Truro and Penwith Academy Trust

Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall

JOB DESCRIPTION

Job Title:	Exams Invigilator
Salary:	TPAT Point 2
Responsible to:	Headteacher & Senior Leadership Team
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Students, Parents/Carers, Examination Boards, External Agencies

Main Purpose of the Job:
To provide support for the Headteacher with the day to day operation of examination venues.

Main Duties and Responsibilities:

- To assist in the setting-up of examination venues by following prepared seating plans, laying out stationery, equipment and examination papers in accordance with procedures.
- To assist students prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- To ensure that students do not talk once inside examination venues.
- To invigilate during examinations, deal with queries raised by students and deal with examination irregularities in accordance with procedures.
- To check and record attendance during examinations in accordance with procedures and record details of late arrivals and early leavers.
- To escort students from venues during the examinations as required, and supervise students whilst outside examination venues.
- To assist with the preparation of script envelopes pre examination and to collect scripts at the end of the examinations in accordance with procedures.
- To supervise students leaving examination venues, ensuring that students do not remove equipment or stationery from the venue without authorisation and ensuring that students leave venues in an orderly and quiet manner.
- To deliver scripts to departmental and School offices.

Generic Responsibilities:

- To maintain confidentiality of information acquired in the course of employment.
- Maintain the highest level of professional standards and follow all awarding body regulations and school and trust policies including and in particular those for safeguarding the welfare of students.

General / Other
• To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times; • To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance; • To be aware of and adhere to all Trust policies and procedures; • To undertake mandatory training as required by the Trust; • To be responsible for your own continuing self-development and attend meetings as appropriate; • To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

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PERSON SPECIFICATION – Exams Invigilator

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	Attainment of GCSEs grade C or above in English & Maths (or able to demonstrate equivalent numeracy / literacy skills to a level 2 standard of education)		Application
Skills and Experience	Good oral and written communication skills Ability to work to deadlines and methodical approach to work	Experience of working or studying in higher education environment	Application Interview Assessment
Specialist Knowledge and Skills	Up-to-date ICT skills Good listening skills Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities	An understanding of examination processes	Application Interview Assessment
Behaviours and Values	Professional, tactful & sensitive Discreet & confidential Self-motivated and able to work constructively as part of a team Ability to relate well to children and adults Enjoys working with young people Understanding of principles of child development and learning processes		Application Interview Assessment

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