRITERIA

Essential

- A recognised degree or diploma of high reputation or other professional qualification/experience relevant to your specialist examining area.
- Distinguished profile and/or community recognition as a leader in your specialty craft as either a performer or educator.
- Highly developed communication, interpersonal, and report writing skills.
- Detailed knowledge of AMEB syllabuses (including repertoire) relevant to your specialist examining area.
- Demonstrated experience working with learners of all ages and stages.
- Strong time management skills.
- Commitment to sharing constructive, supportive, substantial, and respectful feedback.

Desirable

- Demonstrated success in teaching AMEB syllabuses.
- A good grasp of technology and IT skills, and an ability to use technology as part of the examining process.

KEY RELATIONSHIPS

Reports to:	State Manager, AMEB Tasmania
Direct reports:	None
Internal relationships:	Exams Coordinator Exam Supervisors Senior Examiner AMEB Ltd Head of Examining and Examiners
External relationships:	Exam Candidates Venue contacts and other support services for exam delivery.

TO APPLY

Applications are accepted at any time but will be considered at two points in the year in February and August. These will be reviewed with the context of whether there is sufficient demand to appoint a new Examiner. Targeted recruitment for identified vacancies are excepted. Interested candidates are asked to provide the following via email:

- cover letter
- CV, including three referees and their contact details
- responses to each of the selection criteria

It is recommended that all applicants have a conversation with the AMEB Tasmania State Manager prior to submitting their application.

Applications and requests for a chat can be emailed to mforbes@ameb.edu.au.

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