

Job Description – Colchester Royal Grammar School

Job Title	Chief Exams Invigilator
Grade	Scale 6
Reports to	Assistant Head – Curriculum Manager
Liaison with	Teaching staff, support staff, students
Job Purpose	To manage and organise a team of invigilators, to implement examination procedures and ensure the proper conduct of examination candidates for external and mock exams.
Ethos	<ul style="list-style-type: none"> • To proactively support the school core values of compassion, respect, generosity and support • To ensure equality, diversity and inclusion informs personal behaviour, in line with school policy • To take a proactive approach to support the well-being of others, as well as looking after personal well-being • To support the collegiate approach to the workplace, supporting others across the school
Particular responsibilities	<ul style="list-style-type: none"> • To oversee invigilation for all examinations • To undertake initial interviews for invigilator appointments • To assess numbers of invigilators required for the examination period and specific examinations • To organise a rota of invigilators to maintain the regulatory requirements for examination procedures, including emergency arrangements for adequate cover • To direct invigilators into which of their duties are required in terms of time and location • To brief invigilators on the Access Arrangements needs of students within their exam room • To assess any potential problems that may arise as a result of availability of exam rooms in terms of candidate numbers in general and the needs of individuals specifically • To check that exam rooms meet Examination Board requirements and contain any specialist items to fulfil Access Arrangements • To undertake newly appointed invigilator induction including updating the school's Invigilators Guide • To be part of any required training programme for invigilator development • To liaise with the Examinations Officer and other appropriate school staff including the school site staff • Working with other staff with regard to room requirements and preparing those rooms for examination purposes • To co-operate in the process of maintaining the security of Examination material before, during and after examinations • To be responsible for checking and collating completed examination papers against attendance registers • To keep an incident register and report any irregularities including suspect behaviours of candidates to the

	<p>Examination Officer</p> <ul style="list-style-type: none"> • To oversee the supervision and management of students who have an exam clash • Assisting the SENCO with the process of making sure Access Arrangements are in place, as well as any medical or welfare needs, and alerting them to any problems experienced by these students • Attending meetings with colleagues and others to enable the above duties to be carried out
<p>Additional Responsibilities to those listed above for Mock Exams</p>	<ul style="list-style-type: none"> • To organise and record a seating plan, taking into account all Access Arrangements • To register the students and pass on a list of absentees to Reception and Heads of Department • To oversee Access Arrangements students individually as part of the evidence collecting process (e.g. recording start/finish times, length of breaks, use of extra time)
<p>General Invigilation Duties</p>	<ul style="list-style-type: none"> • Hand out appropriate question papers to candidates • Read out examination instructions • Record examination start and finish times • Instruct candidates to begin examinations • Complete attendance registers and seating plans as required • Collect candidate cards according to instructions • At the end of the examination, collect candidate and question papers in accordance with instructions • Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing • Ensure silence in the examination room and avoid disruption • Ensure that all candidates comply with any instructions • Walk around the examination room, ensuring no candidate has forbidden items and removing any found • Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Examinations Officer or other appropriate person • When absolutely necessary, escort candidates to the toilet
<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To support occasional out of hours school events, such as Open Evenings, Presentation Evenings, musical productions, sports events and ad hoc events • To support the 11+ assessment days • To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

	<ul style="list-style-type: none"> • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Examinations Officer and/or Headteacher to carry out appropriate duties within the context of the job, skills and grade
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PERSON SPECIFICATION CHIEF INVIGILATOR SCALE 6

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of general clerical work Basic level of education
	Knowledge of relevant policies and procedures	Understanding of examination regulations and a good understanding of the operation of a school
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use photocopier Ability to use word processor
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively with pupils and colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop

	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	Experience of managing a team
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role