

INTRODUCTION

The Panel of Trinity Stars Experts exists in order to enable Trinity College London ('Trinity') to deliver Trinity Stars awards when and where required across the world, to a consistent level of quality and reliability.

Membership of the Trinity Stars Expert Panel is undertaken on an individual basis by self-employed professionals. Trinity enters into an annual agreement setting out the terms under which an expert's services will be sought. The services will be sought on the basis of the levels of activity which apply in any given year for Trinity Stars awards across the range of territories in which Trinity operates.

The selection process for Trinity Stars Experts consists of application form screening, skype interview, attendance at a training event and selection event which includes a 1-1 interview, an online standardisation task after the training and selection event. Applicants will also be expected to complete pre-training tasks before the training and selection event. Progress to each stage of the recruitment process is conditional on the criteria from the previous task being met. An applicant's recruitment process may be terminated at any time at the discretion of the relevant Head of Panel.

Continuing membership of the Trinity Stars Experts panel depends upon evidence of the individual's good practice during the preceding year, participation in annual or biannual training and standardisation and suitable availability on the part of the Panel Member and overall need (ie level of activity) in Trinity Stars. Senior members of the Trinity Stars Experts panel will independently monitor good practice throughout the year.

Panel Members are required to declare conflict of interest as it is unlikely an expert would be permitted to examine in an organisation where they had worked or still work.

Appointment and re-appointment to a panel is at the absolute discretion of Trinity College London. Applications to join the Trinity Stars Experts Panel may be made at any time to the Panel Development team.

DESCRIPTION OF EXPERT ROLE

The role of a Trinity Stars expert includes going to schools and observing the English language performances of young learners between the ages of 3 and 12. After the performance the Trinity Stars experts offers teachers a half hour reflective feedback session, helping them to improve their learners' English learning experience through the medium of performance. The Trinity Stars experts may also be asked to deliver an additional teacher development workshop which is conducted with teachers and learners together. In the workshop the Trinity Stars expert demonstrates how to manage a performance based English language learning activity in the classroom. All Trinity Stars Experts must also be members of the International ESOL examiner panel.

TRINITY STARS TOURS

Trinity Stars tours are usually carried out as part of International ESOL exam tours. Trinity Stars sessions are predominantly in Spain, Italy, India and China.

EXAMINATION PERIOD

The peak Trinity Stars period in May and June. Trinity Stars experts will conduct Trinity Stars 'tours' during this time as part of their GESE and ISE exam tours. Tours varying in length from 1- 3 weeks depending on individual availability and overall need. There may be other Trinity Stars sessions outside the peak May – June period.

CRITERIA FOR PANEL MEMBERSHIP

Applicants for the Trinity Stars Experts panel must:

- 1) be resident in the United Kingdom or Europe with eligibility to work;
- 2) have enhanced DBS clearance from the UK or the equivalent police clearance from your country;
- 3) be under 75 years old (for insurance purposes);
- 4) demonstrate the required qualifications, experience and skills;
- 5) offer the required availability;
- 6) attend and/or participate in training events, either online or face to face and successfully complete an annual standardisation exercise; **and**
- 7) be competent working with technology, have a valid email account, a working mobile phone number, regular access to electronic communication.

FORMAL QUALIFICATIONS

Applicants are required to have:

- Degree level education or relevant teaching qualification
- Trinity Cert TESOL or equivalent
- Minimum of two years' experience teaching English to young learners between the ages of 3 and 12
- Experience using a range of teaching techniques with young learners and different sized groups
- Experience working with VLEs and general office software packages
- Expert speakers of English (ie native speaker or C2 of the CEFR)
- Available to work a minimum of 3 weeks a year in the months of May, June and December

Desirable

- Drama experience
- Teacher training experience

Non-native speakers of English should have at least one of the following qualifications:

- Trinity College London ISE IV;
- IELTS level 9;
- Cambridge Certificate of Proficiency in English (CPE);
- TOEFL IBT – score of 120;
- Pearson PTE – level 5; or
- Pearson PTE academic – score of 85+

The final decision to invite applicants to join the Trinity Stars Expert Panel is made by the recruiting team after the recruitment event and completion of online standardisation tasks.

SKILLS AND ATTRIBUTES

Given the nature of the role, applicants need to:

- Present themselves in a professional manner;
- work independently;
- become fully familiar with all Trinity Stars specifications and materials;
- make objective, pertinent and motivational observations;
- be able (physically and mentally) to undergo independent foreign travel for three weeks at a time;
- be punctual and be able to strictly adhere to Trinity Stars schedules;
- keep accurate records;
- understand and empathise with safeguarding and the protection of children as stated on Trinity's website;
- be comfortable working with children;
- be culturally sensitive and aware;
- be well-organised and fully prepared; and
- be reliable.

AVAILABILITY

Trinity Stars Experts must offer **a minimum of 3 weeks' availability per annum and two of these weeks must fall during the peak examining period which covers four to six weeks in May and June.** It is preferable if examiners are able to offer blocks of available time, usually a minimum of 2 weeks, rather than separate individual weeks. The peak examining period and minimum availability requirements are subject to change according to market demand. Please note, although experts **must offer** this minimum level of availability, no minimum examining work is guaranteed by Trinity until the signing of a Panel Member Agreement. If you do not have the required availability, then please do not apply.

Trinity Stars sessions occur throughout the year so there are opportunities outside of the peak period. Experts work up to a maximum of 6.5 hours a day and a maximum of 33 hours in any seven-day period.

Experts must also be available to attend and/or participate training events, either face-to-face or online and to complete a subsequent online, annual or biannual standardisation exercise.

HEALTH & SAFETY

The health, safety and welfare of Trinity Stars Experts is a major concern for Trinity, and all experts must be sufficiently fit to undertake UK and overseas travel.

PERSONAL QUALITIES

It is Trinity's policy to work towards a varied and representative panel membership with an appropriate mix of gender, ethnic and cultural background, age and experience. Trinity is an equal opportunities organisation and extends this policy to its criteria for panel membership.