FIDES LABORE ET TENACITATE

ST JOSEPH'S COLLEGE

APPLICATION FOR THE POST OF

EXAMINATION INVIGILATOR

Job Description

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to services linked on its behalf.

General Requirements

All staff are expected to:

- Follow the College Safeguarding policy and procedures and to ensure the well-being of all students in their care is their highest priority.
- Contribute to the day-to-day running of the school and follow its policies and procedures.
- Treat each student as an individual with courtesy and respect.
- Undertake any other duty deemed reasonable by the Principal.

Examination Invigilators

Job Purpose:

- To invigilate a range of Internal and External examinations.
- To ensure the smooth running of off-site examinations if required.
- To follow examination regulations as specified by the Joint Council for Qualifications (JCQ).
- To work flexible hours, as appropriate for the examination.

Specific roles:

The main duties and responsibilities of the Invigilator will be:

- To check the examination room prior to the arrival of candidates to ensure that:
    - Heating, Lighting, ventilation and levels of extraneous noise are acceptable
    - No display materials that might be helpful to candidates are visible
    - A reliable clock of readable size is visible to each candidate
    - The Warning to Candidates is displayed both inside and outside the examination room
    - The Notice to Candidates is displayed in a public place outside the examination room
    - The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
- To be fully aware of the regulations according to "The instructions for Conducting Examinations".
- The receipt, checking and security of question papers as required by the Examination Officer
- The conduct of the examination in accordance with the prescribed instructions, including the checking of Attendance Registers etc.
- Close liaison with the Examinations Officer throughout the examination period (arrangements for the examination may be discussed with the Examinations Officer before the examination is held)
- The submission of reports to the Examination Board as required by the Examination Officer. This may concern any irregularities in the conduct of an examination or concerning matters arising during the course of an examination which may have been the cause of disturbance to, or complaints from, the candidates, as required by the Examinations Officer
- To assist in the setting up of examination rooms
- To maintain security and confidentiality
- Ensuring that the College Centre Number is clearly visible at all times
- Ensuring candidates enter into the examination hall in an appropriate manner
- Ensuring candidates have correct examination and answer papers
- Ensuring correct identification of all candidates
- Dealing with candidates not on the register
- Ensuring that candidates are aware they are under examination conditions, retrieving mobile

phones etc
- To take in, store appropriately/safely and re-issue students' mobile phones before, during and after public examinations
- Notifying candidates of the start of the examination
- Recording start and finishing times of examinations
- Opening and distributing papers and any other authorised materials to candidates
- Ensuring the attendance register is completed, recording details of late arrivals.
- Distributing additional paper/equipment as required
- To be able support students who require scribes or readers as required
- Ensure all candidates are aware of the pre-examination start information and of any erratum notice that may affect them
- Responding to candidates' queries in accordance with examination regulations
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the Examinations Office
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues
- Ensuring that College Examinations policy is adhered to

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Person Specification

Experience	Essential	Desirable
Previous experience of working in an educational environment		✓
Experience of working or studying in higher education environment		✓
Flexible approach to the needs of the College	✓	
Working with minimal supervision	✓	
Ability to maintain a high level of accuracy in preparing and entering information	✓	
Knowledge and Understanding	**Essential**	**Desirable**
Clear understanding of the secondary curriculum and its assessment		✓
An understanding of examination processes		✓
Effective oral/written communication skills	✓	
Numeracy	✓	
Skills and Attributes	**Essential**	**Desirable**
Ability to establish good working relationships and effective teamwork	✓	
Demonstrate effective skills in working with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children	✓	
Basic literacy and numeracy to complete forms etc	✓	
Good verbal skills in order to communicate effectively face-to-face with staff and pupils	✓	
Sound decision making skills	✓	
Personal Qualities	**Essential**	**Desirable**
High expectations of students and colleagues	✓	
Highly motivated and able to motivate and inspire staff and students	✓	
Enthusiastic and committed	✓	
A forward thinking approach	✓	
Excellent interpersonal skills	✓	
Ability to be reflective and self-critical	✓	
Display calmness under pressure	✓	✓
Other Requirements	**Essential**	**Desirable**
Enhanced DBS Disclosure is required	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	
Safeguarding training	✓	

St Joseph's College Vision and Values
Core Framework

VISION

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

MISSION

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

CORE VALUES

Aspiration | Respect | Confidence

OUR AIMS

For the needs of each pupil's mind, body, heart, and spirit to be met, so that each one:

- Aspires to, and achieves, their academic and personal best
- Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities
- Develops faith, self-confidence and self-esteem
- Acts with integrity, showing respect for themselves and all others