

Job description

Post: Invigilator/Reader/Scribe

Responsible to: Exams Officer

Job Summary:

1. Invigilate exams (could be responsible for the running of the exam)
2. Reading (reading examination paper to student)
3. Scribe (writing answers for the student in examination paper)
4. Assisting word processing if the student has this facility, supervising students who have breaks in between questions as well as assisting students who have a visual impairment or medical/behavioural issues.

Training: You will be required to do a 60-minute online course which introduced the instructions for conducting examinations. This will be updated each year.

Key Responsibility:

Support to Pupils

- Monitor pupil wellbeing, liaising with lead invigilator and relevant pastoral or safeguarding staff where appropriate
- Support pupils with exam access arrangements and invigilate pupils during examination periods (if applicable)

Support to the Exams officer

- Assist in promoting positive pupil behaviour
- To provide administrative support (if applicable)

Support to the School

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person, as per the safeguarding policy
- Promote the inclusion and acceptance of all pupils
- Promote the British Values, including equality and to treat everyone with fairness and dignity
- Participate in training and other learning activities and personal development as required

Person Specification:

- The successful candidate will be committed to ensuring a calm, purposeful examination experience for the pupils.
- They will be an excellent role model to the pupils.
- They will be an excellent communicator, with good organisation skills.