

## JOB DESCRIPTION

**POST TITLE:** EXAM INVIGILATOR

**LOCATION/BASED:** JESMOND PARK ACADEMY

**GRADE:** N1

**RESPONSIBLE TO:** PRINCIPAL OR OTHER DESIGNATED MANAGER

**CORE PURPOSE:** To supervise pupils/students whilst they are undertaking examinations in accordance with school and examination board policies and procedures

### MAIN DUTIES & KEY RESPONSIBILITIES

- 1 Assist in the preparation of the examination venue including distribution and collection of exam papers and any necessary equipment.
- 2 Supervise the conduct of pupils/students in and around the examination venue reporting any misconduct in accordance with school procedures.
- 3 Monitor students during examination ensuring exam regulations are adhered to.
- 4 Ensure all examination materials are securely maintained.
- 5 Provide additional support to pupils/students who require assistance to complete examination papers e.g. complete papers for the pupil if unable to do so due to illness or injury, invigilate at pupil's home.

### GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.

5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

## PERSON SPECIFICATION

POST TITLE: EXAM INVIGILATOR

| SKILLS, KNOWLEDGE AND APTITUDES                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ESSENTIAL | DESIRABLE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Basic literacy and numeracy skills                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ✓         |           |
| Able to use language and other communication skills that children can understand and relate to.                                                                                                                                                                                                                                                                                                                                                                                    | ✓         |           |
| Able to work within and apply all relevant school policies, eg behaviour management                                                                                                                                                                                                                                                                                                                                                                                                | ✓         |           |
| Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>motivation to work with children and young people</li> <li>ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>emotional resilience in working with challenging behaviours attitude to use of authority and maintaining discipline.</li> </ul> | ✓         |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |           |
| QUALIFICATIONS AND TRAINING                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ESSENTIAL | DESIRABLE |
| First Aid Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | ✓         |
| EXPERIENCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ESSENTIAL | DESIRABLE |
| Experience of working in a school setting                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | ✓         |
| PERSONAL QUALITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ESSENTIAL | DESIRABLE |
| Experience of establishing positive relationships with children                                                                                                                                                                                                                                                                                                                                                                                                                    | ✓         |           |
| Able to work effectively as part of a team                                                                                                                                                                                                                                                                                                                                                                                                                                         | ✓         |           |
| A commitment to child protection and safeguarding.                                                                                                                                                                                                                                                                                                                                                                                                                                 | ✓         |           |
| SPECIAL REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ESSENTIAL | DESIRABLE |
| Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.                                                                                                                                                                                                                                                                                                                     | ✓         |           |
| Willingness to undertake further training (if necessary)                                                                                                                                                                                                                                                                                                                                                                                                                           | ✓         |           |
| Satisfactory Enhanced DBS clearance with a Childrens Barred List check.                                                                                                                                                                                                                                                                                                                                                                                                            | ✓         |           |
| Medical clearance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ✓         |           |
| Minimum of 2 references which are satisfactory to the Trust.                                                                                                                                                                                                                                                                                                                                                                                                                       | ✓         |           |
| Evidence of qualification certificates.                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓         |           |
| Evidence of Right to work in the UK.                                                                                                                                                                                                                                                                                                                                                                                                                                               | ✓         |           |
| Full UK driving licence and access to a car during working hours.                                                                                                                                                                                                                                                                                                                                                                                                                  |           | ✓         |

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***