

Target language Proof Reader/ English Proof Reader

Criteria

1) Knowledge and qualifications

Essential

- 1.1 Have excellent written and verbal communication skills in the target language
- 1.2 Have a good command of the English language
- 1.3 Be IT literate

2) Experience

Essential

- 2.1 A high level of proficiency in the relevant language

Desirable

- 2.2 Have experience of proof reading education-related materials

3) Personal qualities

Essential

- 3.1 Meticulous attention to detail
- 3.2 Be able to give constructive criticism
- 3.3 Be able to work to agreed deadlines
- 3.4 Be able to follow procedures accurately and reliably
- 3.5 Have a flexible approach to prioritising workloads

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Task Descriptors

1) Proof reading tasks and answers

- 1.1 Check the accuracy of the target language in the tasks
- 1.2 Check target language audio recordings for quality and accuracy
- 1.3 Check the accuracy of the English in the tasks