

JOB DESCRIPTION

JD no: 49

Job Details

Post Title	Examinations Invigilator
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Responsible to	Line Manager
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Purpose of job

To ensure the fair and proper conduct of examinations according to the school's/examination board's rules, in an environment that enables pupils to perform at their best.

Responsibilities

1. Invigilate the examination, including dealing with examination irregularities.
2. Assist in the setting up of examination venues, laying out equipment and papers in accordance with procedures.
3. Communicate examination procedures to pupils and oversee behaviour.
4. Respond to pupil requests during the examination.
5. Ensure no unauthorised material is consulted.
6. Escort candidates from the location during the examination, such as for toilet breaks.
7. Maintain candidate attendance and absence records.
8. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Examinations Invigilator will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Examinations Invigilator will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Examinations Invigilator is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Examinations Invigilator will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Performance Management

The Examinations Invigilator will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Examinations Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

Signed Employee:		Date:	
Print Name:			