

Job description: Exams Invigilator

Location	
Contract term	Casual
Full time/term time	Casual- As and when needed in accordance with the annual Exams timetable.
Pay range]
Reporting to	Exams Manager

Job purpose

To work under the guidance of the Exams Manager and Senior Exams Invigilator to supervise internal and external examinations, ensuring compliance with statutory examination regulations.

Main duties and responsibilities

- To be familiar with examination regulations and protocol.
- To support the Examinations Manager in issuing examination papers and relevant resources
- To actively invigilate during each examination, including monitoring students' workstations, across all areas of the exam halls.
- When required, to take an attendance register and record late candidates into the exam room
- To provide candidates with support and advice only to the extent that it is consistent with examination regulations
- To report immediately any breaches of examination regulations to the Examination Manager or the representative
- To assist in the collection of completed examination scripts
- To assist in the collection of all other appropriate material at the end of an examination
- To undertake any other duties as required by the Examinations Manager and as is consistent with the role of an Invigilator.

Supervision of Students

- To ensure the safety and wellbeing of the pupils at your designated area.
- Undertake supervision duties as allocated, which may include escorting students who need to leave the exam halls for rest breaks.
- Supervise pupils, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the Behaviour Policy.
- Ensure good behaviour and safe conduct of pupils by maintaining good order and discipline, referring to the Academy Behaviour Policy and escalating matters where necessary.

Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all
- Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code & Staff Code of Conduct.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Exams Invigilator

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Good literacy and numeracy skills	✓	
5 or more good GCSEs [or Level 3 equivalent]		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Excellent communication skills	✓	
Ability to effectively manage student behaviour in accordance with Academy's behaviour management policy and procedure (training will be provided)	✓	
Commitment to Continued Professional Development and willingness to undertake relevant Exams and whole school training, as directed	✓	
Experience of working with students in a formal setting without immediate supervision		✓
Knowledge of Safeguarding, Child Protection and Health & Safety		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Ability to empathise and be positive with children and young people	✓	
Flexible and adaptable approach to undertaking given tasks	✓	
Ability to work effectively as part of a team and to form positive professional relationships with colleagues	✓	
Ability to work under pressure and to demonstrate initiative and resilience to adapt and respond to changing circumstances	✓	



Willingness to follow management instructions and ensure robust routines regarding compliance are upheld	✓	
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