

**SUPPORT STAFF**

**JOB DESCRIPTION**

<b>ROLE TITLE</b>	Exam Invigilator
<b>CONTRACTED HOURS</b>	Variable depending on examination timetable. When dates are available, we issue them and Invigilators highlight which dates and times they are available to cover. Confirmation of dates and times will be sent by email, however, typical exam timeframes include: February – first 2 weeks May – mid to end of month June – all of the month November – last 2 weeks
<b>LOCATION</b>	Sybil Andrews Academy
<b>GRADE / SCALE POINT – SALARY</b>	Grade 2 / point 3
<b>REPORTING TO</b>	Examinations Officer

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

**JOB PURPOSE**

To supervise students during public and mock examinations and to provide support to the examination process.

**KEY TASKS AND RESPONSIBILITIES**

- Understand the rules of and adhere to conducting examinations as set by JCQ (Joint Council of Qualifications)
- Whilst maintaining the integrity of the examinations, ensure there is no breach of security during exam process when dealing with exam papers
- Arrive promptly at the examination venue at the appointed time
- Assist with the setting up of the exam room by laying out stationery, equipment in accordance with strict procedures
- Assist with the organising and distribution of equipment needed for the exam
- Assist in admitting the candidates to the examination room and enabling them to find their seats quietly and efficiently
- Ensure that candidates do not talk once inside the examination venues
- Perform mandatory checks in line with JCQ's instructions
- Distribute question papers, answer booklets and associated materials at the beginning of the examination
- Patrol and supervise the candidates in a quiet and unobtrusive manner to ensure the examination is conducted fairly
- Provide students with resources as necessary
- Deal with queries raised by candidates and deal with examination irregularities in accordance with strict procedures

- Whilst not disrupting candidates it is important to be vigilant, particularly regarding requests for additional paper, toilet breaks etc. Escort candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues
- Report any suspected malpractice to the Examinations Officer & maintain an incident log
- Print off examination scripts for those candidates using laptops
- Ensure examination conditions are maintained until candidates are dismissed from the room
- Ensure attendance register is taken at the start of the exam and ensure exam papers are collected in attendance register order along with candidate numbers
- Assist with the preparation of script envelopes
- Ensure the examination room is left in good condition ready for the next examination
- Ensure exam papers are never left unattended and are safely delivered to the Examinations Officer
- Attend mandatory invigilator training & annual update training
- Any other reasonable request to ensure the smooth running of the examinations seasons

The role Invigilators provide is essential and we recognise that you may not be able to be available for all exams. However, it is essential that you are available for the majority of our exams as detailed above. This is to ensure that we can meet all legal requirements of our examinations.

### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Headteacher or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIREABLE
<b>KNOWLEDGE</b>		
<b>Technical or Specialist</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Basic knowledge of first aid</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of exam regulations</li> </ul>
<b>School environment</b>		<ul style="list-style-type: none"> <li>• Knowledge of school policies and procedures</li> </ul>
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>• Ability to recognise and resolve or report problems. Know when it is appropriate to refer upwards</li> </ul>	<ul style="list-style-type: none"> <li>• Able to show initiative and be able to cope under pressure</li> </ul>
<b>Interpersonal and Communication</b>	<ul style="list-style-type: none"> <li>• Sensitivity to students' needs</li> <li>• Ability to communicate clearly</li> <li>• Ability to remain calm under pressure</li> <li>• Understanding of the necessity and ability to maintain absolute confidentiality</li> <li>• Ability and willingness to function effectively as part of a team</li> </ul>	
<b>Physical skills</b>	<ul style="list-style-type: none"> <li>• Ability to stand for prolonged periods, although some exams are shorter in duration and in others invigilators may be able to sit down</li> </ul>	
<b>Level of Autonomy</b>	<ul style="list-style-type: none"> <li>• Able to make decisions about on when to refer queries / problems to another member of staff</li> <li>• Work is covered by set policies and procedures</li> <li>• Able and willing to use own initiative in solving semi-routine tasks. Know and understand when to refer upwards</li> </ul>	
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Due to the public and mock exam timetables, candidates need to be available during our main exam periods</li> </ul>	

