



## Invigilator

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

### How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart into their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

### About the role...

#### Main purpose of the post:

Working closely with the Raising Standards Team and the Lead Invigilator to oversee and invigilate exams in accordance with Exam Board standards.

- a) ensure all candidates have an equal opportunity to demonstrate their abilities;
- b) ensure the security of the examination before, during and after the examination;
- c) prevent possible candidate malpractice;
- d) prevent possible administrative failures.

#### Specific duties and responsibilities:

- To be a visible presence at the start of the exam and instruct students to enter the exam room in silence
- Remind students about candidate number, equipment needed and other routine matters, prior to entry
- To co-ordinate the whole external exam process in a timely fashion taking instructions and direction as required from the Lead Invigilator including:
  - Reporting student absence details
  - In the absence of the Lead Invigilator, check student absence and mark on seating plan
  - Assisting with distribution of exam papers
  - Setting the clock and ensure exams adhere to set times
  - Collecting mobile electronic devices, if necessary
  - Distributing equipment, if necessary
  - Checking student equipment meets exam board approval and is placed in permitted position to prohibit duplicitous behaviour
  - Assisting with the storage of bags
  - Assisting with barriers and signage to prevent disruptions
  - Ushering students to the toilet, if necessary
  - Answering routine queries
  - Arranging the collection of papers and a timely dismissal
  - Collecting stationery and equipment and return to Raising Standards Office/storage room
  - Attend in-house training sessions - bi-annually
  - Keep up to date with, and abide by, the rules as set out in the Joint Council for Qualifications (JCQ) Instructions for conducting examinations (ICE) booklet

#### Invigilators must not:

- Read the candidates' scripts
- Read books, magazines, newspapers during the examination
- Make/receive calls
- Use mobile electronic devices
- Answer candidates' questions concerning the content of the examination
- Talk to other invigilators if more are present during the exam
- Smoke/eat in the examination room or outside during the test
- Leave the examination room during the exam without permission from the Lead Invigilator, if one is present, or the Raising Standards Team.

### **About you...**

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

#### **Qualifications and Training**

##### **Essential**

- Good standard of education – 5 GCSEs at grade 5 or above (or equivalent) inc English and Maths
- Commitment to continue own personal development

#### **Experience, Knowledge and Skills**

##### **Essential**

- Experience of working as an invigilator or in a school environment
- Experience of dealing with confidentiality and ability to deal appropriately with sensitive or difficult situations
- Excellent communication skills
- Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas
- Desire to promote an excellent image of the school

##### **Desirable**

- Knowledge of and ability to apply GDPR regulations

#### **Values and Personal Competencies**

- Excellent interpersonal skills; energy and enthusiasm
- Self-motivation
- Flexibility and adaptability
- Committed to the values and vision of the Trust
- Team focused with the ability to work independently and take initiative
- Committed to equality, diversity and inclusion
- Strong morals, ethics and sound judgement

#### **As a member of the Trust**

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Contribute to systems of evaluation and performance of the organisation positively

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility