

THE BOSWELLS SCHOOL

Job Description

Job Title	Exams Invigilator.
Reports to	Exam Officer
Liaison with	Teaching staff, support staff, pupils.
Job Purpose	To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Boswells school regulations and instructions
Duties	<ul style="list-style-type: none"> • Complete JCQ, exam board and Boswells School training as directed by the Exam Officer or Headteacher • Uphold the integrity, confidentiality and security of the examination/assessment process • Prepare exam rooms in accordance with the regulations • Follow seating plans and any access arrangements • Supervise and observe candidates throughout the exam • Hand out a appropriate exam material to candidates. • Ensure silence in the examination room and avoid disruption. • Ensure that all candidates comply with any instructions. • Walk around the examination room, ensuring no candidate has forbidden items and removing any found. • Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these, the exams officer or other appropriate person. • Collect candidate name cards according to instructions. • At the end of the examination, collect exam material in accordance with instructions. • Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing. • When absolutely necessary, escort candidates to the toilet. • Deal with emergencies or irregularities effectively • Check and pack exam papers for despatch as required.
General	<ul style="list-style-type: none"> • 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. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Exam Officer or Headteacher to carry out appropriate duties within the context of the job, skills and grade.

PERSON SPECIFICATION

General heading	Detail	Essential
Qualifications & Experience	Specific qualifications & experience	Basic level of education
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use word processor

Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively with pupils and colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Maintain the integrity and security of the exam process	To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Boswells School regulations and instructions
	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively. Be available in the main exam season of May and June
	Creativity	Ability to follow instructions
	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
General	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role