

# Job Description

<b>Role:</b>	<b>Senior Exam Invigilator</b>	<b>Salary Range:</b>	1B	<b>Notice Period:</b>	One Month
<b>Line Manager:</b>	Exam Officer		<b>Head of Faculty:</b>		Business Manager

## Role Purpose

The Senior Exam Invigilator team, in partnership with the Exam's Department are responsible for the operational management of the Exam department of the school. The Senior Exam Invigilator will assist in the delivery of the Vision for St. Paul's and the Code of Conduct. The Senior Exam Invigilator team will play an active and participative role within the department assisting with the smooth running of exams within the school.

## Catholic Purpose

All staff must understand the nature and purpose of Catholic education and know that their first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. All staff must ensure that this catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

1. Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
2. Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
3. Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
4. Work with determination to inspire, support and serve others, going the extra mile when required.
5. Protect the dignity of others through actions, interactions and decision and ensuring confidentiality at all times.
6. Demonstrate a willingness to challenge and develop personal knowledge and skills through CPLD.

## Duties & Responsibilities

Under the direction of the Leadership Group and Examination Officer.

- To be able to take responsibility and demonstrate leadership through the fair delegation of task amongst invigilators and make decisions regarding the examination process
- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St Paul's regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process
- To instruct, deploy to rooms and lead a team of invigilators

# Job Description

- To take all responsible steps to ensure that the correct exam paper is issued to candidates;

## **Before exams**

- Report to and be briefed by the exams team prior to each exam session
- Instruct the Invigilators which area(s) of the room they should cover during the exam and ensure that candidates are constantly and appropriately supervised.
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions – checking phones are off and then secured in their bags
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams and reading out erratum notices when necessary

## **During exams**

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

## **After exams**

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts
- Securely return all exam scripts and exam materials to the exams team
- Submit a full and accurate report on each exam recording any incidents, disruptions or suspected irregularities.
- Collect exam scripts and exam materials

## **Other tasks**

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant invigilator training and assessment for that academic year. This may be online or face to face.
- Undertake, where required and where able, other duties requested by the exams officer, for example
  - centre supervision of exam timetable clash candidates between exam sessions
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

## **General Requirements**

## Job Description

- The Senior Exam Invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates and fellow invigilators.
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

### Safeguarding

- Promoting the welfare of children and young people at all times
- Reporting child protection and safeguarding concerns through the schools' processes and procedures
- Committed to supporting the Prevent Duty identify risks and prevent radicalization and terrorism
- Responsible for immediately declaring changes in personal circumstances which may impact on the ability to safeguard others including criminal offences and situations which may cause the school or church to be brought into disrepute; or raise question as to the suitability of working with children
- Adhere to and schools DBS renewal requirements and respond to these requests in a timely manner
- Ensure you receive at least annual safeguarding training

### General

- To work as an effective member of a team and to promote team-work at all times
- Work within, and believe in the Christian values of love, care and forgiveness, reflecting these in all your actions, decisions and interactions with others
- Observe good working practices, model exemplar professional conduct, adhere to health and safety regulations and manage oneself and all professional duties in accordance with statutory duties, requirements and expectations for those working in the public sector
- Exercise flexibility in working hours / days in carrying out your own duties for the benefit of others, acknowledging the changing demands and exceptional circumstances which arise when working with people
- Maintain confidentiality in all your duties and ensure integrity in your actions and adherence to GDPR and safeguarding requirements. Acknowledge the severity and impact of your actions should these not be adhered and the consequences which will be implemented
- Consider your social media presence and remember that whilst employed at St. Paul's you are representing the church, our school its mission and ethos
- Observe, adhere and actively implement the policies, procedures and regulations in place at the school to maintain the safety and wellbeing of all stakeholders
- This job description allocates general duties and responsibilities, not specific tasks undertaken, nor the particular amount of time to be spent on carrying them out. Your professionalism, self-management, ability to manage a good work life balance and

## Job Description

your knowledge of the support mechanisms and benefits in place to enable you to achieve this are your responsibility

- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School for the continuous delivery of education, the welfare of our pupils, the well-being of our staff and in response to local, national and international situations which impact on the day to day activities of the school

### Declaration

I hereby confirm that I have read and understood the contents of this Job Description. I acknowledge and understand that my ability to deliver the expectations outlined in this document will be achieved through my partnership with the school, my own personal and professional management and with the support of the Schools leadership structure. I understand that I must seek support when needed, and note that the school will do everything it reasonably can to ensure I am successful in this role whilst working with me to achieve.

**Name:** ..... **Signed:** ..... **Date:** .....