



Job Description



Location: Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

Salary: Redhill Academy Trust Pay Scale, Band 6, Scale Point 29, £13.20 per hour

Hours of work: Casual

Responsible to: Examinations Officer via Lead Invigilator

Post objective:

To invigilate a range of Internal and External examinations.

To ensure the smooth running of off-site examinations if required.

To follow examination regulations as specified by the Joint Council for Qualifications (JCQ).

To work flexible hours between 8.00 a.m. and 6.00 p.m. as appropriate for the examination.

Duties may include reading and scribing for students who have access arrangements. Candidates are expected to have GCSE Grade C English Language and Mathematics or equivalent as a minimum to perform this role.

Main Duties and Responsibilities:

To ensure that examinations are carried out formally and in accordance with regulations set by Joint Council for Qualifications (JCQ).

('Instructions for the conduct in examinations' booklet will be issued to all invigilators')

To arrive at school **at least 30 minutes** prior to the scheduled examination start time. Starting times will be negotiated prior to the examination day.

To collect examinations papers and materials as requested from the Examination Officer to be taken to various examination rooms within school

To ensure that the nominated examination room is set out suitably to receive the expected number of examination candidates. (Lead Invigilator)

To ensure that notices to candidates and any other regulations are suitably displayed within and outside the examination room.

To ensure seating plans and name cards are used for all examinations. These will be prepared by the Examinations Officer or designated person prior to the examination.

To ensure that students bring only the following equipment into the examination room:

Clear plastic wallet or clear pencil case
Pens, pencils, rulers, eraser, pencil sharpener

Bottle water will be supplied to all students for AS and GCSE Examinations, no other drinks/sweets will be allowed in the examination room.

To ensure that only candidates officially entered for the examination are permitted to sit the examination and that attendance registers are accurately and legibly completed.

To ensure that all candidates are supplied with the requisite examination question paper(s) and materials.

To be familiar with awarding body and school regulations for the conduct of the examination. (A copy is supplied within each examination room and discussed at Induction training).

To ensure that candidates comply with any awarding body and school regulations at all times and to formally and promptly report any breach of those regulations to the Examinations Officer.

To maintain the security of examination papers and/or candidate scripts before, between and following the examination

To deliver completed candidate scripts and exam materials as requested to the Examinations Officer.

To comply with all directions issued by the Examination Officer.

Whilst invigilating, be vigilant but not intrusive.

To quietly patrol between the desks, without disturbing students. (Soft shoes must be worn).

To play an active role within the examination team.

To act in a professional manner at all times.

To attend training sessions as required.

Any other duties as may be reasonably allocated by the Headteacher or Examinations Officer.

Other Considerations

Students are expected to enter the Hall/Examination room in silence and sit in silence. There must be no communication of any kind (e.g. talking, excessive looking around the room, whistling or tapping at any time during the examination).

Students are continually reminded of the standards of behaviour expected of them.

If any students do not conform to these standards, please refer to the *Instructions for the conduct in examinations*' booklet and send for the Examinations Officer or a member of the Senior Leadership Team immediately.

Minor breaches of standards should be reported to the Examinations Officer and entered onto the Invigilator Log, which is available in each examination room.

If a student finishes the examination early, they are expected to remain in the examination room until the end of the examination.

They cannot leave early. They must not disturb the work of others.

Any concerns, please contact the Examinations Officer or a member of the Senior Leadership Team via the school office.

The standard guidelines are 1 invigilator to 30 candidates; however there will always be an additional invigilator/member of staff in attendance for support and in the case of emergencies.



Tupton Hall School

REDHILL ACADEMY TRUST

Exam Invigilator

Person Specification

	Essential	Desirable
Personal Qualities	- Be enthusiastic and committed to the school - Have the ability to adapt to change - Have the ability to work closely with a wide range of other professionals in a supportive and constructive way - Be able to demonstrate a record of personal time management and possess the management skills necessary to direct others - Operate calmly and effectively within an environment which makes variable demands - At all times operate in a professional and tactful manner, ensuring that any security requirements as required by Child Protection and Data Protection are adhered to - Have the ability to work as a member of a team as well as independently - Show initiative and self-motivation - Be aware of Health and Safety issues and implement these at all times	- Experience of working with young people, not necessarily in a school environment. - Supervisory experience

	GCSE Maths and English equivalent at Grade C or higher Experience of communicating with people at all levels and the ability to communicate oral instructions clearly Good interpersonal skills and ability to give accurate attention to detail Flexibility Good preparation and organisational skills Ability to work to deadlines Professional appearance	
Training	Training in all aspects of invigilation will be given to the successful candidates	
Physical Requirements	There are no physical requirements, but the successful candidate is expected to be in good health.	