

KING EDWARD VI ASTON SCHOOL

Job description for an Invigilator

1. Main purposes of the position

- i. Invigilators are responsible for the correct running of external examinations in a range of exam rooms. The invigilators will work alongside the Examinations Officer to fulfil this role.
- ii. Invigilators are provided with all regulations, necessary papers and seating plan for each examination and are required to report to the Exams Officer at least 30 minutes before the start of an examination session.
- iii. Invigilators should enjoy working as part of a team. They should be interested in working in a school environment and in supporting our candidates at this stressful time in their school careers.

2. Line managed by:

Exam and Data Manager

3. Line management responsibility for:

None

4. Generic responsibilities for all staff in the school

- i. All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.
- ii. All staff must know about their roles and responsibilities under the terms of the school's Child Protection policy.
- iii. All staff should be aware of the cultural differences between students dealing with incidents of racism, homophobic bullying & gender stereotyping in accordance with agreed school procedures.
- iv. All staff must follow school policies with regard to the use of inappropriate language by students whether it be racist, homophobic or simply coarse or crude.
- v. Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.
- vi. All staff must know what to do in the event of the fire alarm sounding.
- vii. All staff have a responsibility to report potential, or actual, health and safety issues, to the school's health and safety officer.
- viii. All staff are expected to participate in the school's performance review system.
- ix. All staff are expected to carry out performance review interviews for the staff that they line-manage.
- x. All staff are expected to undertake appropriate professional development in relation to their role and responsibilities.
- xi. All staff are required to attend the meetings published in the school calendar appropriate to their role.

- xii. All staff are required to follow all agreed school policies and procedures.
- xiii. Staff should at all times set an example of personal integrity and professionalism.
- xiv. All staff are required to perform any other duties, commensurate with the nature and level of responsibility of the post, under the direction of senior staff, to ensure the smooth running of the school.

6. Generic responsibilities of an Invigilator

- i. Preparing the exam room at the beginning of the session.
- ii. Maintain security of exam papers and materials before, during and after exams.
- iii. Admitting candidates to the room in a quiet and orderly way.
- iv. Conducting the examination according to the Joint Council for Qualifications (JCQ) Regulations.
- v. Registering candidates present in the room.
- vi. Maintaining constant surveillance while the examination is running. Invigilators must not perform any other task in the exam room.
- vii. Deal with candidate queries
- viii. Collecting completed examination papers from candidates and ensuring their safe return to the exam office.
- ix. Dismissing candidates in an orderly fashion.
- x. Deal with and report any emergencies or irregularities effectively
- xi. Assisting with the supervision of candidates during lunch breaks etc. where candidates have exam clashes requiring special arrangements.
- xii. Attend training, refresher or review sessions where required

This job description is effective from

Name: _____

Signed: _____

Date: _____