

Job description

Job title:	Status:
Team: Invigilators/Readers/Scribes	Reports to: Exam Officer
	Direct reports: None
Department: Examinations	Departmental budget holder: N/A

Position context:

Our purpose: To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

Position purpose:

The role holder will be part of a team of exam invigilators who conduct examinations in accordance with the Joint Council for Qualifications (JCQ) awarding body and Empower Learning Academy Trust. The invigilating team play a key role upholding the integrity of the examination/assessment process.

Position accountabilities:

Accountability	Key activities
Strategy	<ul style="list-style-type: none"> • Is aware of and understands the ELAT Vision, Mission and Values • Can clearly describe how Bower Park Academy fits into the ELAT family
Planning	<ul style="list-style-type: none"> • To report to and be briefed by the exams officer prior to each exam session • To keep confidential exam papers and materials secure before, during and after exams • To ensure exams rooms are set out according to instructions.

Accountability	Key activities
Delivery	<ul style="list-style-type: none"> • To admit candidates into exam rooms • To identify, seat and instruct candidates in the conduct of exams • To distribute the correct exam papers and materials to candidates • To deal with candidate queries • To supervise and observe candidates at all times and be vigilant throughout exams • To keep disruption in exam rooms to a minimum • To complete attendance registers/amend seating plans as required • To deal with candidates' questions according to the regulations • To instruct candidates in finishing their exams and to collect exam scripts • To dismiss candidates from exam room • To check candidates' names on scripts match the details on the attendance register • To identify scripts with incorrect candidates details and amend as necessary (with another invigilator/member of exam office staff) • To securely return all exam scripts and exam materials to the exams officer. • To deal with emergencies or irregularities effectively • To undertake, where required and where able, other duties requested by the exams officer, for example Supervising of clash candidates between exam session Facilitating access arrangements for candidates, for example as a reader, scribe etc (full training will be provided) Other exams-related administrative tasks.
People Management / Organisational Development	<ul style="list-style-type: none"> • To complete school based inductions and any subsequent training required.
Information Management and Reporting	<ul style="list-style-type: none"> • To report/record any incidents, disruption or irregularities.
Data Protection	<ul style="list-style-type: none"> • All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.

Accountability	Key activities
Health and Safety	<ul style="list-style-type: none"> Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.
Good Citizenship	<ul style="list-style-type: none"> Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such

Key Stakeholders:

Internal: Pupils and Staff

External:

Knowledge, skill and experience requirements

Essential:

Ability to be flexible and respond effectively to the 'unexpected'

Ability and willingness to carry out the instructions of managers

Ability to communicate and interact effectively with adults

An understanding of basic health, safety and security issues in schools

Willingness to successfully complete the range of training relevant for the role

Key behaviours:

- Demonstrate and role model Trust values which are:
 - *Passion*
 - *Respect*
 - *Inclusion*
 - *Challenge*
 - *Openness*