



Job Description Job Title: Examination Invigilator

Accountable to:	Assistant Headteacher	Line Managing:	N/A
Post type:	Part-time casual basis	Salary/Grade:	Band B SCP 2 - 3
Liaising with:	Assistant Headteacher/Exams officer		
Every member of staff is required to:			
<ul style="list-style-type: none"> • 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 establishing and maintaining a culture of safeguarding all students and promote the welfare of children • Undertake any necessary 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. 			
Purpose of the role:			
<ul style="list-style-type: none"> • To supervise examinations and ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions. This work will be carried out under the overall guidance of the examinations officer or other senior members of staff but you may be expected to invigilate without the presence of a teacher or other senior member of staff. 			
Main Duties and Responsibilities			
<ul style="list-style-type: none"> • 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 over any observed misconduct • Identify potential errors on e.g. papers/notifications, etc. • Ensure that all papers are collected after the exam • Ensure that pupils/students do not bring coats, bags into the hall and any other prohibited items into exams • 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 			



The Avon Valley School and Performing Arts College

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of exam invigilator are up to date
- Be a professional role model

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
- A good standard of communication 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).