**The English Martyrs School and Sixth Form College**

**Job Description**

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| **Post Title:** | EXAM INVIGILATOR |
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| **Name:** |  |
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| **Purpose:** | * to promote actively the Catholic ethos of the school in accordance with the wishes of the Governors and under the direction of the Headteacher. * To supervise students in examinations, working in accordance with JCQ regulations and school policies and procedures, in order maintain the integrity and security of the examination session. * To safeguard the health, safety and welfare of pupils in the examination room. * To ensure equal opportunities and accessibility of examinations are available to all candidates. |
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| **Reporting to:** | Exams Officer, Snr Invigilator |
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| **Responsible for:** | * Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures * providing support to students * Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures * Communicate examination procedures to pupils and oversee behaviour * Respond to pupil requests during the examination * Ensure no unauthorised material is consulted * Escort candidates from the location during the examination, such as for toilet breaks. * Maintain candidate attendance and absence records. |
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| **Liaising with:** | Head/Deputies, teaching/support staff LEA representative’s external agencies and parents. |
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| **Working Time:** | Seasonal/Casual |
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| **Salary/Grade:** | Band 4 |
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| **MAIN (CORE) DUTIES** | |
|  | Supporting student(s):   * To assist in the setting up of the examination room and ensure that any equipment required is distributed. * To supervise candidates entering the examination room, ensuring they enter in the appropriate manner. * To ensure that late candidates are seated, briefed and allowed to partake in the exam with minimum fuss. * To ensure that all candidates receive appropriate examination question papers and any answer booklets/paper necessary. * To be aware of any needs that candidates may have during an examination and respond to any queries in accordance with the exam regulations. * To supervise candidates in a quiet and unobtrusive manner. * To supervise any candidate who may need to leave the room in accordance with exam regulations. * To ensure that the school examinations policy is adhered to. * To ensure answer scripts are collected in candidate order and are supervised as required until they are delivered to the examinations officer. * To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines. * To maintain security and confidentiality. * To ensure no inappropriate items are brought into the examination hall, such as mobile phones personal stereos, revision notes or other paperwork unless told otherwise. * To collect and safely store any unauthorised material until the end of the exam. * To ensure there is no talking or disruption by the candidates once an examination has begun. * To ensure that candidates are not helped in any way with the question paper. * To ensure that exam conditions are maintained until the candidates have left the examination room. * To assist in other activities as may reasonably be requested by the centre from time to time. * To supervise student bags/personal belongings * To supervise clash students over lunch time |
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| **Personal Qualities:** | * to be able to work under pressure. * to be part of an energetic/dedicated team. * to be flexible and adaptable. * to be able to form good working relationships with students and staff. * willingness to learn new skills * willingness to attend training courses to enhance skills |
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| **Staffing**  **Staff Development:** | * to continue personal development in the relevant areas. |
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| **Recruitment/ Deployment of Staff** | * to work as a member of a designated team and to contribute positively to effective working relations within the school. |
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| **Quality Assurance:** | * to help to implement school quality procedures and to adhere to those. * to contribute to the process of monitoring and evaluation of the area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. * to review from time to time methods of working and programmes of work. |
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| **Management Information:** | * to maintain appropriate records |
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| **Communications:** | * where appropriate, to communicate and co-operate with persons or bodies outside the school. * to follow agreed policies for communications in the school. |
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| **Management of Resources:** | * to identify resource needs and to contribute to the efficient/effective use of physical resources. * to make effective use of the resources available within the school. |
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| **Other Specific Duties**: | * to play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * to support the school in meeting its legal requirements for worship. * to promote actively the school’s corporate policies. * to continue personal development as agreed. * to comply with the school’s Health and Safety policy, to undertake risk assessments as appropriate and to participate in the school supervision duty rota each week. |
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| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |

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| * Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. * Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. * The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
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| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |