**Job Description**

**Post Title: Examination Invigilator**

**Location: Derby Moor Spencer Academy**

**Salary/Pay Range: £12.01 per hour**

**Hours of work: Casual employment (flexible hours by arrangement with the Examinations Officer)**

**Reporting to: Examinations Officer**

**Purpose of Role**

* To assist the exams officer to ensure that all examinations are conducted in accordance with Joint Council for Qualifications (JCQ) awarding body regulations.

**Main Duties and Responsibilities**

**Part One: Examination Invigilator**

Wider Professional Responsibilities

* To make a positive contribution to the wider life and ethos of the school.
* To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

Examination Invigilator

* To conduct examinations in accordance with Joint Council for Qualifications, Awarding bodies and Derby Moor Spencer Academy instructions.
* To play an integral role in upholding the integrity of the examination process.
* To ensure all candidates have an equal opportunity to demonstrate their abilities.
* To ensure the security of the examination before, during and after the examination.
* To maintain vigilance to prevent possible candidate malpractice and report any malpractice witnessed to the Examination Officer.
* To prevent possible administrative failures in relationship to examinations.
* To ensure a calm environment is maintained within the examination room and on movement to and from the examination room.
* To help organise and, when required, escort or supervise students at the start and end of each exam, including clash candidates.
* To distribute examination papers, relevant stationery and equipment, and collect examination scripts.
* To read out exam paper and JCQ instructions as required.
* To provide the correct information and material for the successful completion of the exam within the guidelines set out by JCQ.
* To facilitate access arrangements for candidates i.e. as a reader or scribe (training will be provided)
* To deal with candidate queries.
* At the end of each examination to make sure that answer booklets have been completed correctly, and to help ensure that question numbers have been entered in the appropriate box on the front of the answer booklets.
* Collate scripts in candidate number order as per seating plan.
* Ensure scripts are not left unattended and are delivered to the Exams office after each session.
* To be aware of the Fire Evacuation Procedures and attend the annual Exam Fire Evacuation drill.

Other

* To attend training or review sessions as required.
* To undertake; where required and where able, other duties requested by the exams officer.

**Part Two: Personal and Professional Conduct**

An Examination Invigilator is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.

* An Examination Invigilator upholds public trust in the profession and maintains high standards of ethics and behaviour, within and outside school, by:
* treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
* having regard for the need to safeguard students’ well-being, in accordance with statutory provisions.
* showing tolerance of and respect for the rights of others.
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
* ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.
* An Examination Invigilator must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.
* An Examination Invigilator must have an understanding of, and always act within, statutory frameworks.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
* Participate in the Academy Appraisal process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
* These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

|  |
| --- |
| Name of Postholder:  |
| Signature: |
| Date: |