

Job title: Invigilator

Main purpose of job: To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Plume Academy regulations and instructions. To have a key role in upholding the integrity and security of the examination/assessment process.

Department: Examinations

Location: Fambridge Road

Position reports to: Examinations Officer

Position is responsible for: N/A

Length of contract: Casual. Hours of work by agreement during May to June, and at other times during the academic year.

Salary: £12.21 per hour plus Annual Leave Entitlement

Key Responsibilities and Accountabilities

Main Duties:

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Plume Academy regulations and requirements.

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
- give full attention to conducting the examinations properly
- identify candidates and seat candidates according to the required arrangements
- distribute the correct question papers and exam materials to candidates
- instruct candidate in the conduct of their exams
- deal with candidate questions according to the regulations
- start exams

During exams

- supervise and observe candidates throughout the whole time examinations are in progress, giving complete attention to this duty
- be vigilant and remain aware of incidents or emerging situations
- 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

After exams

- instruct candidates in finishing their examinations
- collect exam scripts and examinations materials
- dismiss candidates from the examination room
- check candidates' names on scripts, match the details on the attendance register
- securely return all examination scripts, question papers and examination materials to the exams officer

Other tasks

- undertake training, update and review sessions as required
- Prior to invigilating any exam in a new academic year, undertake relevant online invigilator training and assessment for that academic year
- undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of exam timetable clash candidates between examination sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'.

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).
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations.

General

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy.



The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Date of next review: Annually in line with the PMR process.

Person Specification - Qualifications and Experience	Essential	Desirable
Educated to Level 2 standard of education	<input type="checkbox"/>	
Evidence of further professional study		<input type="checkbox"/>
Good level of understanding of ICT in Microsoft packages		<input type="checkbox"/>
High standards of achievement and professionalism	<input type="checkbox"/>	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	<input type="checkbox"/>	
Experience of responsibility in a pastoral area		<input type="checkbox"/>
Knowledge, Skills and Abilities	Essential	Desirable
Thinking creatively to anticipate and solve problems	<input type="checkbox"/>	
Organisational and planning skills including prioritisation of tasks	<input type="checkbox"/>	
Ability to work as part of a team and on own initiative and with resilience	<input type="checkbox"/>	
Staying calm and cheerful when working under pressure	<input type="checkbox"/>	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	<input type="checkbox"/>	
Commitment to the personal development of all students, staff and self	<input type="checkbox"/>	
Knowledge and understanding of safeguarding issues	<input type="checkbox"/>	
Ability to involve teachers, pupils, and other stakeholders constructively in assisting with pupil needs	<input type="checkbox"/>	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	<input type="checkbox"/>	
Ability to maintain trust and be highly respected by staff	<input type="checkbox"/>	
Has high expectations and shows a passionate commitment to developing the best in young people	<input type="checkbox"/>	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		<input type="checkbox"/>
High level of communication skills both written and verbal and ability to address a range of audiences	<input type="checkbox"/>	
Commitment to safe-guarding and promoting the welfare of young people	<input type="checkbox"/>	
Flexible and adaptable	<input type="checkbox"/>	