JIN 9195 – August 2015

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title: Examination Invigilator

Reports To: Examinations Officer

Department: Children's Services

Section: Schools

Purpose of the job

To supervise a student or group of students during an examination according to the requirements of JCQ Joint Council of Qualifications and external examination boards.

Principal Accountabilities

1. Assist with setting-up examination venues including laying out equipment and assisting candidates prior to the commencement of exams in accordance with strict procedures.

2. Invigilate examinations maintaining the rules set by the External Examination Boards and in-house regulators.

3. Manage the behaviour of students whilst they are undertaking examination work to ensure that examination conditions are maintained and report back to the Examinations Officer on the behaviour of students during the examination and any issues arising.

4. Respond to any questions from students about procedures, distribute and collect examination papers and equipment as required.

5. Deal with any immediate problems or emergencies according to the school's policies and procedures including reporting/communicating any problems/ incidents/emergencies to the examinations officer.

6. Collect the completed examination scripts after the examination in the required order and return them to the Examinations Officer or appropriate member of staff assisting with collation as required.
7. Provide general administrative support such as taking a register, as required.

8. Supervise students who have to leave the examination room for any reason such as illness or who have examination clashes i.e. more than one examination at the same time on the same day.

9. Attend and participate in meetings as required prior to invigilation.

10. Participate in training and other learning activities as required.

General Accountabilities

- To be prepared to implement the Council's Equalities Policy at all levels appropriate to the job and must at all times carry out his/her duties with due regard to the Council's Equalities Policy.

- To be responsible for the implementation of, and compliance with, the provisions of legislation relating to health and safety and child protection and comply with legislation relating to works and contracts as are within the direct responsibility of the postholder.

- To undertake such other duties appropriate to the grade and character of the work as may be reasonably required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Post Holder Name…….

Post Holder Signature…….

Date…….

Blatchington Mill School is committed to safeguarding our students and we expect all staff and volunteers to support this commitment.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Job Title: Examination Invigilator

Department: Children's Services

Section: Schools

Criteria	**Essential Criteria**
Job Related Education, Qualifications & Knowledge	● Knowledge and understanding of the examination requirements of External Examination Boards and in-school requirements. ● Familiar with the full range of school policies and procedures, particularly those regarding health, safety and security, equal opportunities issues, child protection, confidentiality, data protection and special educational needs (SEN) ● Understand a range of strategies to deal with managing behaviour as a whole and also individual behavioural needs
Experience	● Experience of working in the education sector is desirable
Skills & Abilities	● Ability to safely and fairly manage examination conditions in school ● Demonstrates a firm but friendly approach ● Demonstrates positive, confident and sensitive management of students (including those who display challenging behaviour) ● Displays good written and oral communication skills ● Relates well to children, young people and adults ● Good observational skills with the ability to feedback information clearly and concisely ● Patience and resilience ● Good numeracy / literacy skills ● Displays accuracy and attention to detail
Equalities	● To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.