

## JOB DESCRIPTION

<b>Job Title</b>	Invigilator
<b>Reports to</b>	Exams Officer School Business Manager
<b>Liaison with</b>	Teaching Staff, support staff and students.
<b>Job Purpose</b>	To implement examination procedures and ensure the proper conduct of examination students.
<b>Duties</b>	<p><b>Internal &amp; External Examinations</b></p> <ul style="list-style-type: none"> <li>• To ensure exam room has all required signs to conduct the exam and is set up in accordance with the JCQ (Governing Body for exam boards) requirements</li> <li>• To assist with the set up of exam including the layout of stationery, equipment and exam papers</li> <li>• To assist students prior to exam by directing them to their seats</li> <li>• To support the Senior Invigilator and Exams Officer with the smooth running of exams</li> <li>• To ensure maintain up to date knowledge, including any new rules (tends to be annual updates of changes etc.)</li> <li>• To ensure familiarisation of any instructions for the conduct of examinations.</li> <li>• To adhere to all JCQ Regulations outlined in instructions for conducting examinations</li> <li>• To read out examination instructions</li> <li>• To record examination start and finish times</li> <li>• To instruct students to begin examinations</li> <li>• To complete attendance register and seating plan as required</li> <li>• To ensure silence in the examination room and avoid disruption.</li> <li>• To ensure that all students comply with any instructions.</li> <li>• To walk around the examination room, ensuring no student has forbidden items and removing any found.</li> <li>• To ensure that students do not converse, signal or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, Exams Officer or other appropriate person.</li> <li>• When absolutely necessary, escort students to the toilet.</li> <li>• At the end of the examination, collect student and question papers in accordance with instructions</li> </ul>

	<ul style="list-style-type: none"> <li>To instruct students when they are permitted to leave the examination room and ensure their proper conduct in so doing.</li> </ul> <p><b>Controlled Assessments</b></p> <ul style="list-style-type: none"> <li>Support students in controlled assessments by providing the allowed level of support e.g. reader, scribe etc.</li> <li>To adhere to the JCQ rules on controlled assessments.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To demonstrate The King Edmund School values and promises 'In Pursuit of Excellence'</li> <li>To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body's expectations of all staff and volunteers</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>To respect confidentiality at all times</li> <li>To be familiar with the school's policies, procedures and working practices and adhere to them as appropriate</li> <li>To undertake any training and development commensurate with the post</li> <li>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

Post Holder signature ..... Date .....

Post Holder name (in capitals)..... Date.....

Headteacher signature ..... Date .....

*Please return a signed copy of your job description to the Headteacher for retaining in your personal file.*