**<SCHOOL /ACADEMY NAME>**

**Insert name of establishment**

**Generic Invigilator**

**Role Profile and Person Specification**

**November 2007 (updated August 2019)**

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| **Job Description** |
| **Job Title:** | **Generic Invigilator** |
| **School/Academy:** | **<please insert here>** |
| **Grade Range:** | **Grade 1c – Scp 2 - 3** |
| **Hours per week:** | **<please insert here>** |
| **Work Pattern:** | **<Term Time Only> <All Year Round> *Delete as appropriate*** |
| **Location:** | **<please insert here>** |
| **Reports to:** | **<please insert here>** |
| **Responsible for:** | **<please insert here>** |
| **Role Purpose and Role Dimensions:** | To work under the direct instruction of teaching / senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. |
| **Commitment to Diversity:** | As a member of the School Team to take individual and collective professional responsibility for championing the School/Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. |
| **Key External Contacts:** |  |
| **Key Internal Contacts:** |  |
| **Financial Dimensions:** |  |
| **Key Areas for Decision Making:** |  |
| **Other Considerations:** |  |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Responsibilities** | **This will involve:*** The invigilator should make him/herself known to the servicing staff. If there is more than one examination(s) in the venue, then the Invigilator with the greatest number of candidates, will normally act as Chief Invigilator.
* The invigilator must ensure that each examination in the room is of the correct duration.
* The invigilator should ensure that they have the correct examination papers in the correct quantity. When they are satisfied that everything is in order, the candidates should be allowed in.
* The invigilator must advise candidates that they are to remain silent once they enter the examination room.
* The invigilator will make all necessary announcements - the start and finishing time of the exam[s] and any special instructions.
* Candidates should be allowed into the venue 10 minutes before the start of the examination.
* If the fire alarm is sounded, the invigilator is responsible for the evacuation of the room. They should follow the normal procedures and instruct candidates to leave the building immediately. All scripts should be left on the desks and collected by the invigilators after the all clear. Candidates will then be allowed to collect any personal belongings. ***The examination will not be resumed.***
* All coats, bags and materials not specified for the examination are left in the designated area and that candidates take to their desks only the materials specified for the examination.
* Candidates are permitted to take one bottle of still water to their desks. Other than this, no food or drink is permitted in the venue. This is for Health and Safety reasons and to minimise disturbance to other candidates.
* The security of the examination is maintained.
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| **Before the examination** | **This will involve:*** The invigilator should arrive at the examination room at least 20 minutes prior to the commencement of the examination to organise the setting out of the examination materials. Answer books, attendance slips and other requisites must be set out on the desks before candidates are allowed to enter the room.
* Where more than one examination is being held in a venue, the desks should be numbered in accordance with a seating plan, which is prepared by the admin Office and displayed on the door of the venue. This plan must be strictly adhered to in order to ensure the smooth running of the examination
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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **During the examination** | **This will involve:*** Ensure that candidates are allowed to enter the examinations room in sufficient time for them to be seated and ready to start the examination at the prescribed time. (Approx. 10 - 15 minutes prior to the start of the examination depending upon the number of candidates).
* Ensure that all coats, briefcases, bags and materials **not** specified for the examination are left in a designated area and that candidates take to their desks only the materials specified for the examination. (Materials other than normal writing and drawing implements **must** be clearly specified in the rubric of the examination paper).
* Ensured that all question papers and materials have been distributed, will make the following announcement:
* That they are to remain silent once they enter the examination room.
* Only clear transparent pencil cases may be taken to the candidates' desks - this regulation must be strictly enforced.
* No food may be taken in to the examination room - this regulation must be strictly enforced.
* A small bottle of water ONLY, may be taken in to the examination room.
* Candidates must display their ID card throughout the examination.
* Examinations to be held in this room is (are) as follows................
* Candidates must ensure that that any watch alarms or mobile telephones are switched off.
* Candidates must not communicate with any other candidate during the examination.
* If you are suspected of cheating, the invigilators will advise you accordingly, your examination script will be appropriately endorsed and a report will be sent to the Director of School.
* You are reminded that you must not be in possession of any unauthorised materials.
* That candidates suspected of academic misconduct during assessment will forfeit their right to anonymity so that appropriate investigatory procedures may be launched immediately.
* Candidates are required to complete the attendance slip before the examination begins - these will be collected by the invigilators[s] after the examination has commenced.
* If you require attention during the examination, please raise your hand to attract the attention of the invigilator - do not leave your seat.
* To enter their name and registration number in the top right hand corner of the answer book and then fold down the self-adhesive flap.
* That they should not write their name on any graph paper or continuation sheets these should be attached to the main script with treasury tags or staples.
* At the end of the examination you must stop writing when instructed to do so and remain seated in silence until you are instructed to leave.
* In the event of a fire alarm, you should leave the examination room in silence, leaving everything on your desk and your belongings in the room. You should evacuate the building in accordance with normal evacuation procedures. The examination will not be resumed.
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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
|  | * That candidates are not permitted to remove any used or unused examination stationery from the venue.
* Clarify the use of Dictionaries, Calculators and Additional Materials in Examinations.

If the rubric does not specify additional items it must be assumed that ONLY the normal writing and drawing implements and an electronic calculator are permitted.**MOBILE PHONES ARE NOT PERMITTED IN EXAMINATIONS****Cheating/Collusion/Plagiarism in a Formal Examination**If an invigilator suspects any student of cheating during an examination he/she should mark the student's script. **The student must be allowed to complete the examination.**  |
| **Support for the School** | **This will involve:****Core Duties*** Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

**Additional Duties*** Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.
* Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.
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| **Green Statement** | **This will involve:*** Seek opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy’s Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Data Protection** | **This will involve:*** Being aware of the School/Academy’s legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
* Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
* Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
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| **Confidentiality** | **This will involve:*** Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School/Academy’s databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. |
| **Equalities and diversity** | **This will involve:**The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams |
| **Safeguarding** | **This will involve:**• Displays commitment to the protection and safeguarding of children and young people. • Values and respects the views and needs of children and young people.• Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children. |
| **Customer Care** | **This will involve:*** Able to demonstrate a commitment to the School/Academy’s Customer Care Policy.
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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Health and Safety** | **This will involve:*** Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
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| **To contribute as an effective and collaborative member of the School Team** | **This will involve:*** To participate in training to be able to demonstrate competence.
* To participate in first aid training as required.
* Participating in the ongoing development, implementation and monitoring of the service plans.
* Championing the professional integrity of the School/Academy
* Supporting Customer Focus, Best Value and electronic management of processes.
* Actively sharing feedback on School policies and interventions
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| **P e r s o n S p e c i f i c a t i o n** |
| **Job Title:**  | **Generic Invigilator**  |
| **Essential knowledge:** | * An understanding of examination processes and/or experience of administering examinations.
* Appropriate knowledge of first aid.
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| **Essential skills and abilities:** | * Good numeracy/literacy skills.
* Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post\*
* Ability to give instructions in accordance with examining body requirements.
* Use basic technology – computer, video, photocopier.
* Ability to relate well to children and adults.
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
* Displays commitment to the protection and safeguarding of children and young people.
* Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
* Participate in development and training opportunities.
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| **Essential experience:** | * Working with or caring for children of relevant age.
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| **Special conditions:** | * Enhanced DBS check
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\*Further advice on specific points in this role profile can be obtained from your HR provider.