

Job Description and Person Specification

Post Reference: 2818

Job Title: Exam Invigilator

Academy Name: Leeds East Academy

Grade: B3 (£13.69 per hour)

Hours: Casual, term time only

Job Description

Role:

Your hours will be flexible to match examination times. The main exam seasons starts in May and continues throughout May, June, and July. There may be additional times during the year for mock exams during November and March. Start times will usually be set at either 8:00am or 12:30pm, but invigilators should be aware that finishing times may vary due to unexpected circumstances and should be flexible in their approach.

In this role you will be responsible for invigilating internal and external examinations for students, ensuring that all regulatory requirements and school policy and procedures for the conduct of examinations are strictly adhered to and met at all times.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Duties and Responsibilities:

- To support the Examinations Team with the day-to-day operation of examination venues
- To assist with setting up examination venues by laying out stationery, equipment, and examination
- To assist with the preparation of script envelopes
- To ensure the papers are in accordance with the outlined procedures
- To assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- To ensure that candidates do not talk once inside the examination venue
- To check attendance during examinations
- To collect and collate scripts at the end of the examination in accordance with JCQ procedures
- To supervise candidates leaving examination venues, and ensuring that candidates leave venues in an orderly and quiet manner

- To undertake any other reasonable request relevant to grade/salary as may be determined by the line manager and/or the Principal

The Joint Council for Qualification (JCQ) details the invigilator's role as:

- To ensure all candidates have an equal opportunity to demonstrate their abilities
- To ensure the security of the examinations before, during and after the examination
- To prevent possible candidate malpractice
- To prevent possible administrative failures
- To liaise with the examination officer and senior invigilator

JCQ regulations also state that invigilators must:

- To be familiar with JCQ's 'Instructions for Conducting Examinations', the 'Warning to Candidates', 'Information for Candidates' and 'Mobile Phone' posters, and any specific instructions relating to the subjects being examined
- To give all their attention to conducting the examination properly
- To be able to always observe each candidate in the examination room
- To inform the head of centre if they are suspicious of the security of the examination papers

Full Invigilator training will be provided and updated annually.

Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
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Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers, and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.

- Actively contribute to the continued development of the academy and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g., safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the values, standards, and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through the White Rose Academies Trust Performance Management Appraisal Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

Person Specification

It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

You should be able to demonstrate that you meet the following criteria which are all essential:

E = Essential D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

Qualifications

D	Relevant qualification or experience	A I C
D	Hold a valid First Aid certificate or be willing to work towards one	A I C

Knowledge and Experience

E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Ability to form and maintain appropriate relationships and personal boundaries with students	A I R
E	Have a professional attitude to work	I R
E	Have strong interpersonal/communication skills	I
E	Have the ability to communicate effectively with a wide range of people (verbal and written)	A I
E	Have good organisation and personal management skills	A
E	Be able to file, retrieve, sort and complete documents accurately	A
E	Be able to use a range of office equipment (e.g. printers, photocopiers, fax)	A R
E	Ability to prioritise work tasks to meet conflicting deadlines	A R
E	Be respectable to sensitive and confidential work	A I
E	Have the ability to form and maintain appropriate relationships and personal boundaries with students	A I R

Skills, Attributes and Abilities

E	Be able to relate well to children and adults	A
E	Have good communication skills	A I
D	Have an awareness of general Health and Safety issues in a school environment	A
D	Be able to organise own workload	A I
E	Be knowledgeable, understanding and committed to equality, diversity and inclusion informed by practical experience and application	A I
E	Have knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I

Behavioural and Other Characteristics

E	Committed to continuous improvement	A I
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	A I

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