

# Stratford upon Avon School

<b>Job Title:</b>	<b>Invigilator</b>
<b>Scale:</b>	<b>£11.59 per hour plus holiday pay (see Appendix 2)</b>
<b>Hours:</b>	<b>Casual Contract – Various hours to support the exam series</b>
<b>Reporting to:</b>	<b>Examinations Officer</b>
<b>Department:</b>	<b>Examinations</b>

## **Main Purpose of Job**

To work within the team of invigilators assisting in the smooth and efficient running of the examinations department; supervising students undertaking examinations in accordance with Joint Council for Qualifications (JCQ) and school policies and procedures.

## **Key areas and activities**

1. To be familiar with the JCQ “Instructions for the Conduct of Examinations”, and other requirements from the Examination Boards and school examination procedures.
2. To assist in the preparation of the examination rooms.
3. To assist in maintaining the security of the examinations papers in accordance with JCQ regulations and ensuring that no controlled material leaves the examination room except at the direction of the Examinations Officer.
4. To assist in admitting the candidates to the examination rooms in a quiet and orderly manner and to help them find their correct seats.
5. To assist with the distribution of question papers, ensuring each candidate has the correct papers, answer booklets and associated materials at the start of the examination as required. To issue additional paper and permitted materials, as necessary throughout the examination.
6. To ensure that all candidates are aware of any erratum notices or other special instructions relating to the papers.
7. To assist in the completion of the Attendance Registers and seating plans in accordance with JCQ regulations
8. To supervise candidates to ensure the examinations are completed in accordance to the regulations.
9. To supervise candidates if they need to leave the room for any reason, including a full evacuation and subsequent supervision of candidates in an emergency.
10. To respond to candidate’s requests or queries as helpfully as possible, but always in adherence to the regulations.
11. To ensure that those candidates who have access arrangements/special requirements have access to those requirements and to ensure readers and scribes work within the guidelines set down by the JCQ.
12. Deal with any incidents in accordance with JCQ regulations and school policy. To record those incidents and to inform the Examinations Officer immediately.
13. To ensure the examinations are completed within the times set by the Examination Boards.
14. To assist in the collection of papers in the correct order and to collect any other materials as necessary before the candidates are dismissed from the room.
15. To dismiss candidates at the end of the examination in a controlled and orderly manner, ensuring silence as other examinations may be continuing.
16. To assist in the supervision of any candidate who should not be allowed to come into contact with other candidates – usually for reasons concerned with clashes.
17. To return completed papers and all other associated items to the Examinations Office.
18. To assist in the packaging and despatch of the completed papers at the direction of the Examinations Officer.
19. To complete other tasks appropriate to the post under the direction of the Examinations Officer.
20. To provide support to students with access arrangements in the form of a scribe or a reader.

## **Health and Safety**

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the pupils.

## **General**

### **Entitlement to:**

- A clear management line and access to the immediate line manager.
- Time and opportunity for professional development, in an appropriate form.

## **Requirements**

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.

## **Notes**

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

# Appendix 1

## Support Staff Posts

### Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved.
- Contribute to the effective operation of support services.
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.

### Working with Pupils

- As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
- Be prepared to engage in elements of guidance or instruction to pupils in line with specific job role, area of interest or expertise.

# Appendix 2

## INVIGILATOR

### Terms and Conditions of Employment specific to the post

#### Working Hours

Hours of work are on a casual basis to support the periods of examination (seasons) that take place throughout the school year with the main external examination season being May/June. Invigilator involvement is also required during internal mock examinations that usually take place in November/December, April and July each year.

Important: Hours will be offered for all examinations series and agreed with the Examinations Officer however it is **essential that all Invigilators commit FULL availability from mid-May until the end of June inclusive each year to invigilate during the main external summer examination series.**

A typical examination would start from 09.00am for the morning and/ or from 1.30pm for the afternoon and will run for the duration of the scheduled examination(s). At times an examination may go beyond the school day. Invigilators are expected to arrive up to one hour before any examination in order to help prepare rooms before the examinations start and to remain approximately 15 minutes after the examination has ended to help pack away and bring papers back to the Exams Office. This time will form part of the hours to be paid.

#### Training

It is mandatory for all Invigilators to attend training for invigilation and safeguarding. This will be held prior to commencement of any invigilation activities and will involve activities that use IT equipment. Further essential training will take place during internal mock examinations. Up to 4 training dates and sessions will be agreed with the Examinations Officer.

**It is a JCQ regulatory requirement that all Invigilators complete training for the role.**

## **Other Benefits**

- Free car parking(subject to availability)
- Wellbeing employee assistance programme

## **Remuneration**

The rate of pay for the hours worked will be £11.59 holiday pay per hour, claimed on timesheets and paid at the end of the month worked.

Holiday pay will be paid at the end of each academic year in the August payroll. The annual entitlement will be 5.6 weeks based on the average weekly hours worked during the previous 52 weeks. Where 52 weeks have not been worked, we will look back a further 52 weeks to a maximum of 104. Non- working weeks are excluded from the calculation. Should an Invigilator leave (or start) mid academic year, the 5.6 weeks holiday entitlement will be calculated on a pro-rata basis to reflect the period of employment within the year.

*All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.  
This post is subject to an Enhanced Disclosure.*