



## **JOB DESCRIPTION**

**Title:** Exam Invigilator

**Grade:** TPLTSS 2

### **Main purpose of the role**

To assist the Examinations Officer with supervising students undertaking school examinations in accordance with the school requirements to ensure the smooth and efficient administration of examinations.

### **Main Duties and Responsibilities**

Have responsibility for the invigilation of examinations as directed by the Examinations Officer.

Report to Examinations Officer any problems or concerns relating to this task.

Assist the Examinations Officer with the distribution and collation of examination papers before and after the examination.

Be familiar with all the school's policies concerning the safety of students, including the official "Instructions for Invigilators" as provided by the Joint Council for Qualifications.

To assist in admitting the candidates into the examination room and enabling them to find their seats quietly and efficiently

To assist in the efficient timekeeping of the examination.

To respond to candidates' queries in accordance with the examination regulations.

To distribute additional paper and/or equipment as necessary.

To ensure that any minor behaviour issues are dealt with in line with the school policy and Examination Code of Conduct and are reported to the supervising teacher/Examinations Officer immediately.

To ensure that the examination room is clear and tidied for the next session.

Carry out such other duties as are required and as are commensurate with the grade of the post.

Attend regular training sessions

### **Support for the school**

(i) *Develop and maintain working relationships with other professionals*

Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner

Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively.

Participate in staff, team and planning meetings.

(ii) *Contributing to the Management of pupil behaviour and security*

Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.

Be aware of and understand the School's Equality and Diversity Policy and the Council's Race Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the Policy.

Ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.

(iii) *Review and Develop own professional practice*

Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

## **General**

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

## **Work Demands**

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

## **Physical Demands**

Normal physical effort required.

## **Working Conditions**

Role is site based.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

### **General Expectations**

Develop and maintain working relationships with other professionals.

Contribute to the management of student behaviour and security.

Review and develop own professional practice.

### **Expectations of Jobholder**

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

### **Supervisory responsibility**

There are no supervisory responsibilities.

### **Skills/Qualifications**

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

## Person Specification

**Job Title:** Exam Invigilator

### **Qualifications & Experience**

<b>Assessment criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A good standard of general education, normally evidenced by 3 or more GCSEs (including Maths and English) grade A*-C or level 2 on the NQF or equivalents.	
<b>Experience</b>	Experience of working with children in an educational setting.  Supervising and basic organisational experience.	Experience of working with students in an examination setting.  Behaviour Management Training.  Child Protection Training.
<b>Other skills</b>	Knowledge and preparedness to keep up-dated with examination regulations (details provided by school).  Good observational skills.  Able to follow detailed instructions exactly.  Ability to relate to secondary school age children.	Involvement with children in organisations such as youth clubs, brownies etc.
<b>Qualities</b>	Sense of humour.  Calm.  Reliable.  Flexibility of working hours to fit examination timetable.	

<b>Equality</b>	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	
<b>Safeguarding</b>	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	