**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 | |
| **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 | |