

## Job Description



<b>POST:</b>	Examination Invigilator
<b>RESPONSIBLE TO:</b>	Exams Officer
<b>SALARY:</b>	NJC Scale 3; point 6
<b>LOCATION:</b>	The Telford Langley School
<b>WORKING PATTERN:</b>	Casual
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>KEY RELATIONSHIPS:</b>	Exams Officer, Teachers, External Agencies, and Pupils
<b>RESPONSIBLE FOR:</b>	N/A

### MAIN PURPOSE:

The purpose of this role is to ensure that candidates have an equal, safe and secure environment in which to sit their examinations in accordance with the Joint Council for Qualifications guidelines for conducting examinations.

### SPECIFIC RESPONSIBILITIES

#### Main Duties and Responsibilities

- To supervise candidates entry into the examination room
- To direct candidates to their designated seat
- To make sure candidates are aware that they are under examination conditions
- To open and distribute exam papers to candidates
- To start an examination and read out any erratum notices
- To complete an attendance register
- To make sure that candidates are aware of the start and finish time of the examination
- To ensure that the examination regulations laid down by the Examination Boards & Joint Council are observed
- To be vigilant, but not intrusive throughout the period of the examination
- To distribute additional paper/equipment as required
- To finish an examination
- To collect exam papers and exam scripts at the end of the examination
- To supervise the orderly exit of candidates from the examination room
- To return completed exam papers, exam scripts and exam stationary to a secure area at the end of an examination

#### The Invigilator's Role

The Joint Council for Qualifications (JCQ) has an instructions document for conducting examinations. The JCQ document describes the role of an invigilator and this is listed below:

An invigilator is the person in the examination room responsible for conducting the exam. They have "a key role in upholding the integrity of the external examination/assessment process".

Invigilators should:

- Ensure all candidates have an equal opportunity to demonstrate their abilities

- Ensure the security of the examination beforehand, during and afterwards
- Prevent possible candidate malpractice
- Prevent possible administrative failures

Invigilators must be familiar with the instructions outlined by the JCQ. They must give their full attention to conducting the exam properly and inform the head of the centre if they have any concerns about the exam process.

Invigilator: access arrangements

Candidates who require adult support on a one-to-one basis may need to sit their exam separately to other candidates.

The role of invigilator can be combined with the role of prompter, reader and/or scribe. Where a candidate is accommodated separately, an independent invigilator is needed if the candidate requires:

- An oral language modifier
- A practical assistant
- A reader/computer reader
- A sign language interpreter
- Scribe/speech recognition technology

### Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

### Our Values and Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

### Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

**Achievement - Academic:** We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control ('knowing what to do when they don't know what to do') in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

Achievement - 'letting your light shine': All young people achieve things they can be proud of every day in addition to academic success and outside our school's planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement - relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

### Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal wellbeing.

The Trust Board sees all members of the Trust's staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

## Person Specification

Criteria	Standard
Experience	<ul style="list-style-type: none"> <li>• Experience of working within a school would be desirable.</li> <li>• Experience of the educational system would be desirable.</li> <li>• Experience of working with young people would be desirable.</li> </ul>
Qualification	<ul style="list-style-type: none"> <li>• Good literacy / numeracy skills</li> <li>• Familiar with the JCQ instructions for conducting examinations would be desirable.</li> <li>• Good general level of education.</li> </ul>
Knowledge / Skills	<ul style="list-style-type: none"> <li>• Articulate, with good comprehension skills.</li> <li>• The ability to work constructively as part of a team.</li> <li>• Strong inter-personal skills.</li> <li>• The ability to relate well to children and adults.</li> </ul>
Personal style and behaviours	<ul style="list-style-type: none"> <li>• Innovative with an abundance of common sense.</li> <li>• Confident and authoritative.</li> <li>• Organized and efficient.</li> <li>• Reliable and punctual.</li> <li>• Polite and friendly with a flexible approach to work.</li> <li>• Calm and professional.</li> <li>• Good standard of English and spoken voice.</li> </ul>

Job Description Acknowledgement: I have received, reviewed and fully understand the job description for Exam Invigilator I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name

Employee Signature

Date