



Job Description

JOB TITLE	Exam Invigilator
JOB FAMILY	Exams
PHASE	Secondary
HOURS	Casual hours
REPORTING TO	Examinations Officer
RESPONSIBLE FOR	N/A

Job Purpose

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and school instructions.

To play a key role in upholding the integrity of the examination process

Duties and Responsibilities

Before Exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During Exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries
- supervision of clash candidates between exam sessions
- facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- exams-related administrative tasks



After Exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

Working with colleagues and other relevant professionals

- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Other Areas of Responsibility at Plymouth High School for Girls

- Undertake training, updated and review sessions as required (prior to invigilating any exam in a new academic year)
- Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the Exams Officer, for example:
 - centre supervision of exam timetable clash candidates between exam sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc (full training will be provided)
 - other exam-related administrative tasks including maintaining question paper security by supporting the 'second paid of eyes' check.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Plymouth High School for Girls. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.



Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

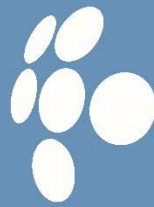
Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities



- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of **Exams Invigilator**.

Name:.....

Signed:

Date: