



Job Description

Title:	Examinations Invigilator
Project Team:	Support Staff
Reports to:	Data and Examinations Officer
Salary:	Inv2 SP4 (£13.05 Plus Holiday Pay)
Responsible for:	Invigilation duties across the Academy

Key Duties and Responsibilities

- To distribute and collect examination papers/scripts/materials from candidates
- To prepare the examination room
- To ensure that the examination room is conducive to examination conditions and minimise distractions
- To supervise the entry and exit of candidates to and from the examination room
- To ensure that examinations begin and end on time according to schedule
- Informing candidates of examination regulations prior to the start of examinations
- To be vigilant during the examination, in order to prevent any cheating or malpractice
- To report any malpractices or problems to the Data and Examination Officer
- To complete general administrative duties as directed by the Data and Examination Officer
- To deal with emergency situations e.g. candidate illness, fire alarm etc.
- To deal sensitively with candidates who have special arrangements
- To be familiar and adhere to the instructions for the conduct of examinations issued by the Joint Council for General Qualifications
- To be available to work flexibly in ensuring that examination processes are completed at the end of each examination

Component 1 – Wider Professional Effectiveness

- Participate in and engage with Academy Inset and Professional Development, whether in-house or external
- Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset
- Disseminate the outcomes of Inset to other staff and ensure that the Executive Team are aware of such innovation and cutting edge development
- Effectively contribute to the Academy improvement planning process

Component 2 – Role Model

- Ensure that 'no student is left behind', in their academic and personal development
- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping
- Build team commitment amongst students and staff alike
- Engage and motivate students and staff to do their best by doing your very best
- Demonstrate a positive approach to your professional duties and improve the quality of student learning

Additional Components

- To consistently uphold the Academy's aims and strive to attain academy targets
- To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy
- To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner
- Play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
- It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment
- The job purpose and key task statements above are indicative and by no means exclusive. Given the evolving status of the Academy, the need for flexibility amongst staff is therefore considered important
- To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level
- To embrace the Academy's Pursuit of Excellence Programme

Health and Safety Responsibilities

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website
- Q3 Academy is a designated no smoking site

Q3 Academies Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS). Satisfactory employment references as well as identification and qualification checks will be required before commencing duties.

Person Specification

Job Title Exam Invigilator	Thematic Area	Date Completed September 2020
Grade	Location Q3 Academy Langley	Signature

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential (E) / Desirable (D)	N/A	How Identified
1. Physical	A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made.)		Job and medical history from references.
2. Qualifications	Not required but a good understanding of literacy and numeracy would be an advantage		Interview
3. Experience	Experience of invigilation or a similar role would be desirable but not essential		Past employment/academic activity record. Performance in related selection methods, e.g. presentation, group discussion.
4. Training	To be prepared to undertake training as required to achieve the objectives of the post		Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.
5. Special Knowledge	Conduct required by the Joint Council for General Qualifications		
6. Circumstances	Ability to travel if required to other Q3 Trust		Ensuring candidates

(personal)	Academies		are aware of these requirements from the job description. Interview questions and application form details.
7. Disposition	<p>Able to communicate at all levels including in writing, verbally (E)</p> <p>Confidentiality. (E)</p> <p>Integrity.(E)</p> <p>Highly motivated.(E)</p> <p>Organised.(E)</p> <p>Problem solver.(E)</p>		Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.
8. Legal Requirements	Enhanced DBS Check for Regulated Activity		DBS check undertaken