



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION



Job Title:	Examinations Invigilator
Location:	Across the Trust (based at Ivybridge Community College currently)
Grade/salary:	NJC Devon Grade B, SCP 3-4, £588 - £597 (actual, per annum)
Hours:	Tier 1 40 hours per annum
Reports to:	Examinations Officer
Responsible for:	N/A
Key relationships:	Students, Examinations Team, SEND Team, Pastoral Leaders and Behaviour Team

Job Purpose

The Invigilator supports the effective operation of the trust and works to uphold and promote its vision and values.

To have an understanding and commitment to upholding and maintaining the integrity of the exams, as directed by the Exams Office.

Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Ivybridge Community College instructions.
3. To play a key role in upholding the integrity of the examination/assessment process.
4. To facilitate access arrangements for candidates who require additional adjustments, for example as a reader, scribe etc. (full training will be provided)
5. **During Examinations**
 - To supervise and observe candidates at all times and be vigilant throughout examinations
 - To keep disruption in examination rooms to a minimum
 - To deal with emergencies or irregularities effectively
 - To record/report any incidents, disruptions or irregularities
 - To complete attendance registers
 - To deal with candidate questions according to the regulations
6. **After Examinations**
 - To instruct candidates in finishing their examination and to collect examination scripts and examination materials
 - To dismiss candidates from the examination room

- To check candidates' names on scripts match the details on the attendance register
- To securely return all examination scripts and examination materials to the Examinations Officer

7. Other

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the Examinations Officer, for example:
 - Supervision of examination timetable clash candidates between examination sessions
 - Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - Other examinations related administrative tasks
- 8. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- 9. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- 10. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- 11. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

Safeguarding Children

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Designated Safeguarding Lead.

Equal Opportunities

The Trust has a strong commitment to achieving equality of opportunity in both its service to the community and the employment of people. It expects all employees to understand and promote its policies in their own work, including undertaking any training where necessary.

Fire, Health and Safety

The Trust is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy, endeavouring to consider and integrate health and safety in all activities to safeguard employees, contractors, members of the public, property and the environment.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
Integrity:			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
QUALIFICATIONS:			
Good numeracy and literacy skills	E	X	X
Willing to undertake personal development through training and other learning activities	D	X	X
EXPERIENCE:			
Experience of working in a school or similar environment	D	X	
Age requirements: You must be at least 18 years old to work as an invigilator.	E	X	
Understanding of Keeping Children Safe in Education and the wider safeguarding agenda, and the welfare of children and young persons you are responsible for or come into contact with	D	X	X
KNOWLEDGE, SKILLS AND ABILITIES:			

Ability to follow instructions but to use common sense and initiative when required	E	X	X
Accuracy and attention to detail	E	X	X
Good timekeeping	E	X	
Able to relate to academic staff and students	E	X	X
Ability to work under pressure whilst remaining calm	E	X	X
Discrete and able to maintain confidentiality of information	E	X	X
Ability to work as part of a team or alone if necessary	E	X	X
Effective oral/written communication skills	E	X	X
To be able to work efficiently under pressure	E	X	X
To be flexible and pro-active towards changes in day-to-day working arrangements. Availability during the day.	E	X	X
To convey a friendly and approachable outlook to others	E		X
Ability to move around a large school site, to carry materials to and from examinations and to stand for long periods of time	E	X	X