

The Joseph Whitaker School

A Specialist Sports College and Foundation School



JOB DESCRIPTION

Exam Invigilator Scale 1

Job Purpose

To work under the direction and instruction of the senior invigilator and exams officer to provide specific support to the school in the monitoring of internal and external examinations.

Safeguarding

- To be familiar with and follow all Academy policies, in particular those related to safeguarding, including:
 - Child protection
 - Health and Safety
 - Confidentiality and data protection
- To promote the welfare of children

Specific Duties and Responsibilities

Prepare the examination hall by ensuring that the room meets JCQ requirements eg signage, centre number and clock clearly visible to all.

- Arrange for candidates to get into the exam hall in an appropriate manner.
- Contact the exams officer when candidates raise a concern or problem with the paper that requires the professional judgment of a teacher.

Supervision of Examinations

- Ensure that the candidates have the correct papers.
- Ensure candidates are aware they are under exam conditions, retrieving mobile phones etc.
- Read erratum notices.
- Notify candidates of the start of the exam.
- Open and distribute papers and any other authorised materials to candidates.
- Ensure attendance register is completed.
- Supervise candidates in a quiet and unobtrusive manner.
- Respond to candidates queries in accordance with the exam regulations.
- Supervise any candidates who may need to leave the room in accordance with exam regulations.
- Supervise 'clash' candidates between exams.
- Distribute additional paper/equipment as required.
- Ensure late candidates are briefed, seated and allowed to partake in the exam in minimum fuss.
- Ensure the efficient timekeeping is maintained.
- Ensure the school policy is adhered to.
- Notify candidates that the examination is finished.
- Ensure exam conditions are maintained until candidates are dismissed from the room.
- Collect scripts and ensure that they are never left unattended and are safely stored.
- Check that nothing has been left at the desk and no graffiti has been made during the exam.

Resources

- Ensure that scripts are never left unattended and are safely delivered to the exams officer.

Supplementary Information

The nature of the post requires a flexible working pattern to meet the needs of the school and individual students. Working arrangements will be determined through consultation with the Data and Exams Manager.



Person Specification

	Essential	Desirable
Education and Training <ol style="list-style-type: none"> Level 2 qualifications in maths/numeracy and English/literacy Able to demonstrate competency in literacy and numeracy equivalent to level 2 		<p>Y</p> <p>Y</p>
Experience <ol style="list-style-type: none"> Experience of supporting teaching and learning in a formal setting, or of invigilating exams Experience of supporting students with special educational needs 		<p>Y</p> <p>Y</p>
Safeguarding <ol style="list-style-type: none"> Full understanding of safeguarding requirements Commitment to safeguard and promote the welfare of children and young people Enhanced CRB and validated references Eligibility to work in the UK Child Protection Training 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
Personal Qualities, Skills and Competencies <ol style="list-style-type: none"> Proven interpersonal and communication skills to work effectively with adults and student Team player Calm and decisive manner Cooperative, friendly and helpful A positive "can do" attitude Excellent attendance record Behaviour management skills 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	