



EXAM INVIGILATOR JOB DESCRIPTION

GRADE: Casual contract - (timesheet submission)

PURPOSE: To support the Exams Officer in ensuring that all school exams are conducted and invigilated in line with internal and external requirements.

REPORTING TO: Exams Officer

MAIN TASKS AND RESPONSIBILITIES:

- Preparation of exam rooms and relevant equipment
- Liaison on access arrangements and seating candidates
- Attendance registers
- Invigilating exams as working supervisor
- Co-ordination of invigilation arrangements and dealing with issues arising from exams
- Administration of exam materials
- Keeping up to date with changes to exam arrangements
- Perform other reasonable duties within scope of skills as directed by exams officer
- To attend relevant training sessions

KNOWLEDGE, EXPERIENCE AND TRAINING:

- Have or be prepared to develop supervisory skills
- Be extremely organised and have clerical skills
- Be flexible in order to meet changing requirements and priorities
- Be prepared to meet seasonal demands of exams during the school year
- Be assertive and effective in dealing with students
- Be diplomatic with teaching and other support staff
- Must be a confident and strong character, preferably with experience of implementing effective discipline.
- Evidence through DBS check and recruitment process of suitability for working with children.

This document was approved as follows	
People Development Director	Date: 30/03/20
Version	1.0



PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further
--------------	---

This document was approved as follows	
People Development Director	Date: 30/03/20
Version	1.0



	<ul style="list-style-type: none"> • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

This document was approved as follows	
People Development Director	Date: 30/03/20
Version	1.0



KNOWLEDGE, EXPERIENCE & SKILLS

Requirement

E – Essential

Assessed at

A – Application Stage

D – Desirable

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Qualified teacher status or recognised equivalent	X		X	X	
	Degree in related subject specialism	X		X	X	
	Evidence of continuous professional development	X		X	X	X
	Additional relevant training in Safeguarding	X		X	X	X
	Senior leadership or management qualification (willing to work towards)	X		X	X	
	Knowledge of National Curriculum requirement	X		X	X	X
	Knowledge of a creative range of pedagogic approaches to delivering your subject	X		X	X	X
	Knowledge of current education legislation, Ofsted framework and best practice	X		X	X	X
	Proven success of improving student outcomes within a school	X		X	X	X
	Teaching experience with the age range	X		X	X	X
	Experience of successful management and leadership of diverse teams	X		X	X	X
	Experience of implementing systems to support attendance improvement	X		X	X	X
Skills	Experience of using a range of technologies to support student learning	X		X	X	X
	Ability to work effectively within a team environment	X		X	X	X
	Ability to work strategically and to seek and implement creative solutions	X		X	X	X

This document was approved as follows

People Development Director

Date: 30/03/20

Version

1.0



	Excellent leadership skills and the ability to inspire and challenge colleagues, peers and teams	X		X	X	X
	Ability to manage the performance of a diverse range of staff	X		X	X	X
	Highly effective organisational skills	X		X	X	X
	Ability to prioritise effectively and meet deadlines during times of pressure	X		X	X	X
	Ability to communicate effectively with a wide range of stakeholders using a variety of methods and media	X		X	X	X
	Ability to develop a number of curriculum areas relevant to the age and ability of the groups	X		X	X	X
	Ability to assess and record the progress of students' learning	X		X	X	X
	Ability to use/analyse assessment data systems to raise standards	X		X	X	X
	Ability to promote a positive ethos and attributes	X		X	X	X
	Ability to create a stimulating and safe learning environment	X		X	X	X

This document was approved as follows	
People Development Director	Date: 30/03/20
Version	1.0