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*Our Vision:*

 *To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***“Striving for Excellence”***

**Job Description:**

Post: Examinations Invigilator

Line Manager: Examinations Officer

Under the direction/instruction of senior staff: to assist the Examinations Officer to conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Shirley High School’s regulations and instructions.

To have a key role in upholding the integrity and security of the examination/assessment process.

**General requirements:**

* Experience of invigilation is not required as training in the role and duties of an invigilator will be provided;
* 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.

**Before exams:**

* Report to and be briefed by the exams officer prior to each exam session;
* 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;
* 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.

**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, match the details on the attendance register;
* Securely return all exam scripts and exam materials to the exams officer.

**Other tasks:**

* Undertake training, update and review sessions as required;
* (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year;
* 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;
	+ 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’.

**Support for the School:**

* Being aware of and complying with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
* Being aware of and supporting difference and ensure all pupils have equal access to opportunities to learn and develop;
* Contributing to the overall ethos/work/aims of the school;
* Appreciating and supporting the role of other professionals;
* Attending relevant meetings as required;
* Participating in training and other learning activities and performance development as required;
* Occasional class cover supervision for absent staff.

**Personal Qualities:**

* Reliable and conscientious pastoral leader with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children

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| Essential | Desirable |
| Working knowledge of relevant polices / codes of practice and awareness of relevant legislation | Excellent organisational skills |
| Reliable, flexible and readily available during main exam periods | Ability to relate well to children and adults |
| Confident and reassuring presence to candidates in exam rooms | Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these |
| Able to give instructions and manage situations involving different groups of people | Ability to self-evaluate learning needs and actively seek learning opportunities |
| Effective communication skills and good interpersonal skills |  |
| Basic IT skills (familiar with the use of email, mobile phone messaging etc.) |  |
| Display a commitment to the school’s equality policies |  |

We want all at SHS to believe in and maintain the values of our school:



Signature: ……………………………………………………………………… Dated: …………………………………………………….