

**Job Description**

**Exam Invigilator**

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| **Responsible to:** | Principal |
| **Job purpose:** | To ensure the smooth running of examinations in line with national examination guidelines. Ensuring that all students have the opportunity to complete their exam in appropriate conditions. |
| **Arrangement** | Outside of core working hours, as and when required. |
| **Salary** | £9.18 per hour. |

**Main responsibilities of the post:**

To ensure the smooth running of examinations in line with national examination guidelines. Ensuring that all students have the opportunity to complete their exam in appropriate conditions.

**Responsibilities**

* To invigilate exams under the guidance of the lead invigilator and exams officer
* To ensure all requirements for external exams are fully met (JCQ guidelines)
* To assist with the administration of the exams, prior to and following the exam
* To complete all documentation, relevant to the examination requirements
* To provide one to one support as a reader / scribe when required in accordance with national guidelines
* To record and pass on any concerns regarding students that arise
* To positively promote the ethos of the Academy and its principles.

**Other duties**

* Display commitment to the protection and Safeguarding of children and young people.
* Comply with the Academy Safeguarding arrangements at all times and provide personal documentation or details to facilitate any checks that are required.
* Develop professional relationships with Academy and Trust stakeholders, and persons or bodies outside the Academy.
* Act as an ambassador for the Academy community, to support the Academy and Trust’s distinctive aims and ethos and to encourage staff, students, parents and stakeholders to follow this example.
* Promote the Academy and the Trust positively with the local community.
* Support the Academy during social times in accordance with the Academy duty rota.
* Attend relevant meetings and events as outlined on the Academy calendar.
* Undertake any other duty as required by the Academy and not mentioned in the above.
* To undergo an annual performance management review.
* Be aware of and comply with, the Academy’s policies and procedures at all times.
* To attend and perform in accordance with the Academy expectations.
* In addition to the above to undertake any other duties appropriate to the grade of the post.

**Teesside Learning Trust and Thornaby Academy are committed to Safeguarding and promoting the welfare of children and young people.**

**All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.**

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.