



CARDINAL NEWMAN CATHOLIC SCHOOL

Job Description			
Job Title:	Examination Invigilator	Department:	Exams
Salary:	Hourly Rate	Reporting to:	Examination Officer
Safer Recruitment Statement			
Cardinal Newman Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement			
<p>Cardinal Newman Catholic School is dedicated to achieving Excellence for all. Our vision is to create a joyful community of Caritas where Together we support, inspire and care for one another, placing Christ at the center of all that we do. We aspire to;</p> <ul style="list-style-type: none"> ● An exceptional 4-19 Catholic education and experience ● Remove all barriers to excellence ● Develop leadership at all levels ● Provide an exceptional spiritual, physical, on-line environment. 			
All Staff employed at Cardinal Newman Catholic School will:			
<ul style="list-style-type: none"> ● Uphold and promote the school's Catholic vision ● Support and contribute to the achievement of all students academically and pastorally ● Support and contribute to our responsibility for safeguarding all students ● Undertake professional training to enhance personal development and job performance; ● Comply with all policies and procedures including safeguarding, child protection, confidentiality, code of conduct and data protection ● Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect ● Share best practice, expertise and skills with others 			
Main Objectives of Role:			
To supervise a student or group of students during an examination according to the requirements of the External Examination Board.			
Principal Accountabilities:			
1. Invigilate examinations maintaining the rules set by the External Examination Boards and in-house regulators.			

2. 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.
3. Respond to any questions from students about procedures, distribute and collect examination papers and equipment as required.
4. Deal with any immediate problems or emergencies according to the school's policies and procedures.
5. Collect the completed examination scripts after the examination in the required order and return them to the Examinations Officer or appropriate member of staff.
6. Provide general administrative support such as taking a register, as required.
7. Provide support for individual students in special circumstances for example those who may require additional examination invigilation time because of a special need, or who need assistance with writing due to a physical injury e.g. cannot write because of a broken arm therefore the invigilator records their spoken text.
8. Supervise students who have to leave the examination room for any reason such as illness or who have examination clashes ice 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.

All Staff employed at Cardinal Newman Catholic School will:

1. Follow Catholic School (CES) contractual obligations - this outlines the expectations regarding support for the school's essential ethos.
2. Have responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.
3. Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
4. The post-holder is responsible for ensuring that the School's equalities policy is fully implemented in all areas of his/her work as is the School's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act & GDPR. Your duties will be as set out in the above job description but please note that the Governing Body 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

Person Specification	
Job Related Education, Qualification and Knowledge	<ul style="list-style-type: none"> • 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	
Skills and Abilities	<ul style="list-style-type: none"> • Ability to safely and fairly manage examination conditions in school. • · Demonstrate a firm but friendly approach. • · Demonstrate positive, confidential and sensitive management of students (including those who display challenging behaviour). · Display good written and oral communication skills. · Relate 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.
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 School's Equalities Policy.