

JOB DESCRIPTION

ROLE TITLE	Exams Invigilator
CONTRACTED HOURS	Casual
LOCATION	St Edward's Church of England School
GRADE / SCALE POINT – SALARY	Outer London Scale 2, Point 3
REPORTING TO	Exams Officer and Exams Assistant

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 implement examination procedures and ensure the proper conduct of examination candidates.

The Joint Council of Qualifications (JCQ) has an instructions document for conducting examinations. The JCQ document describes the role of an invigilator and this is listed below:

An invigilator is a person in the examination room responsible for conducting the exam. They have a “key role in upholding the integrity of the external examination / assessment process”.

Invigilators should:

- Ensure all candidates have an equal opportunity to demonstrate their abilities;
- Ensure the security of the examination beforehand, during and afterwards;
- Prevent possible candidate malpractice;
- Prevent possible administrative failures.

Invigilators must be familiar with the instructions outlined by the JCQ. They must give their full attention to conducting the exam properly and inform the head of centre if they have any concerns about the exam process.

KEY TASKS & RESPONSIBILITIES

- 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.).

Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and the St Edward's Academy regulations and instructions;
- To have a key role in upholding the integrity and security of the examination/assessment process.

Before exams

- Report to and be briefed by the exams team / lead invigilator 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;
- Identify candidates and 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 (in the absence of the lead invigilator).

During exams

- Supervise and observe candidates at all times and be vigilant, but not obtrusive throughout the period of the exam;
- Keep disruption in exam rooms to a minimum;
- To distribute additional paper / equipment as required;
- Deal with candidate questions according to the regulations;
- Deal with emergencies or irregularities effectively;
- Record/report any incidents, disruption or irregularities;
- Complete attendance registers.

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials;
- Check candidates' names on scripts, match the details on the attendance register
- To supervise the orderly exit of candidates from the examination room;
- Securely return all exam scripts (in order of the attendance register) and exam materials to the exams team at the end of the examination/s.

Other tasks

- Scribing (writing) and/or reading on a 1:1 basis in exams for students that have an access arrangement in place
- Undertake training, update and review sessions as required;
- Undertake relevant online invigilator training and assessment for that academic year (prior to invigilating any exam in a new academic year);
- Undertake, where required and where able, other duties requested by the exams team, for example
 - o centre supervision of exam timetable clash candidates between exam sessions;
 - o facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - o other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'.

- 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 & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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 line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> • NVQ or equivalent in a relevant subject • Ability to support the use of ICT and the software programmes used in schools • Experience working with children and young people in a paid or voluntary capacity • Willingness to undertake relevant training and development 	<ul style="list-style-type: none"> • Knowledge of School / Trust Computer systems
Literacy and Numeracy	<ul style="list-style-type: none"> • Secondary education up to GCSE level or equivalent • Ability to set out letters / documents and to use grammar correctly • Able to carry out basic calculations accurately • Computer literate • Able to main routine records e.g. school meals, sale of tickets, supplies. 	<ul style="list-style-type: none"> • Competent and confident in use and interpretation of databases and spreadsheets.
Organisational	<ul style="list-style-type: none"> • Knowledge of Health and safety policy and the role of the individual in ensuring its implementation • Knowledge of Equalities and inclusion policies and how these are implemented in schools 	<ul style="list-style-type: none"> • Knowledge of Trust's administrative procedures e.g. ordering / incoming and outgoing post
Equipment / Materials	<ul style="list-style-type: none"> • High level, accurate keyboard skills. • Able to use / operate general office equipment e.g. printers, photocopiers, binder, computers 	
Research	<ul style="list-style-type: none"> • Able to use the internet effectively for routine research 	
Problem Solving	<ul style="list-style-type: none"> • Ability to check stock deliveries accurately • Ability to resolve a range of day-to-day problems, using own initiative. • Know when it is appropriate to refer upwards 	
Creative Thinking	<ul style="list-style-type: none"> • Design and produce documents / advertisements etc 	
Planning	<ul style="list-style-type: none"> • Organised and methodical approach to admin tasks • Ability to manage and coordinate projects and in-house events 	

<p>Interpersonal and Communication</p>	<ul style="list-style-type: none"> • Tact and diplomacy second nature • Articulate with a good grasp of the English language • Patience and tolerance when dealing with parents / pupils who may be upset or appear unreasonable • Understanding of the necessity and ability to maintain absolutely confidentiality • Pleasant and helpful telephone and face-to-face manner • Ability to function effectively as part of a team • The ability to work effectively and efficiently as part of a team of professionals • Communication skills, oral, written and presentational • The ability to manage, supervise and direct the activities of children and young people • The ability to deploy a range of strategies and techniques to encourage positive behaviour and maintain order and discipline 	
<p>Keyboard</p>	<ul style="list-style-type: none"> • High level keyboard skills 	
<p>Manual Skills</p>	<ul style="list-style-type: none"> • Routine manual handling skills 	
<p>Level of Autonomy</p>	<ul style="list-style-type: none"> • Able to make day-to-day decisions about own workload, within clear guidelines and procedures. Supervisory assistance is available most of the time. 	