

ST EDWARD'S ACADEMY INVIGILATOR JOB DESCRIPTION

Role Title	Exams Invigilator
CONTRACTED HOURS	Casual
Reports to	Exams Officer and Exams Assistant
LOCATION	St Edward's Academy
GRADE / SCALE POINT – SALARY	Spine Point 3

Job Purpose	<p>To implement examination procedures and ensure the proper conduct of examination candidates.</p> <p>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:</p> <p>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".</p> <p>Invigilators should:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
General Requirements	<ul style="list-style-type: none"> • Experience of invigilation is not required as training in the role and duties of an invigilator will be provided;

	<ul style="list-style-type: none"> • 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. <p>An ideal candidate will:</p> <ul style="list-style-type: none"> • 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; <p>have basic IT skills (familiar with use of email, mobile phone messaging etc.).</p>
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Duties	<p><u>Main duties</u></p> <ul style="list-style-type: none"> • 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. <p>Before exams</p> <ul style="list-style-type: none"> • 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). <p>During exams</p> <ul style="list-style-type: none"> • 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. <p>After exams</p> <ul style="list-style-type: none"> • 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.
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	<p>Other tasks</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ centre supervision of exam timetable clash candidates between exam 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • All staff must adhere to the School's Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates. <p>Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.</p> <p>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).</p>

St Edward's Church of England Academy
London Road, Romford, Essex RM7 9NX
Tel. 01708 730462
Email. info@steds.org.uk
www.stedwardsacademy.co.uk
Headteacher: Jodie Hassan



ST EDWARD'S ACADEMY

EXAM INVIGILATOR - PERSON SPECIFICATION

Skills and abilities	Essential	Desirable	Assessed by
i. The ability to work effectively and efficiently as part of a team of professionals	✓		
ii. Communication skills, oral, written and presentational	✓		
iii. The ability to manage, supervise and direct the activities of children and young people	✓		
iv. Ability to support the use of ICT and the software programmes used in schools		✓	
v. The ability to deploy a range of strategies and techniques to encourage positive behaviour and maintain order and discipline	✓		
Knowledge			
vi. How ICT can be used effectively to motivate children to learn	✓		
vii. Health and safety policy and the role of the individual in ensuring its implementation	✓		
viii. Equalities and inclusion policies and how these are implemented in schools	✓		
Qualifications and experience			
ix. Willingness to undertake relevant training and development	✓		
x. GCSE grade 'C' (or equivalent) or above in English and mathematics		✓	
xi. Experience working with children and young people in a paid or voluntary capacity		✓	