



# The Avon Valley School and Performing Arts College

## Job Description Job Title: Examinations Invigilator

<b>Accountable to:</b>	Assistant Headteacher	<b>Line Managing:</b>	N/A
<b>Post type:</b>	Casual	<b>Salary/Grade:</b>	Band A SCP 1
<b>Liaising with:</b>	Assistant Headteacher/Exams officer		

### Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

### Main purpose of role:

- Ensures that exams are carried out according to the rules set down. Works under overall guidance of the examinations officer or other senior members of staff but may be expected to invigilate without the presence of a teacher or other senior member of staff.

### Main Activities

- Ensure candidates have correct exam papers
- Ensure candidates are aware of and enter / leave room under exam conditions (e.g. no mobile phones)
- Ensure register is completed
- Ensure the test/exam starts and finishes on time, are of correct length of time and record these
- Collect, sort out exam papers and ensure their safe transport from and return to the office (or exams officer or teacher)
- Ensure and control proper pupil conduct during the test/exam, liaising with examinations officer or chief invigilator (or teacher in primary) over any observed misconduct.
- Read erratum notices
- Ensure that all papers are collected after the exam
- Ensure that pupils/students do not bring coats and bags into the hall
- Ensure that pupils/students are seated in the correct place
- Be available to attend briefing and de-briefing sessions
- Contact the examinations officer or chief invigilator when candidates raise a concern or problem with the paper that requires the professional judgement of a teacher
- Supervise candidates in a quiet and unobtrusive manner
- Respond to pupils' queries in accordance with exam regulations
- Ensure exam conditions are observed until candidates are dismissed from room



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## **Additional Duties**

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies
- Undertake any other duties as reasonably required by the Headteacher

## **QUALIFICATIONS/ TRAINING AND LIKELY ABILITIES**

- Good oral and written communication skills
- Able to command attention and make announcements
- Good standard of general education to be able to answer queries
- Able to judge when a decision is not theirs to make
- Able to respond appropriately to behaviour issues and manage pupil behaviour
- Be familiar with and apply school policies and procedures on exams and ensure adherence to these by pupils
- Understand and operate procedures relating to health and safety, fire, emergency medical
- Have attended in-house training
- Good timekeeping and organisational skills

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

### **Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*