

Academy	St Peter's Collegiate Academy
Position	Senior Exam Invigilator
Salary	TST Grade 2 SCP 3-4
Contract	Casual
Responsible to	Examinations Manager

### **Job Description**

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the school's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

#### **Statement of Purpose**

To work with the senior leadership team within the school to share the responsibility for the invigilation of external examinations according to the instructions of the examining boards and the internal requirements of the school. To be responsible for a team of invigilators.

#### **Organisation**

- To support the examinations manager to ensure the recruitment and training of invigilators.
- To establish the level of supervision required and liaise with the examinations manager to ensure adequate supervision of examination rooms.
- To be responsible to the examinations manager for students during examinations.
- To supervise queues waiting to enter the examination room.

#### **Supervision of Examinations**

- To be responsible to the examination manager for students during examinations.
- To ensure examination conditions are maintained.
- To deal with minor problems and report persistent unruly behaviour to the examinations manager.
- To ensure papers are collected at the end of the examination and returned to the examinations manager.
- To ensure students leave the examination room in an orderly manner.
- Supervisor other invigilators and staff members undertaking access arrangement support and ensure regulations are adhered to.
- Check in advance with the exams manager which candidates, if any, have been granted access arrangements.
- Ensure you understand the nature and delivery of the arrangement(s) and that you are aware of any materials the candidate is allowed access to, e.g. a bilingual dictionary, a coloured overlay, a modified enlarged question paper.
- Ensure that access arrangements candidates are identified on the seating plan.

#### **Support to Academy**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.

*Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.*

Post holder signature	
Principal signature	
Date	

## Person Specification

Essential Criteria	Measured by
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of the examination process and invigilation.</li> <li>• Supervisory experience.</li> </ul>	Application form / interview
<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• NVQ 2 School Support Staff or equivalent qualification, or experience in relevant discipline.</li> <li>• Good numeracy and literacy skills.</li> </ul>	Application form / interview
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Good understanding and ability to use relevant documentation/ technology.</li> <li>• Knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Influencing skills.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Good interpersonal skills</li> <li>• Ability to direct other adults.</li> </ul>	Application form / interview
<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	Application form / interview

*Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:*

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*