

JOB DESCRIPTION

POST: EXAMINATION INVIGILATORS

SALARY: £13.21 per hour (NJC point 5),

CONTRACTED HOURS: CASUAL, Monday to Friday, between the hours of 8.15am – 4.30pm

REPORT TO: DATA & EXAMINATIONS MANAGER

Core Responsibilities:

1. Ensure the examination room has sufficient heat, light, equipment and materials.
2. Ensure the security of the papers and scripts while they are in your possession in line with Joint Council of Qualifications (JCQ) regulations.
3. Collect and distribute the papers from the candidates.
4. Advise the candidates of the conditions under which the examinations are to be taken.
5. Ensure the students understand the instructions on the examination paper and their access arrangements (for example, extra time/reader).
6. Ensure all compulsory notices are displayed in the examination room as outlined in the JCQ 'instructions for conducting examinations' documentation.
7. Undertake compulsory safeguarding and invigilator training, as appropriate in order to develop skills and meet the JCQ requirements for invigilators.
8. Comply with the JCQ regulatory requirements for invigilators.
9. Commence the examination in accordance with JCQ guidelines.
10. Ensure no communication or malpractice takes place and ensure all suspected malpractice is reported.
11. Provide a quiet and undisturbed environment for candidates.
12. Brief any students that arrive late to the examination and report it to the Data & Examinations Manager.
13. Provide additional materials and equipment to candidates as required.
14. Escort and supervise candidates if they have to leave the examination room or have an examination clash.
15. Provide any other support that may be required for candidates for the duration of their examination.
16. Adhere to the confidentiality policy of Weatherhead High School.
17. Undertake statutory annual training, including JCQ and safeguarding and child protection.
18. Be proactive in understanding and acting on all school policies in relation to safeguarding of children and young people and adults who work with them.
19. Have proactive awareness of all school policies related to examinations.
20. Undertake any other duties appropriate to the grading of the post as may be required by the Headteacher.

Support for The School:

1. Act as a role model for students by demonstrating a professional approach, both in the examination room and around the school.
2. Comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting concerns to an appropriate person.
3. Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
4. Establish constructive relationships to support the achievement and progress of students.
5. To contribute to the overall ethos and aims of the school.

These responsibilities may be changed in the light of future developments but only after consultation with the post holder.

This post is subject to the satisfactory completion of a six-month probationary period.