

### **Job Description**

<b>Job Title</b>	Invigilator
<b>Academy</b>	Queen Katharine Academy
<b>Reports to</b>	Exams Officer
<b>Contract</b>	Casual Contract – As and when required
<b>Salary</b>	£9.74 + Holiday £1.18
<b>Start Date</b>	To be confirmed
<b>Core Purpose</b>	To supervise internal and external examinations in accordance with JCQ regulations and Queen Katharine Academy procedures.

<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• To attend training as required to ensure full understanding of the requirements of the Invigilator role</li> <li>• To practically apply the knowledge of the Invigilator role</li> <li>• To apply knowledge and understanding of good working practices regarding Safeguarding Children in a school environment (training provided)</li> <li>• To provide personal availability for exam periods in good time to allow forward-planning</li> <li>• To attend the Academy on specified days for exams</li> <li>• To follow the guidance of the Lead Invigilator to ensure process compliance within each exam session</li> <li>• To help manage large groups of students efficiently and with understanding, e.g. talking to students before they enter the exam venue to ensure they have the necessary items for their exam</li> <li>• To deal with students late to the exam venue, medical emergencies, toilet breaks, etc. under the guidance of the Lead Invigilator</li> <li>• To report any problems that may occur in a timely manner to the Lead Invigilator</li> <li>• To provide written reports of any unusual activity</li> <li>• Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy)</li> </ul>
<b>General Responsibilities</b>
<ul style="list-style-type: none"> <li>• Take on any additional responsibilities which might from time to time be reasonably determined</li> <li>• Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board</li> <li>• To engage with appropriate training opportunities to promote professional effectiveness in this role</li> <li>• To promote a flexible approach to meet the changing needs of the Academy.</li> <li>• To ensure that teaching and other staff receive adequate support to meet educational and operational objectives</li> <li>• To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li> </ul>

- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**

**Note: Every job description in the organisation will be subject to a review either:**

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements, or**

**It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date**

### Person Specification

Attribute	Essential or Desirable	Assessment
<b>Qualifications</b>		
GCSE Maths & English	D	A
<b>Knowledge and Understanding</b>		
Basic knowledge of Microsoft package	D	A/I
<b>Skills and Abilities</b>		
Ability to communicate with students and staff	E	A/I
Ability to be flexible, reliable and punctual	E	A/I
High levels of concentration and stamina	E	A/I
Possess precise attention to detail	E	A/I
Basic computer skills	D	A/I
<b>Experience</b>		
Have previous experience in an exams setting	D	A/I
Have experience working in a school environment	D	A/I
<b>Personal Commitment</b>		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

### Assessment methods

**A – Application    I – Interview    T – Task/Activity    L – Lesson Observation    R – References**