**The English Martyrs School and Sixth Form College**

**Job Description**

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| **Post Title:** | SENIOR EXAM INVIGILATOR |
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| **Purpose:** | * To promote actively the Catholic ethos of the school in accordance with the wishes of the Governors and under the direction of the Headteacher.
* To promote actively the Catholic ethos of the school in accordance with the wishes of the Governors and under the direction of the Headteacher.
* To supervise students in examinations, working in accordance with JCQ regulations and school policies and procedures, in order maintain the integrity and security of the examination session.
* To safeguard the health, safety and welfare of pupils in the examination room.
* To ensure equal opportunities and accessibility of examinations are available to all candidates.
* To lead a team of invigilators in conducting internal and external examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.
* To have an understanding of and commitment to maintaining the appropriate standards of confidentiality and security of examination materials.
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| **Reporting to:** | Exams Officer |
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| **Responsible for:** | * to lead a team of invigilators in preparing the examination room so that the awarding body requirements are strictly adhered to.
* providing support to students
* Supervise and organise a team of Invigilators
* Provide information and guidance in response to questions and queries from students
* Liaise with the School Exam Officer and appropriate teaching staff with regard to necessary planning for examinations
* Invigilate examinations, including dealing with examination irregularities
* Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures
* Communicate examination procedures to pupils and oversee behaviour
* Respond to pupil requests during the examination
* Ensure no unauthorised material is consulted
* Escort candidates from the location during the examination, such as for toilet breaks.
* Maintain candidate attendance and absence records.
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| **Liaising with:** | Head/Deputies/Assistant Headteachers, teaching/support staff  |
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| **Working Time:** | Seasonal/variable |
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| **Salary/Grade:** |  |
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| **MAIN (CORE) DUTIES** |
|  |  Supporting student(s): * to lead a team of invigilators in preparing the examination room so that the awarding body requirements are strictly adhered to.
* to start and finish the examinations strictly following the examination board rule and regulations.
* to take all reasonable steps to ensure that:
* Candidates are escorted into the examination room in silence
* The Candidates are only in possession of stationery permitted by the Examination Boards
* Candidates take into the examination room only those articles, instruments or materials which are expressly permitted
* to ensure that a signed record is kept of the seating and invigilation arrangements, recording the start and finish times, deal with students not on the register and guiding the students to their seats.
* to identify missing candidates and report their names to the Exams Officer.
* to ensure late candidates are briefed and seated with minimum fuss and the time recorded.
* to give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
* to open and distribute examination papers and authorised materials, ensuring candidates have the correct papers.
* read any erratum notices.
* to contact the Examinations Officer when candidates raise a concern or problem with the paper that requires investigating.
* to supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.
* to collect and collate the examination scripts at the end of the examination in accordance with the exams board rules and regulations.
* to ensure that the students have written their candidate number, name and paper reference on their answer book.
* to supervise candidates leaving the examination room in an orderly fashion.
* to ensure that candidates do not remove scripts, equipment or other stationery from the room without authorisation.
* after collating and checking that the scripts have been ordered correctly and completed by the candidate correctly deliver the scripts to the exams office.
* always ensure that the exam papers are NEVER left unattended at any time.
* to organise the collection of any unused stationery and return it to the examinations office and check that nothing is left behind in the room.
* Check that no graffiti has been made during the examination and the whole room is left tidy.
* to ensure delivery of scripts to the reception area for collection by Parcel force.
* to know the actions to be taken in the event of an emergency such as a fire alarm
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| **Personal Qualities:** | * to be able to work under pressure.
* to be part of an energetic/dedicated team.
* to be flexible and adaptable.
* to be able to form good working relationships with students and staff.
* willingness to learn new skills
* willingness to attend training courses to enhance skills
* adhere to school code of dress
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| **Staffing****Staff Development:** | * to continue personal development in the relevant areas.
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| **Recruitment/ Deployment of Staff** | * to work as a member of a designated team and to contribute positively to effective working relations within the school.
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| **Quality Assurance:** | * to help to implement school quality procedures and to adhere to those.
* to contribute to the process of monitoring and evaluation of the area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
* to review from time to time methods of working and programmes of work.
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| **Management Information:** | * to maintain appropriate records
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| **Communications:** | * where appropriate, to communicate and co-operate with persons or bodies outside the school.
* to follow agreed policies for communications in the school.

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| **Management of Resources:** | * to identify resource needs and to contribute to the efficient/effective use of physical resources.
* to make effective use of the resources available within the school.
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| **Other Specific Duties**: | * to play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* to support the school in meeting its legal requirements for worship.
* to promote actively the school’s corporate policies.
* to continue personal development as agreed.
* to comply with the school’s Health and Safety policy.
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| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. |

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| * 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 job description.
* Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
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| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |