

JOB DESCRIPTION



Position	Casual Invigilator
Initial appointing department(s):	Exams Office
Reporting to:	Exams Officer, Exams Assistant and Senior Leadership Team
Liaising with:	Exams Officer, Exams Assistant, Invigilators and Senior Leadership Team.
Date of issue	

PURPOSE OF THE POST

1	To support and promote the values and expectations of the Academy.
2	To carry out invigilation of examinations in accordance with current national examination regulations and according to the Academy policies.

MAIN AREAS OF RESPONSIBILITY

1	<p>Promoting Academy Ethos</p> <ul style="list-style-type: none"> A. To create relationships based on mutual respect. B. To be an effective contributor to the team. C. To carry out any other duties which may reasonably be required by the Exams Office. D. To set and maintain high standards of dress, behaviour and expectations. E. To contribute to the smooth running of the Academy by fulfilling duties, supporting colleagues, challenging behaviour and upholding the Academy rules within and outside of the exam hall. F. To adhere to the principles of safeguarding and follow national and local policies.
2	<p>Exam Invigilation</p> <ul style="list-style-type: none"> A. To develop and maintain subject knowledge and understanding. B. To conduct the invigilation of examinations as directed by the exams office. C. To ensure all examinations are held according to nationally set regulations. D. To resolve issues arising during the course of an examination season.
3	<p>Care, support and guidance</p> <ul style="list-style-type: none"> A. To adhere to Academy procedures and expectations, with particular reference to health and safety regulations and equal opportunities. B. To develop positive can do attitudes within students, encouraging high aspirations enabling students to have their best opportunities C. To be aware of and implement when necessary, the Academy's Child Protection procedures and commit to keeping all children safe in education. D. Play an active role in the exam team.
4	<p>Liaison</p> <ul style="list-style-type: none"> A. To work closely, courteously and professionally with all Academy colleagues including adhering to deadlines set by other colleagues. B. To work collaboratively with the Academy community to develop ideas, opportunities for students and best practice. C. To form effective relationships with your colleagues.

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| 5 | Organisational Priorities and Issues <ul style="list-style-type: none">A. To contribute to work streams identified by the exams office.B. To adhere to procedures relating to Data Protection.C. To use email and other forms of communication in line with procedures.D. Attend and participate in the exams invigilator training. |
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This job description is current at the date shown but in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the role commensurate with the grade and job title.