

## JOB DESCRIPTION

**Post Title:** Exam Invigilator

**Name:**

**Disc Level:** Enhanced

**Responsible to:** Headteacher, Governors

All employees must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.

All employees must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

*The duties outlined within this job description may be modified by the Headteacher in consultation with the post holder to reflect or anticipate changes in the job, commensurate with the salary and job title. The post-holder will be assessed against the relevant standards above.*

*This post is subject to the schools Performance Management Policy, Quality Assurance Policy and Health & Safety Policy along with all other school policies outlined in the School's Handbook.*

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### General.

All employees must make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. They must act with honesty and integrity, be self-critical; forge positive professional relationships; and work with parents and teachers in the best interests of pupils.

### PERSONAL AND PROFESSIONAL CONDUCT

All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.

- 1. Maintain high standards of ethics and behaviour, within and outside school, by:**
  - Treating others with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position.
  - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.

- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

## **2. Set high expectations which inspire, motivate and challenge pupils**

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

## **3. Assist in managing behaviour effectively to ensure a good and safe learning environment**

- Operate within the rules and routines for behaviour in the school, and take responsibility for promoting good and courteous behaviour both in and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

## **5. Fulfil wider professional responsibilities**

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Manage use of time effectively
- communicate effectively with parents with regard to pupils' achievements and well-being.
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### **Support staff leaders will also;**

- Contributing significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Having an extensive knowledge and understanding of how to use and adapt a range of strategies, including providing opportunities for all staff to achieve their potential.
- Having an extensive knowledge and well-informed understanding of the areas for which they have responsibility.
- Having up-to-date knowledge and understanding of wider impact of their work.
- Having sufficient depth of knowledge and experience to be able to give advice on the development and well-being of staff.
- Be flexible, creative and adept at solving problems within their areas of responsibility and developing the effectiveness of the team.
- Promoting collaboration and working effectively as a team member.
- Contributing to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

## Responsible for:

### Key focus

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

### Responsibilities of an examination invigilator

- To assist in the setting up of examination rooms
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the Data Office/Exams Officer
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To maintain security and confidentiality
- To record attendance on the official examination registers
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, MP3 players, watches etc, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To “actively” invigilate at all times throughout an exam
- To ensure all candidates are seated before opening the question papers
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper
- To assist in other activities as may reasonably be requested by the centre from time to time
- To familiarise themselves with the contents of the booklet, *‘Instructions for the Conduct of Examinations*

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Signed by employee: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed on behalf of school: \_\_\_\_\_

Print Name: \_\_\_\_\_