**Monkwearmouth Academy**

**Job Description**

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| **Post Title:** | Invigilator |
| **Reporting to:** | Examinations Officer |
| **Liaising with:** | Students, parents/carers, visitors and staff |
| **Working time:** | Casual hours (as requested) |
| **Salary/Grade:** | £10.50 per hour |
| **Disclosure Level:**  | Enhanced |
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| **Key Responsibilities:*** To assist in the setting up of examination rooms if requested
* To ensure students are seated according to the Searing Plan provided by the Exams Officer
* To check all candidates have received appropriate examination question papers and answer paper
* To be aware of any needs that candidates may have during an examination
* To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the Examinations Officer
* To ensure candidates obey the regulations of an examination room as laid out in the examinations guidelines
* To maintain security and confidentiality
* To record attendance on the official examination registers and notify the Exams Officer of any absences
* To ensure no inappropriate items are brought into the examination hall, such as mobile phones, revision notes or other paperwork unless told otherwise
* To ensure there is no talking or disruption for candidates once an examination has begun
* To ensure that invigilators **DO NOT** help candidates in any way with the question paper
* To sign the centre’s confidentiality declaration form
* Inform of the Exams Officer of any problems (e.g. unfair practice/disturbance/sick student/ exam paper queries etc.)
* To assist in other activities as may reasonably be requested by the centre
* The Curriculum Lead will ensure all candidates are aware of the pre-exam start information and of any erratum notices that may affect them
* The exam will usually be started by the Curriculum Lead/ Member of the Senior Leadership Team/Examinations Officer. Invigilators will usually not be required to make any announcements, other than a “5 minutes left” reminder near the end of the exam if necessary
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| **Other Specific Duties:*** To have a commitment to safeguarding and promoting the welfare of children and young people at all times in accordance with the Academy’s Child Protection Policy and Keeping Children Safe in Education
* To comply with the academies health and safety policy
* Monkwearmouth Academy is an inclusive school and expects all colleagues to support in the behaviour management and supervision of students
* To participate in training and meetings as required
* To be an effective role model for the standards of behaviour expected of students
* To undertake any duties commensurate with the grade of the post at the request of the Headteacher
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