

 <p>Tudor Grange Academies Trust</p>	<p>Exams Invigilator</p> <p>Job Description</p> <p>Point 2</p> <p>£12.65 per hour + Holiday pay</p>
<p>Core Purpose</p> <p>To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.</p>	
<p>Specific tasks</p> <p>Contract type: Temporary and Casual Hours: As required (The post-holder must be available for work during the school examination periods and on the days requested by the Examination Officer).</p> <p>SPECIFIC RESPONSIBILITIES OF THE ROLE:</p> <ul style="list-style-type: none"> • Ensure that both college and examination board regulations on conduct, communication, etc. are strictly observed and implemented. • Ensure candidates observe and obey examination conduct and behaviour. • Ensure that the relevant papers, equipment and materials are available for each examination and each student. • Supervise candidates in a quiet and unobtrusive manner. • Work within the direction of the Examination Officer and the member of SLT responsible for Assessment and Exams. • Be familiar with, and be prepared to, implement procedures for dealing with emergencies, queries and inconsistencies. • Follow the requisite procedures and legislation regarding confidential information e.g. the Data Protection Act. • Be proactive in the implementation of the College's and the Local Authority's (LA's) Equal Opportunities policy, Health and Safety regulations, Child Protection and Environment Protection policies. <p>JOB TASKS:</p> <ul style="list-style-type: none"> • Assist in the setting up of examination venues. • Ensure that examinations are conducted smoothly. • Ensure that students' basic needs are catered for. • Distribute examination papers, additional paper and relevant equipment and materials as necessary. • Assist in the efficient timekeeping of examinations. • Assist candidates prior to the start of the examination e.g. directing them to their seats, advising them about examinations regulations etc. • Report and deal with any inconsistencies, emergencies, lateness and absences as required. • Respond to candidates' queries and concerns. • Assist the Examinations Officer in the safekeeping, storage and distribution of 	

examination materials and equipment.

OTHER RESPONSIBILITIES:

- Participate in professional development opportunities, with a willingness to develop additional skills and expertise.
- Keep up-to-date with current developments affecting your area of responsibility.
- Contribute to college development through identified communication and consultation channels.
- Contribute to the overall ethos / work / aims of the college.
- Carry out any other duties that may be reasonable as requested by the Principal or the Examinations Officer.

Line Manager:	Academy Exams Officer
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