



Mossbourne  
Federation

# **Exam Invigilator**

## **Job Description**



<b>POSITION</b>	Exam Invigilator
<b>SALARY</b>	£15.00 per hour
<b>START DATE</b>	As soon as possible
<b>HOURS</b>	As and when – exam times
<b>CONTRACT TYPE</b>	Permanent on casual contract
<b>RESPONSIBLE TO</b>	Exams Officer
<b>LOCATION</b>	Mossbourne Victoria Park Academy
<b>KEY WORKING RELATIONSHIPS</b>	Students / Exam Officer

## Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPSA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHLA), primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian, and other minority ethnic descent. Injustice, discrimination, and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

## Mossbourne Victoria Park Academy (MVPA)

At Mossbourne Victoria Park Academy (MVPA), we continue to build on the Federation's ethos of exceptional education for all our students. With children at the heart of everything we do, MVPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs, with the belief that all students can fulfil their true potential. Our students' progress at GCSE puts us in the top 10 schools nationally, and we believe there is more to do. Our staff deliver excellent lessons, and our students enjoy a vibrant enrichment programme and have access to debate, speech-making and presentation training through our oratory specialism. Our excellent teaching staff work in a rewarding environment where everyone pulls together for the same thing - the best possible deal for our students.

If you want to be part of the team that is improving the life chances of our students, then read on.



## **Job Summary**

To ensure the proper conduct of school tests and examinations, create test/exam conditions in the room, ensuring that pupils understand the instructions and behave in a manner that allows for the proper conduct of the test/examination.

## **Main Duties & Responsibilities**

### **General Principles:**

- To carry out the functions of a support member of staff at a Mossbourne Federation Secondary School in accordance with its stated aims and objectives.
- To be committed to safeguarding and promoting the welfare of our young people.
- To assist in improving the academic outcomes of all students. To provide high-quality learning for all staff and students.
- To support the Federation's aims and implement whole school decisions.
- To undertake professional duties commensurate with this post, as delegated by the Principal / Line Manager.

## **Conduct of the Examination / Test**

- Dissemination and collection of question and answer papers.
- Read out examination instructions, repeating these as required or clarifying the instructions.
- Providing clear instructions on when to start and finish the exam.
- Producing/compiling an attendance register.
- Manage entry and exit into the examination room.

## **Behaviour Management**

- Ensure silence in the examination room.
- Ensure compliance with instructions and exam conditions.
- Ensure there is no inappropriate communication, contact or discourse between pupils or others during the test/examination.
- Escorting pupils to the toilet if necessary (making alternative arrangements for supervision of the examination).



Person Specification				
E Essential or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Interview
Experience				
E	Good reading and writing skills	X		X
E	Good numeracy skills	X		X
D	Knowledge of basic ICT	X		X
E	Ability to write basic reports and data entry accuracy	X		X
E	Ability to use clear language to communicate information unambiguously	X		X
E	Ability to listen effectively	X		X
E	Overcome communication barriers with children and adults	X		X
D	Consult with children and their families and carers and other adults			
E	Understand and implement the school’s behaviour management policy	X		X
D	Ability to understand and support children with developmental difficulties or disabilities			
D	Good understanding of the general aspect of child development			
D	Understand and support the importance of physical and emotional well-being			
E	Understand the role of others working in and with the school	X		X
D	Understand and value the role of parents and carers in supporting children			
D	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults			
E	Ability to work effectively with a range of adults	X		X
E	Know when, how and with whom to share information	X		X
E	Ability to follow instructions accurately	X		X
E	Good organisational skills	X		X
D	Demonstrate creativity and an ability to resolve routine problems independently			
E	Awareness of and commitment to equality	X		X
D	Basic understanding of Health & Safety	X		X
E	Understand and implement child protection procedures	X		X
E	Understand procedures and legislation relating to confidentiality	X		X
D	Be prepared to develop and learn in the role			X



IT knowledge				
<b>D</b>	Knowledge of the Microsoft Office Suite	<b>X</b>		<b>X</b>
Behavioural Competencies				
<b>E</b>	Excellent communication skills	<b>X</b>		
<b>E</b>	To have a strong understanding of the Academy: its culture, climate, and values	<b>X</b>		
<b>E</b>	Commitment to meeting deadlines internally and externally, ensuring output consistently is of an exemplary standard	<b>X</b>		
<b>E</b>	The upmost integrity and high levels of motivation & commitment.	<b>X</b>		
<b>E</b>	Proactive approach & efficient time management & prioritisation skills	<b>X</b>		
<b>E</b>	Genuine interest & passion for the education of young people & the will to contribute to the wider life & community of the Federation	<b>X</b>	<b>X</b>	
Applicable to all staff				
<b>E</b>	Undertake training as required to fulfil the requirements of the role	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Support Mossbourne through your actions & attitude, adjusting performance and practice in accordance with Federation initiatives and directives.	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Recognise your role as part of the success of Mossbourne.	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Play an active role in the safeguarding of all students and adults.	<b>X</b>	<b>X</b>	<b>X</b>

***Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.***

***The document is not a comprehensive list; it simply outlines the expectations of this role.***

***This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***