

SOUTHMOOR ACADEMY

Role Description

Role Title: Exam Invigilator

Responsible to: Assistant Principal

Purpose of role: To assist in the smooth running of external and internal examinations

Specific Responsibilities:

- To ensure a calm environment, which will give all pupils the best possible opportunity to be successful in their exams.
- To help organise pupils at the start and end of each exam.
- To help provide the correct information and material for successful completion of the exam.
- To help ensure that the conduct of the exam takes place within the guidelines set down by JCQ. (relevant documents will be supplied)
- To be vigilant, whilst not disrupting the candidates.
- To refer to the Examination Officer if it is suspected that malpractice is taking place.

Main Duties:

- To ensure that all pupils enter the examination room quietly and in an orderly manner.
- To ensure that pupils do not leave an examination during the first hour or last half hour of an examination (unless escorted for exceptional reasons: always check with the Senior Invigilator).
- At the end of examinations to help make sure that answer booklets have been completed correctly, and to help ensure that question numbers have been entered in the appropriate box on the front of the answer booklets.
- To help in the collection of exam scripts which need to be collected in order, by candidate number.
- In the event of any discrepancy or irregularity in the progress of an examination, to give a verbal report to the Examination Officer.

Personal Qualities:

Good command of written and spoken English

Be confident and able to communicate with staff and pupils

Good team member and also work on own initiative

Hours

Hours are as required and determined by the examination timetable

Examinations take place during periods from November until June each year and length of sessions can vary, although you will always need to be available for the beginning of each session and for its duration.

We are committed to safeguarding the welfare and development of all young people and all invigilators will be subject to the receipt of a satisfactory DBS

Professional Values and Practice:

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

Accountability of the post

The postholder:

- Must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
- Must act in compliance with data protection principles in respecting the privacy of personal information held by the School.
- Must comply with the principles of the freedom of information act 2000 in relation to the management of School records and information.
- Must carry out his or her duties with full regard to the school's Equal Opportunities Policy, Code of Conduct and all other school policies.
- Must comply with the school's Health & Safety rules and regulations and with Health & Safety legislation.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous and supportive to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Acceptance of Job Description by Post Holder

I can confirm my acceptance of the Job Description as outlined above

Name:

Signed:

Date: