



Casual Lead Exam Invigilator Job Description & Person Specification

EMMAUS
CATHOLIC MAC
Our journey with Christ

Job Description for Lead Casual Exam Invigilator

Grade: Emmaus Catholic MAC Pay Scales
Grade ES5 (SCP 7 – SCP 11)
£14.13 per hour

Line Manager: Examination Officer

Duty Hours: Casual contract by negotiation during examination seasons

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

Experience:

Invigilation experience is required. Further training will be provided. All candidates will be asked to declare if they have invigilated previously and if they have any current maladministration/malpractice sanctions applied to them.

Main Duties:

- To be responsible to the Exams Officer for the supervision and administering of exams/assessment process at Hagley Catholic High School.
- To be familiar with, and conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Hagley Catholic High School instructions.
- To direct a team of 2 or more invigilators in one venue invigilating 60 or more candidates.
- To play a key role in upholding the integrity of the examination/assessment process.
- To be readily available to support the school during the main exam periods.

Before Examinations:

- To report to and be briefed by the exams officer prior to each exam session
- To brief the invigilators in the conduct of invigilating exams and explain the specific candidate arrangements in the exam venue.
- To delegate invigilator tasks.
- To keep confidential exam papers and materials secure before, during and after exams in line with current guidance
- 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 start exam

During Examinations:

- 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
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations
- At all times adhere to the guidance provided by the regulating Exam body

End of Examinations:

- To instruct candidates in finishing their exams and to collect exam scripts and exam materials.
- To dismiss candidates from the exam room.
- To check candidates' names on scripts, match the details on the attendance register.
- To securely return all exam scripts and exam materials to the Examination Officer.

Other:

- To attend training, update or review sessions as required.
- To undertake health and safety duties commensurate with the post and or as detailed in the Directorate's Health and Safety Policy
- To undertake, where required and where able, other duties requested by the exams officer, for example:
 - supervision of exam timetable 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, including maintaining question paper security by supporting the 'second pair of eyes' check.To undertake health and safety duties commensurate with the post and or as detailed in the Directorate's Health and Safety Policy

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/ status and will be subject to discussion, in accordance with the guidance note on contractual changes.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

Contacts

- In all contacts the post holder will be required to present a good image of the School and the Emmaus Catholic Multi Academy Company as well as maintaining constructive relationships.
- **Internal:** Senior Managers, Teachers, Exam Officer, Support Staff and Students.
- **External:** JCQ Inspector.

Notes:

The Academy Committee reserve the right to determine specific duties and tasks to reflect the changing needs of the School. This will be done without fundamentally changing the general character of the post or its level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Emmaus Catholic Multi Academy Company Equal Opportunities Policy.

Special Conditions:

Hagley Catholic High School is a member of the Emmaus Catholic Multi Academy Company, which is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Disclosure and Barring Service check and medical clearance.

- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors, and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations, and policies.
- Contribute to the strategic leadership and management of the school in order to develop an ethos and culture of high expectations.
- Model the Catholic ethos and vision for the school
- Line and performance manage identified staff and teams
- Coach and develop the staff and students for which they are accountable
- To continue personal professional development as required or identified

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.

Casual Exam Invigilator – Person Specification

Task	Essential	Desirable
Qualifications and Training		
A good general education with Maths and English at GCSE 4 or above, or equivalent	✓	
Knowledge and Experience		
Previous experience has an exam invigilator	✓	
Demonstrable experience of working with or caring with children of a relevant age		✓
Experience of working in a school would be beneficial	✓	
Practical Skills		
Ability to use relevant technology e.g. computer/keyboard/photocopier/ printer/cd player		✓
Demonstrate good numerical and verbal reasoning skills and literacy skills		✓
Ability to work effectively and respond well under pressure, in a calm and professional manner	✓	
Be confident and a reassuring presence to candidates in exam rooms.	✓	
To work flexibly to meet the needs of the school.	✓	
Committed to safeguarding and welfare of all pupils	✓	
To demonstrate understanding of current safeguarding concerns and practices	✓	
Personal Qualities and Attributes		
Reliable	✓	
Trustworthy	✓	
Courteous	✓	
A Knowledge of Equality & Diversity issues.	✓	
Motivation to continually improve standards and achieve excellence	✓	
Genuine passion and belief in the potential of every student	✓	
Able to work constructively as part of a team.	✓	

Ability to relate well to children and adults.	✓	
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Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

