



**JOB TITLE:** Invigilator

**REPORTS TO:** Examinations Officer / Deputy Headteacher

**GRADE:** Pay band 3

### **JOB PURPOSE**

To ensure the proper conduct of school tests and examinations, creating test / exam conditions in the room ensuring that pupils understand the instructions and behave in manner that allows for the proper conduct of the test / examination.

### **KEY ACCOUNTABILITIES**

- To actively promote the school's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the school's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the school's Health and Safety Policy and all locally agreed safe methods of work.
- To be responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible, or with whom you come into contact, by adhering to and ensuring compliance with the relevant Trust/School Safeguarding Child Protection Policy and Procedures at all times. If, in the course of carrying out the duties of the role, the job holder identifies any instance in which a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third-party services.
- To work with colleagues to achieve service plan objectives and targets
- To participate in Employee Development schemes and Appraisal; and contribute to the identification of own team development needs.
- At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### **PRINCIPAL RESPONSIBILITIES/DUTIES**

#### **Conduct of the Examination / Test**

- Dissemination, collection and correct storage of question and answer papers.
- Assist with setting up examination hall as required.
- Read out examination instructions, repeating these as required or clarifying the instruction.
- Providing clear instructions when to start and finish the exam.
- Producing / compiling an attendance register.
- Manage entry and exit into the examination room.

## Behaviour Management

- Ensure silence in the examination room.
- Ensure compliance with instructions and exam conditions as stipulated by the examination boards.
- Ensure there is no inappropriate communication, contact or discourse between pupils or others during the test / examination.
- Escorting pupils to the toilet if necessary (making alternative arrangement for supervision of the examination).
- Refer any concerns immediately to the appropriate line manager.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and may be subject to modification or amendment after discussion.

You will be based predominantly at Springfield School. However, as you will be appointed to The De Curci Trust, you may be required to work in any of The De Curci Trust's academies or in any of the schools/academies that the Trust is supporting as reasonably directed by the CEO. The ability to travel independently between DCT academies/schools is therefore desirable.