

## **Job Description – Exam Invigilator/Scribe**

Post	:	Exam Invigilator/Scribe
Line Managed By	:	Exams Officers
Line Manager of	:	
Salary	:	Band 3, point 9 to 13 (£8.28 to £8.72 per hour)

Working hours: Casual hours as required during examination seasons

### **Job Purpose**

To work within the Student Support Team and ensure that within their own work and the work of any they might line manage;

- There is a relentless focus and active promotion of all aspects of "safeguarding" including; Child Protection, Child Welfare and Health and Safety
- The school and team comply with all statutory, Portsmouth City Council or Governing Body requirements
- All school policies and procedures are understood, followed and positively promoted
- The school's ethos is understood, followed and positively promoted
- There is a culture of flexible working, sharing skills and developing the individual

Additionally;

- To ensure the proper conduct of school tests and examinations, creating exam conditions in the room ensuring that pupils understand the instructions and behave in manner that allows for the proper conduct of the examination.
- To act as a reader or a scribe for pupils with special considerations

### **Key Accountabilities**

- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

### **General Duties**

The team members should ensure that they;

- are clear about their areas of responsibility and how they will be held to account
- have efficient and effective systems to underpin their work
- attend meetings as directed by the Headteacher, Team Leader or designate
- work collaboratively with all other teams in the school
- produce any reports, data returns or data captures for the Team Leader or designate as required using any templates provided
- support the Team Leader or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved
- actively and positively participate in school wide systems such as performance management system, annual leave, absence management etc
- exploit opportunities to undergo professional development through skill sharing, flexible working or training
- are prepared to share skills, work flexibly and attend training as required
- remain "student focussed"

- support any controls on procurement, stock control and waste
- keep working areas secure and free from clutter
- support the team leader or designate in ensuring working areas project a highly professional image
- comply with the school's dress code
- ensure that any information about individual students is kept confidentially and not discussed with third parties
- have read, understood and contributed to the school's improvement plan, team action plan or other improvement tools
- support whole school ethos by;
  - i. Undertaking duties before, during and after the school session
  - ii. Engaging with students positively
  - iii. Commenting on good standards of behaviour and dress
  - iv. Tackling poor standards of behaviour and dress
  - v. Supporting the teaching staff delivering the Mayfield Teaching Model
  - vi. Having a good knowledge of the school's "vulnerable students" and strategies to support them

### **Specific Duties**

- Dissemination and collection of question and answer papers.
- Read out examination instructions, repeating these as required or clarifying the instruction.
- Providing clear instructions when to start and finish the exam.
- Producing / compiling an attendance register.
- Manage entry and exit into the examination room.
- Ensure silence in the examination room.
- Ensure compliance with instructions and exam conditions.
- Ensure there is no inappropriate communication, contact or discourse between pupils or others during the test / examination.
- Acting as a reader or a scribe to children with special considerations
- Escorting pupils to the toilet if necessary (making alternative arrangement for supervision of the examination).

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.