

Invigilator

The Invigilator plays a critical role in the successful administration of internal and external examinations. Responsible for upholding the integrity and confidentiality of the examination process, the Invigilator ensures that all sessions are conducted in strict accordance with regulatory requirements. By maintaining a calm, secure, and disciplined environment, they enable candidates to perform to their full potential while providing essential information and assistance throughout the assessment.

Core Purpose

- Administer examinations in strict accordance with official regulations and Trust policies.
- Maintain the absolute confidentiality and security of examination materials before, during, and after each session.
- Create and sustain an optimal environment that allows candidates to achieve their best possible results.
- Provide clear, accurate information and non-academic assistance to candidates as required.

Key Areas of Responsibility

1. Examination Room Preparation

- Assist with the physical setup of examination rooms in accordance with daily seating plans.
- Place individual candidate name and exam number cards on relevant desks.
- Distribute the correct examination papers to the appropriate students.
- Ensure students possess all necessary materials and instruments required for the specific examination.

2. Candidate Compliance and Security

- Verify that students only bring permitted materials into the examination room.
- Ensure all mobile phones and electronic devices are collected, placed in labeled wallets at the front of the hall, and returned after the exam.
- Confirm that all student watches are handed in or left in bags.
- Perform checks to ensure no graffiti has been written on desks during the session.

3. Active Supervision

- Maintain an active presence by frequently walking around the room to supervise students effectively.
- Ensure there is no communication between students and that they remain facing the front at all times.
- Refrain from sitting down or communicating with other invigilators unless it is directly regarding exam administration.
- Assist candidates who request attention without helping them answer questions or reading the exam paper to them.

4. Post-Examination Administration

- Collect completed scripts in the order advised by the Lead Invigilator.
- Verify that every student has correctly recorded their name, candidate number, and centre number, and signed where required.
- Collect all unused stationery and student name cards following the final session.
- Support the Examination Officer with the delivery of papers and equipment to and from the exam rooms.

5. Specialised Support

- Coordinate the full schedule of Annual Reviews for pupils with Education, Health and Care Plans (EHCPs).
- Attend and, where appropriate, chair Annual Review meetings in collaboration with families and professionals.

Professional Expectations

This job description outlines the general duties and responsibilities of the post but does not specify the time allocation or detailed working methods for each. Duties may evolve in line with the changing needs of the academy, and the description will be reviewed at least annually in consultation with the post holder.

Flexibility and collaboration are key aspects of the role. The SENCo is expected to contribute to the wider leadership of the school and support the development of inclusive practice across all departments and phases.

Safeguarding and Pupil Welfare

All responsibilities must be carried out in line with the Trust's safeguarding policies. The SENCo plays an essential role in promoting a safe, supportive environment for all pupils, especially those who may be more vulnerable due to their individual needs.

Staff are expected to understand the indicators of abuse and neglect, and to take prompt, appropriate action where concerns arise. All members of staff must be familiar with the latest Keeping Children Safe in Education guidance and engage with annual safeguarding training.

Person Specification – Invigilator

This section outlines the essential and desirable attributes expected for the role of Invigilator.

Experience and Knowledge

Essential:

- An understanding of and commitment to maintaining the appropriate standards of confidentiality and security for examination materials.

Desirable:

- Experience working with children within a secondary school setting.
- Experience working with children with special educational needs (SEN).
- Knowledge and understanding of the diverse social, cultural, and physical needs of pupils.

Skills and Attributes

Essential:

- Excellent timekeeping and organisational skills.
- Excellent interpersonal and communication skills.
- Ability to work effectively with colleagues and other adults within the wider community.

Desirable:

- Excellent personal ICT skills.
- Ability to inspire and motivate students while remaining creative in finding solutions.

Safeguarding and Professionalism

Essential:

- Commitment to pupil well-being and adherence to statutory safeguarding procedures.
- Acting as an appropriate role model for behavior around the academy.

Desirable:

- A caring approach toward children, particularly those who find managing their behavior challenging.
- Passion for continuous personal and professional improvement.

Personal Qualities and Attributes

The role requires an individual who is **highly reliable, observant**, and capable of maintaining a professional authority within the examination hall. They must demonstrate the **resilience** to remain standing and active for extended periods while **maintaining total silence and focus**. A **calm and solution-focused** approach is essential for assisting students without compromising exam integrity.

The successful candidate will possess the discretion to handle sensitive materials and student information with absolute confidentiality. Ideally, they will be a **collaborative team player** who takes pride in creating a **fair and supportive environment** for all candidates during a high-pressure period of their education.

