



JOB DESCRIPTION

1. INTRODUCTION

1.1 **NAME OF POST HOLDER:**

1.2 **Post Title:** **Examinations Invigilator**

1.3 **Post Purpose:** To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Studley High School regulations and instructions. To have a key role in upholding the integrity and security of the examination/assessment process.

1.4 **Reporting to:** Examinations Officer

1.5 **Liaising with:** Leadership team, teaching staff, support staff and students.

1.6 **Working Time:** Between the hours of 8.00 a.m. to 3.45 p.m.

1.7 **Salary/Grade:**

1.8 **Disclosure level** Enhanced

Studley High School Aims & Values:

Studley High School, Warwickshire; a comprehensive school where students of all abilities can develop and thrive as individuals and as part of a community. We encourage all students to understand that belief in oneself, when combined with integrity and 'doing the right things in the right way' will lead to success.

We promote excellence in all that we do so that everyone at Studley High School can support the school aims in:

- Promoting high expectations of all
- Encouraging mutual respect, support and trust so that all can achieve their best
- Maintaining a place where honesty, openness and fairness lead to outstanding relationships
- Developing high levels of self esteem
- Ensuring belief, self-confidence and resilience is celebrated in our students
- Always aiming higher and being ambitious for the future
- Promoting high levels of wellbeing for all
- Developing curious citizens who can communicate effectively and embrace technology
- Demonstrating the Studley Values in their day-to-day experience

It is paramount to the success of students that they are prepared fully for the challenges and opportunities that await them as they move on to post 16 life. We work hard to equip students with the skills and character attributes to thrive and make positive contributions to society. In a world where technology and social dynamics are ever evolving we are committed to preparing students to embrace and adapt to change.

Our values:

Adaptable | Aspirational | Charitable | Creative | Independent | Mature | Resilient | Selfless



2. RESPONSIBILITIES

2.1 General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)

2.2 Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Studley High School regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

2.3 Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

2.4 During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

2.5 After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer



2.6

Other tasks

- Undertake training, update and review sessions as required
- Undertake relevant online invigilator training
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of exam timetable clash candidates between exam sessions
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
- May be required to read/scribe on a one to one basis with a student.

3. STAFFING:

- 3.1** To work as a member of a designated team and to contribute positively to effective working relations within the school.

4. COMMUNICATIONS & LIAISON:

- 4.1** To communicate effectively with all staff within the Trust

- 4.2** To follow agreed policies for communications in the school.

5. SCHOOL ETHOS:

- 5.1** 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 actively the Trust and Studley High School's corporate policies.

To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

To Comply with the Trust GDPR policy

To comply with the Trust Staff Code of Conduct

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

6. COMMITMENT TO SAFEGUARDING CHILDREN:

- 6.1** Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:

Having awareness of the school safeguarding policy and procedures regarding child protection.

Become aware of the signs and symptoms of abuse by attending relevant safeguarding training.

Understand and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation, Online Safety and you must adhere to the filtering and monitoring protocols.

Report all causes for concern to the Safeguarding team using detailed and accurate information.

Ensure the safety of all pupils in the school learning environment both indoor and outdoor.

It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

7. EQUALITIES:

- 7.1** To understand and comply with the Equal Opportunities Policy.
The Trust is committed to the promotion of equal opportunities and diversity.



8. SIGNATURES:

The trust 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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Special Requirements:

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.

Signed
[Associate Staff]

Signed
(Headteacher)

Dated

Dated