



## THE CHARLES DICKENS SCHOOL

### JOB DESCRIPTION

<b>Job Description:</b>	<b>Examinations Invigilator</b>
<b>Grade:</b>	<b>n/a - £9.50 per hour</b>
<b>Employed for:</b>	Flexible periods across academic year

#### **Professional Relationships**

<b>Responsible to:</b>	Examinations Officer
<b>Responsible for:</b>	n/a

**Purpose:** to ensure the smooth running of examinations to give the candidates the best opportunity to be successful and to achieve their very best. To ensure all examination procedures are adhered to at all times.

#### **Safeguarding**

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

#### **Policy and Procedure**

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

#### **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant your role and your responsibilities for safeguarding
- Obtain access to relevant resources

#### **All members of staff have a responsibility to:**

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.

- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

## **Person Specification**

### **Essential Skills**

- Have a positive proactive, "can do" attitude
- Meet deadlines
- Very organised
- Make decisions
- Take initiative
- Good interpersonal skills

### **Desirable skills:**

- Be able to work as part of a team
- Be able to find solutions to unknown problems as these arise

### **Responsibilities**

- Assist with preparation of the exam hall
- Help organize students at the start and end of each exam
- Ensure that the conduct of the exam takes place within the guidelines set down by JCQ (relevant documents will be supplied)
- Whilst not disturbing candidates it is important to be vigilant, particularly regarding requests for additional paper, toilet breaks etc (students are not routinely permitted toilet breaks, your discretion must be used and students must be escorted)
- If an invigilator suspects malpractice is occurring they should refer the matter to the Lead Invigilator who in turn will report immediately to the Examinations Officer
- To carry out as requested from time to time any other relevant duties as may be reasonable required by the Headteacher

### **Staff Development:**

- To assess development and training needs and discuss with line manager.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

Sign..... Date: .....