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**Job Description**

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| Name: |  |
| Post title: | Examination Invigilator. |
| Primary location: | Astor Secondary School.  |
| Reporting to: | Director of Examinations. |
| Liaising with: | Headteacher, Trust Leadership Team, School Leadership Team, Assistant Headteacher, teaching and support staff, external agencies, students and parents.  |
| Responsibilities: | * To supervise examinations and ensure that the guidelines and regulations for the integrity and security of the examination papers and procedures are followed during an examination session.
* Be familiar with the Joint Council document 'Instructions for Conducting Examinations'.
* Be aware of the required ratio of invigilators to candidates.
* Arrive at the Examination Office 30 minutes before the examination start time.
* Assist the lead invigilator in the preparation of the room.
* Be aware of the evacuation procedure.
* Assist with the orderly entrance of candidates into the examination room, with sufficient time for a prompt start at 9.15am and 1.30pm.
* Remind candidates to switch off their mobile phone and hand them in.
* Tell candidates to check they have the correct question paper and relevant stationery including pens, pencils, rulers etc should be in a see-through case.
* Remind candidates they are subject to the regulations of the examination as outlined on the posters at the entrance to the examination room.
* Tell candidates that they must not attempt to communicate with anyone other than the invigilators.
* Advise candidates that they should raise their hand if they need anything.
* Accommodate any latecomers and allow them the full time. Note their start and finish time on board. Before beginning their examination(s) you must ensure they are aware that the examining body will be informed and it is at the board’s discretion whether to accept their answer paper.
* In an emergency, escort a candidate who needs to leave the examination venue temporarily and ensure s/he remains under supervision.
* Assist the lead invigilator in the collection of scripts and other equipment.
* At the end of an examination, remind candidates to be quiet until they are clear of the examination room as there may be candidates still working.
* Assist the lead invigilator in the clearing of the room.
* It is your responsibility to report to the examinations officer and/or lead invigilator if you feel there has been any breach of security.
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| Salary/grade: | Salary: Kent Range 4. |
| Working time: | 0 hours per week (casual contract – time sheets to be completed). |
| Competencies: | To exhibit and promote the following:* Flexibility.
* Initiative.
* Confidence.
* Creating trust.
* Developing potential.
* Respect for others.
* Team working.
* Understanding others.
* Challenge and support.
* Drive for improvement.
* Impact and influence.
* Managing students.
* Passion for learning.
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| Quality assurance: | * + To help to implement School/Trust quality procedures and to adhere to those.
	+ To contribute to the process of monitoring and evaluation in line with agreed School/Trust procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
	+ To review from time to time methods and programmes of work.
	+ To take part, as may be required, in the review, development and management of activities relating to your area of employment.
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| Management information: | * To maintain appropriate records and to provide relevant accurate and up-to-date information as required.
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| Management of resources: | * + To assist your Line Manager to identify resource needs and to contribute to the efficient/effective use of physical resources.
	+ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School/Trust, department and the students.
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| Staff development: | * To take part in the School/Trust's staff development programme by participating in arrangements for further training and professional development.
* Must attend the annual exams training day.
* To continue personal development in the relevant areas.
* To engage actively in the Performance Management Review process.
* To ensure the effective/efficient deployment of resources.
* To work as a member of a designated team and to contribute positively to effective working relationships within the School/Trust.
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| Welfare of children: | To have responsibility and commitment for safeguarding and promoting the welfare of children and young people that you are responsible for or come into contact with and to inform the DSL of any Safeguarding issues that may arise. |
| Other specific duties: | * Undertake such duties as may from time to time be reasonably assigned by the Chief Executive Officer operating within the provision of the Pay and Conditions of Employment.
* To play a full part in the life of the School/Trust community, to support its distinctive mission and to encourage staff and students to follow this example.
* To promote actively the corporate policies and show loyalty to the School/Trust.
* To continue personal development as agreed.
* To undertake general first aid training if required.
* To comply with the School/Trust's Health and Safety policy and undertake risk assessments as appropriate.
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| This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate it may be subject to change or modification at any time after consultation. |
| Signed: |  | Date: |  |