

<b>JOB DESCRIPTION</b>			
<b>JOB TITLE</b>	Exam Invigilator	<b>SALARY</b>	
<b>RESPONSIBLE TO</b>	Examinations Officer	<b>LOCATION</b>	UTC Swindon
<b>DIRECT REPORTS</b>	None	<b>LAST REVIEWED</b>	January 2023
<b>Signatures (employee and line manager)</b>			
<b>JOB PURPOSE</b>			
To provide supervision of internal and external examinations throughout the year. With a key role in upholding the integrity of the examinations process.			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<p>The following key tasks and responsibilities summarise the main aspects of the job. They will be reviewed periodically and amended by agreement to ensure the effective operation of the College and to foster development of the individual.</p> <ul style="list-style-type: none"> <li>• Responsible to the Examinations Officer for the conducting of examinations which must be in accordance with the college's/awarding bodies' invigilation instructions.</li> <li>• Invigilate examinations conducted within the remit of UTC Oxfordshire.</li> <li>• Attend the Examinations office or other specified venue half an hour before the start of/prior to commencement of an examination session, and up to half an hour after an examination session ends, or at other time as instructed by the Examinations Team.</li> <li>• Invigilation of paper-based and online examinations.</li> <li>• Collect, distribute and return examination papers, scripts, stationery and other materials in accordance with the college's/awarding bodies' instructions.</li> <li>• Announce awarding body regulations to large groups of students.</li> <li>• Patrol the exams room quietly and unobtrusively to observe candidates and ensure that candidates are obeying the awarding body regulations.</li> <li>• Ensure constant, effective and sensitive supervision of candidates throughout the examination session.</li> <li>• Record candidate attendance and complete a seating plan of candidates for each examination and where required, a report detailing any instances or irregularity, misconduct or other unusual circumstance.</li> <li>• Maintain absolute confidentiality regarding the content of question papers and scripts and circumstances of individual students.</li> <li>• Comply with all relevant Health &amp; Safety regulations and assist the college in the implementation of its own Health and Safety policy wherever possible.</li> <li>• Comply with the schools Equal Opportunities policy.</li> <li>• Carry out other such duties as may reasonably be required, commensurate with the grade of this post, at the post-holder's place of work or at any other of the college's operational exam venues</li> </ul>			

## PROFESSIONAL CONDUCT:

All staff are expected to:

- Follow the UTC's Appraisal Policy
- Make the most efficient and effective use of human, financial and material resources
- Be aware of and responsive to the changing nature of the UTC, adopt a flexible and pro-active approach to work and contribute to a range of cross-college initiatives to facilitate the delivery of key business objectives
- Participate in UTC developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area
- Participate in the development of a responsive customer centred approach to service delivery
- Ensure compliance with all UTC policies, procedures and regulations and assist in the implementation of decisions.
- Give good notice of any absence in line with the UTC's Absence Management Policy.
- Adhere to general standards of conduct embodied in UTC policies
- Provide an education service which, actively promotes equality of opportunity and freedom from discrimination, demonstrating the UTC encourages the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation
- Work within any legislation to which the UTC is bound by law
- Make the most efficient and effective use of resources being aware of budget implications
- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students
- Responsibility to respect the UTC Community and abide by the Equality policy
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures

## GROUP/ EMPLOYEE RESPONSIBILITIES

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

QUALIFICATIONS & EXPERIENCE		TECHNICAL COMPETENCIES /KNOLEDGE/SKILLS		BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES	
Essential	Desirable	Essential	Desirable	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>Ability to relate well to young adults</li> <li>E-literate and competent in IT packages e.g.: Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Working in an examination's office.</li> <li>Knowledge of UTC Oxfordshire</li> <li>Experience of online exam invigilation.</li> <li>Experience of paper-based exam invigilation</li> </ul>	<b>Equality and Diversity</b>	
<ul style="list-style-type: none"> <li>A good standard of education including Maths and English GCSE</li> </ul>	<ul style="list-style-type: none"> <li>Invigilator training for online and paper-based exams</li> <li>Safeguarding training</li> </ul>			<ul style="list-style-type: none"> <li>Demonstrable knowledge and understanding of, and commitment to, equality of opportunity and inclusive education</li> <li>Ability to integrate equality policies into service delivery and employment practices</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of appropriate national standards</li> <li>Understanding of multicultural issues in the context of a secondary school</li> </ul>
<b>Experience</b>		<b>Other requirements</b>			
<ul style="list-style-type: none"> <li>Experience working with in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>Interest in science or engineering</li> </ul>	<ul style="list-style-type: none"> <li>Professional demeanour</li> <li>Able to communicate clearly both orally and in writing</li> <li>Good analytical thinking and problem-solving skills</li> <li>Demonstrate drive and ability to use own initiative to solve practical problems without supervision</li> <li>Accuracy and attention to detail</li> <li>Good time management</li> <li>A cleared DBS (formerly CRB) disclosure certificate</li> <li>Proof of right to work in this country</li> </ul>			



## ATTRIBUTES



### PROFESSIONAL

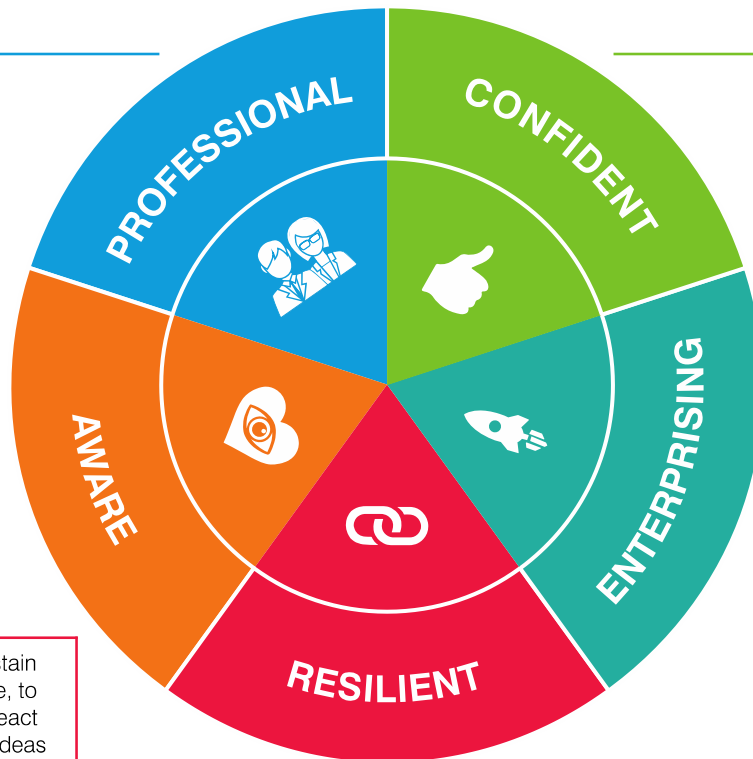
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

### AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

### RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



### CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

### ENTERPRISING

Employees approach problems and challenges positively, demonstrating a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

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***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health and Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*