

Job Description and Person Specification

Job title	Examination Invigilator
Reports to	Exams Officer
Contract	Casual (on an 'as and when' basis)
School	The Gatwick School
Location	23 Gatwick Road, Crawley, West Sussex, RH10 9TP, or any other location within a reasonable distance from the school at which examinations may be taking place
Grade	West Sussex NJC Pay Scale; Grade 4; SCP 5
Hours	0 per week
Working weeks	Term time only

Job description

Role purpose

To ensure examinations are conducted in accordance with JCQ requirements in order to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Maintain security and integrity before, during, and after the examination
- Prevent possible candidate malpractice
- Prevent possible administrative failures

Key tasks

Before the exams:

- To have a full understanding of JCQ requirements and be compliant with any training and refresher requirements
- To report to the Exams Manager or Lead Invigilator before the exams in order to establish the requirements for that exam. To ensure exams papers and materials are secure at all times
- To help with setting up exam rooms in accordance with JCQ regulations
- To check the seating plans against the layout and that each candidate has the correct papers
- To admit candidates into the exam room, checking for unauthorised materials
- To identify, seat and instruct candidates in the conduct of the exam
- To distribute exam papers and materials to candidates
- To deal with candidate queries or direct them to an appropriate member of staff

During the exams:

- To supervise candidates at all time to ensure they do not communicate or disrupt other candidates by devoting 100% of their time to the role including regularly walking around the exam rooms and having sight of all candidates at all times

- To manage any disruptions and irregularities immediately and make a record of the incident
- To complete attendance registers and notify a member of staff of any discrepancies
- To deal with candidate queries without providing specific help or guidance
- Have an understanding of the candidates who have specific allowances including use of a laptop or permission to leave the exam room during the exam.

After the exams:

- To collect exam scripts ensuring they are checked against the attendance registers
- To dismiss candidates from the exam room
- To return exam scripts and other materials to the Exam Office ensuring security at all times
- Clear the exam room for the next session.

Other duties may include:

- Supervising candidates between exams if they have a clash of exams
- Supporting practical examinations as an invigilator
- Providing support for candidates with access arrangements. For example, as a reader, scribe, prompter or with word process administration.

Invigilators are expected to:

- Build and maintain successful relationships with candidates', staff and other invigilators, treating them consistently, with respect, consideration and promoting positive values, attitudes and behaviour
- Maintain confidentiality on all school matters at all times
- Follow all school and Aurora Academies Trust policies, procedures and guidelines
- Safeguarding and Child Protection
- Have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with, and report any concerns immediately.

Support of Colleagues

- Work proactively and collaboratively with other members of the staff team.

Self-Development

- Attend staff and team meetings as required
- Participate in training and other learning activities offered by the school
- Improve own practice, including through observation, evaluation and discussion with colleagues.

Legislative and Procedural Compliance

- Maintain confidentiality on all school matters at all times
- Follow all legislation and best practice relevant to your role
- Follow all school and Aurora Academies Trust policies, procedures and guidelines.

Safeguarding and Child Protection

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with

- All staff must comply with the school's Safeguarding Policy
 - If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy
 - It is a requirement of the role that appropriate safeguarding and child protection training is undertaken
 - A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks).
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The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

Person specification

	Criteria	E = Essential D = Desirable	Assessed by A = Application C = Certificates I = Interview
Experience	Experience of working or studying in a higher education environment	D	A
	Experience of establishing positive relationships with children and/or young people	D	I
Skills and abilities	Ability to use language and other communication skills that pupils can understand and relate to	E	I
	Ability to demonstrate active listening skills	E	I
	Ability to consistently and effectively implement agreed behaviour management strategies	E	I
	Good numeracy and literacy skills	E	I
	Keen eye for detail, with an ability to produce work of a high standard of quality and accuracy	E	I
	Ability to remain calm and patient under pressure, whilst working to deadlines	E	I
	Ability to work effectively and supportively as a member of the school team	E	I
	Ability to work in an organised and methodical manner	E	I
Knowledge	Knowledge of, or willingness to learn, the legal and organisational requirements for maintaining health, safety and security of yourself and others	E	I
	An understanding of examination processes	D	I
Attributes	Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	E	I
	A passion for working with and supporting children and/or young people	E	I
	Model behaviour, attitudes and dress that set the best possible example to pupils	E	I
Other	Ability to maintain confidentiality on all school matters	E	I

	Ability to create and maintain an appropriate environment which ensures the safety of all users of the school	E	I
	Willingness to participate in further training and development opportunities offered by the school, Aurora Academies Trust and the county	E	I
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school	E	I
	A commitment to the school's vision, values and ethos	E	I
	A commitment to Aurora Academies Trust vision, values and ethos	E	I