



## Job description – Invigilator

**Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.**

<b>Summary of the role:</b>	To improve outcomes, transform lives and enable social mobility <ul style="list-style-type: none"><li>• To live the vision and values</li><li>• To oversee and supervise examinations</li><li>• to ensure that guidelines and regulations for the integrity and security of the examinations are upheld</li></ul>
<b>Salary</b>	Salary: 12.50 per hour Conditions: Permanent Line led by: Exams Officer

<p><b>Main duties and responsibilities:</b></p>	<p><b>Main duties and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding bodies and Eden Park High School regulations and instructions from the Exams Officer</li> <li>• To have a key role in upholding the integrity and security of the examination/assessment process</li> <li>• Assist with the setting up of the examination room, including putting up posters, distributing name labels and examination material.</li> <li>• Assist as directed with the movement of students – ensuring order is kept outside the room and silence is maintained within the room and admit candidates into exam rooms under formal exam conditions.</li> <li>• Supervise students to and from the toilet.</li> <li>• Ensure a seating plan and attendance register are completed for every examination.</li> <li>• Instruct candidates in the conduct of their exams.</li> <li>• Always supervise and observe candidates and be vigilant throughout exams.</li> <li>• Assist with the collection of papers at the end of the examination in exam number order.</li> <li>• Assist with the safe and timely dispatch of the completed scripts.</li> <li>• Ensure the examination room is left in a reasonable state ready for the next examination or class.</li> <li>• Always ensure the security of question-and-answer papers. They should be taken directly to the Examinations Officer at the end of the examination.</li> <li>• Undertake training, update and review sessions as required.</li> </ul> <p><b>Vision and Values</b></p> <ul style="list-style-type: none"> <li>• To undertake such other duties as may be required, commensurate with the level of responsibility of the post</li> <li>• To promote equal opportunities and celebrate diversity in all aspects of the academy</li> <li>• To play a full part in the life of the academy community, to support its distinctive aim and</li> </ul>
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	<p>ethos and to encourage staff and students to follow this example</p> <ul style="list-style-type: none"><li>• To promote actively the academy's corporate policies</li><li>• To adhere to the Trust's Dress Code</li><li>• To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate</li><li>• To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the academy's Safeguarding/Child Protection policies</li><li>• To be aware of and comply with all academy and Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person</li></ul>
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## Person Specification

Area	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Application Certification Interview References
Qualifications	<ul style="list-style-type: none"> <li>• A good standard of education especially in literacy and numeracy</li> </ul>		Application Certification
Experience	<ul style="list-style-type: none"> <li>• Experience of working in an educational establishment</li> <li>• Experience in a similar role</li> <li>• Experience of working with young people</li> <li>• Experience of working with young people with challenging behaviour</li> <li>• Experience of establishing and maintaining positive working relationships with a range of stakeholders at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with students from a range of ethnic backgrounds</li> </ul>	Application Interview References

Area	Essential	Desirable	Method of assessment
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies/codes of practice</li> <li>• Well-developed interpersonal skills to be able to relate well to a wide range of people</li> <li>• Work constructively as part of a team whilst being able to demonstrate initiative</li> <li>• Good communication skills</li> <li>• Have commitment to own personal and professional development</li> <li>• Commitment to equality and diversity</li> <li>• Knowledge of many of the social issues facing students from disadvantaged backgrounds</li> </ul>		Application  Interview  References

Area	Essential	Desirable	Method of assessment
Character	<ul style="list-style-type: none"> <li>• Strong moral purpose and drive for improvement</li> <li>• Values driven</li> <li>• Mission-aligned</li> <li>• Humble and kind</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Excellent interpersonal skills</li> <li>• Good sense of humour</li> <li>• Desire to develop yourself</li> <li>• Ability to receive and act on feedback</li> <li>• Strong attention to detail</li> <li>• Ability to work under pressure</li> <li>• Commitment to safeguarding</li> <li>• Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students</li> <li>• Commitment to the full life of the academy</li> </ul>		Application  Interview  References