

Job Description - Invigilator

<p>Job Purpose</p>	<p>To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Newcastle High School for Girls instructions.</p> <p>To play a key role in upholding the integrity of the examination/ assessment process</p>
<p>Accountable to:</p>	<p>Examinations Officer</p>
<p>Working Hours:</p>	<p>As required</p>
<p>Responsible for:</p>	<p>Not applicable</p>
<p>Accountabilities</p>	<p>Before exams</p> <ul style="list-style-type: none"> • To report to and be briefed by the exams officer prior to each exam session. • To keep confidential exam papers and materials secure before, during and after exams. • To ensure exam rooms are set out according to the instructions. • To admit candidates into exam rooms. • To identify, seat, and instruct candidates in the conduct of their exams. • To distribute the correct exam papers and materials to candidates. • To deal with candidate queries. • 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 secure storage. • To ensure candidates adhere to the regulations of an examination room as laid out in the examination guidelines. • To maintain security and confidentiality. • To record attendance on the official examination registers. • Dealing with extra candidates not on the register. • To ensure no inappropriate items are brought into the examination hall, such as any electronic device for e.g., mobile phones, revision notes or other paperwork unless told otherwise. • Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them. • To ensure there is no talking or disruption for the 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. • To assist in other activities as may reasonably be requested by the centre from time to time.

	<p>During exams</p> <ul style="list-style-type: none"> • To supervise and observe candidates at all times and be vigilant throughout exams. • To keep disruption in exam rooms to a minimum. • To deal with emergencies or irregularities effectively. <p>Other</p> <p>To attend training, update or review sessions as required To undertake, where required and where able, other duties requested by the exams officer, for example: -</p> <ul style="list-style-type: none"> • Supervision of clash candidates between exam sessions. • Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided). • Other exams-related administrative tasks.
<p>General requirements</p>	<p>All school staff are expected to:</p> <ol style="list-style-type: none"> a. Work towards and support the school’s vision and current objectives outlined in the School Development Plan, contributing to the school’s long-term success and reputation. b. Support and contribute to the school’s financial sustainability and efficiency by seeking value for money in all school activities and decisions. c. Positively advocate for the school, actively contributing to the school’s marketing efforts and public relations by promoting its values, strengths, and achievements and participating in events and activities aimed at pupil recruitment and retention. d. Contribute to the school’s programme of co and extra-curricular, enrichment, partnership and outreach activities, enriching the pupil experience beyond the classroom. e. Support and contribute to the school’s responsibility for safeguarding pupils, promoting their welfare and protection in all aspects of school life and being vigilant for indicators of harm, actual or potential, outside of school and reporting concerns as necessary, in accordance with the school’s safeguarding policies. f. Work within the school and GDST’s health and safety policies to ensure a safe working environment for all staff, pupils, and visitors. g. Work within the school and GDST’s diversity and inclusion policies, promoting equality of opportunity for all pupils and staff - current and prospective. h. Abide by the school and GDST’s data protection and cyber security policies to preserve the security and integrity of personal and corporate data and systems.

	<ul style="list-style-type: none"> i. Support the school and GDST's commitment to sustainability, actively working towards environmental goals and promoting sustainable practices in school operations. j. Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with pupils, parents, colleagues and the wider community. k. Engage actively in the performance review process and take advantage of appropriate training and development opportunities to improve skills and performance. l. Adhere to policies as set out by the GDST and the school. m. Undertake other reasonable duties related to the job purpose as required from time to time.
<p>Review and Amendment</p>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

Person specification

Skills Required

Ability and willingness to:	
Follow instructions, both verbal and written	Essential
Work on own initiative or as a member of a team remain calm under pressure	Essential
Concentrate for long periods	Essential
Supervise students in an inconspicuous manner	Essential
Take responsibility	Essential
Show attention to detail	Essential
Show initiative and follow a commonsense approach	Essential
Challenge others assertively	Essential
Communicate well with others	Essential

Knowledge Base

Knowledge and understanding of:	
Examination board regulations and expectations	Desirable

Qualifications/Attainment

	Level	
Educated to GCSE or equivalent	GCSE	Essential
Educated to A-Level or equivalent	A-Level	Desirable

Experience

A school environment and/or an examinations environment.	Desirable
Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.	

Attitude/approach

Reliable and punctual	Essential
Approachable, supportive and empathetic	Desirable
Honest and trustworthy	Desirable