

Assessment Support Manager (ELT Assessment)

About the Role

Our English as a Foreign Language (EFL) tests are designed to bring real benefit to teachers seeking to use assessment tools either as a standalone measurement of their students' English language ability or as part of their language learning programme. Our tests are computer-adaptive (CAT) for objectively marked test modules, with online capture for the marking of Speaking and Writing tasks. We aim to provide assessment products for placement, progress, practice, and proficiency, including course-based assessments providing data-driven feedback on student progress and measuring the impact of programmes of language instruction.

This is an exciting opportunity to join a dynamic team working to produce cutting edge English language assessments. This role would suit an experienced English language teacher, with an interest in language assessment, looking for a new challenge.

Assessment Support Managers in ELT Assessment are required to support the Assessment Manager in the production of test materials.

Core responsibilities

Working as part of a busy team, you'll be assisting in the management of test content creation, working with freelance item writers and data analysts, and cross-functional teams in Design, UX, Technology, and Operations. You'll be shaping the test content to ensure it fulfils the test specifications, managing it through the stages of the workflow: commissioning, editing, vetting, briefing artwork, managing audio recording, proofreading, pretesting and reviewing statistical analysis.

The role also offers the opportunity to work on the training materials and the quality assurance of our Speaking and Writing freelance assessors.

About You

Ideally you will:

- be educated to degree level and have a recognised ELT qualification e.g. CELTA, DELTA
- have EFL teaching experience in a variety of contexts (some ideally overseas), including preparing students for EFL examinations
- have experience as an EFL examiner
- have a keen interest in, and understanding of, the theories and principles of language testing
- have a proven ability to manage your workload when under pressure to meet multiple deadlines
- have strong communication and problem-solving skills
- have a keen eye for detail and drive to meet high quality standards

- be comfortable with dealing with technology products and data
- be proficient in Microsoft Excel
- have a commitment to your self-development
- be a strong team player
- be able to carry out operational administrative duties in an accurate and timely manner

About Us

Oxford University Press is a department of the University of Oxford which furthers the University's objective of excellence in research, scholarship, and education by publishing worldwide.

The English Language Teaching (ELT) Division is a global leader in the provision of multimedia English language teaching, learning and assessment materials. Operating in over 100 countries, it reaches millions of teachers and students each year to support the development of English language proficiency.

ELT Assessment is responsible for the production and delivery of OUP online and paper-based assessment products and related research.