



Part A - Grade & Structure Information

Job Family Code	Unique	Role Title	Exam Invigilator
Grade	P3	Reports to (role title)	Exams Officer/SLT
JE Band	N/A	School	The Howard Partnership Trust
		Date Role Profile created	Mar 2019

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To provide invigilation for internal and/or external examinations in accordance with the school's examinations procedures and policies and the required practices set by national examining bodies. To play a key role in upholding the integrity of the examination process.
THPT Work Context and Generic Responsibilities	Maintain confidentiality in and outside of the workplace. Be pro-active in matters relating to health and safety and report accidents as required. Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and attendance.
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Preparation <ul style="list-style-type: none"> • Be familiar with the annual calendar for all exams in which pupils will be involved and knows where and when they will be required to undertake invigilation.

	<ul style="list-style-type: none"> • Ensure that the examination area has been correctly set up with required materials and equipment and that seating arrangements and details of the examinations (e.g. exam codes, starting / finishing times etc.) are clearly displayed. <p><u>Conduct of examinations</u></p> <ul style="list-style-type: none"> • Prevent any inappropriate items being brought into the exam room. • Record attendance and be aware of any particular needs that a pupil may have. • Outline orally the procedures which will apply throughout the course of the examination. • Ensure that the conduct and behaviour required in an exam environment are observed by all candidates. • Responsible for the distribution of examination papers and the collection and recording of complete scripts
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Basic numeracy and literacy, e.g. through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level. • Clear understanding of the school's examinations policies, procedures and schedules/ timetables. • Able to demonstrate organisational and administrative aptitude. • Able to apply established procedures to given situations quickly and with confidence. • Able to communicate easily and effectively with both young people and adults. • Enjoys working as part of a small, interdependent team responsible for the effective delivery and conduct of the school's examinations programme. • Satisfactory DBS clearance might be required.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>
<p>Duties for All</p>	<p>Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>