

<b>Job Title:</b>	<b>Examinations Lead Invigilator</b>
<b>Responsible to:</b>	<b>Examinations Officer</b>
<b>Terms and Conditions:</b>	<b>Casual Hours throughout the school examination periods (main period of external examinations in May and June) Scale C</b>

## Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

## Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

## Core Purpose

The Lead Examinations Invigilator will ensure the fair and proper conduct of exams in an environment that enables a student to perform to their best ability. They will ensure that exams are carried out in accordance with the rules set out by the Joint Qualification Council (JCQ), the awarding bodies, and The Wensum Trust and to be punctual for duty and reliable. To supervise invigilators and examinations ensuring that the guidelines and regulations for the integrity and security of the examination papers and procedures are followed during an examination session.

## Key Areas of Responsibility

- To have full awareness of the Joint Qualification Council (JCQ) Instructions for Conducting Examinations (ICE) booklet and apply all rules and regulations as stated in this booklet
- To have a full awareness of the Evacuation procedures (Fire Drill)
- To arrive 30 minutes before the exam sessions commences (and be prepared to stay up to 30 minutes after the examination if required)
- To attend briefing with the Examinations Officer at the start of an exam session
- To collect/sign for all examination materials from the exam office
- To ensure the exam room is set up according to seating plan and JCQ regulations
- To allocate rows to invigilators for paper distribution/collection and other responsibilities as required
- To ensure candidates enter the examination room with sufficient time for a prompt start to the examination
- To ensure no inappropriate items are brought into the examination room
- To ensure candidates receive the appropriate examination question paper and answer paper

We are part of...

**WENSUM TRUST**

- To make announcements to candidates before the examination commences
- To report absentees immediately to the Examinations Officer
- To ensure candidates obey the regulations of an examination room as laid down in ICE
- To ensure there is no talking or disruption for the candidates once they enter the exam room
- To keep the Examinations Officer aware of any problems that arise, e.g.
  - Invigilator does not arrive
  - Late candidates
  - Disruptive candidates
  - Ill or distressed candidates
  - Issues with the examination paper
  - Suspected malpractice
- To ensure all scripts are collected in candidate number order within subject exam code and that scripts match the Attendance Register (if Exams Officer has requested this)
- To hand over the scripts to the Examinations Officer in the exams office
- To collect all paperwork connected to the examination, place in order and hand to the Examinations Officer (seating plans, reports, any other relevant documentation)
- To complete the candidate attendance register when required
- To be aware of the Disability Discrimination Act and to ensure that it is met with regard to our students with SEND
- Any other duties which are required in the role of Lead Invigilator
- Invigilators are not allowed to sit down or do anything else during an exam e.g. reading/personal work

### Safeguarding

- Undergoing regular refresher training to ensure your safeguarding knowledge is as up to date as possible and in line with new guidance.
- Ensuring effective use of reporting and recording systems.
- Uphold statutory and school safeguarding measures at all times.
- Maintain a professionally curious attitude of 'it could happen here' in every aspect of the role.
- To support the development and monitoring of student awareness of safeguarding.
- Respecting confidential issues linked to home/students/teachers/college work and to keep confidence as appropriate.
- To keep up to date with the Trust's procedures for safeguarding and child protection, reporting any concerns to senior designated person.

### Health and Safety

- Be aware of the responsibility for your personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Assisting with or undertaking risk assessments relevant to the post.

### Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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 role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown but, in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

	Essential	Desirable
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Relational</li> <li>• Self-aware</li> <li>• Curious</li> <li>• Accepting</li> <li>• Empathetic</li> <li>• Reflective</li> <li>• Demonstrate enthusiasm</li> <li>• Demonstrate an ability to cope with stressful situations</li> <li>• Ability to gain respect of students through a manner of confidence and authority</li> <li>• Able to work calmly under pressure</li> <li>• Reliable and punctual</li> <li>• Be able to respond flexibly to a wide range of different circumstances at short notice</li> <li>• Friendly and approachable</li> <li>• Maintain a professional atmosphere, and to set the right tone for the examination</li> <li>• A smart casual dress code is required – no jeans</li> </ul>	<ul style="list-style-type: none"> <li>• Able to use own initiative and work alone when necessary</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy levels</li> </ul>	
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Work within an education setting</li> <li>• Previous work with young people</li> <li>• Previous invigilation duties</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> </ul>	

	<ul style="list-style-type: none"><li>● Ability to work well as part of a team</li><li>● Methodical with attention to detail</li><li>● Flexible approach to work</li><li>● Ability to remain calm under pressure</li><li>● Shows a personal commitment to safeguarding and promoting the welfare and rights of young People</li><li>● Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances</li><li>● Able to take responsibility for and organise the team of Invigilators within the exam room, allocated for up to 100 students at any given time</li></ul>	
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