Wood Green Academy
AND SIXTH FORM CENTRE

Wood Green Road
WEDNESBURY
West Midlands
WS10 9QU

0121 556 4131
0121 506 4609
www.woodgreenacademy.co.uk
admin@woodgreenacademy.co.uk

Headteacher: Mr J.Topham B.Sc.(Hons), M.Sc., NPQH

POST: Supervising Examinations Invigilator

CONTRACT: Part time, CASUAL post dictated by the external examinations' seasons
** (rota to be agreed with the Academy's Examinations Officer)**

SALARY SCALE: Based upon last teaching salary

Responsible to: Examinations Officer
Responsible for: Exam invigilators

Job Summary:

- To ensure that the school's examinations are supervised in line with the requirements of the Joint Council Instructions for the Conduct of examinations.
- To oversee the smooth and efficient running of the school's examinations.

Duties and responsibilities:

- To liaise with the Examinations Officer and to oversee Senior Invigilators and Exam Invigilators.
- To collect the appropriate number of examination papers, materials, and resources.
- To prepare examination rooms liaising with the Site team and Examinations Officer as necessary.
- To ensure all invigilators present follow the JCQ and School Regulations for conducting examinations.
- To ensure pupils are provided with any information they need in order to complete the applicant details on the front of the exam paper.
- To seat and register pupils.
- To deal with any late arrivals or irregular conduct during examinations.
- To make sure that the Examinations Officer is informed of any pupils who are absent.
- To resolve any problems arising during examinations, (within the scope of the instructions).
- To ensure that pupils only leave the examination room in controlled circumstances detailed by the Joint Council.
- To start and end examinations.
- To supervise candidates during the whole time the examination is taking place.
- To return examination papers, materials, and other resources to the Exams Officer.
- To liaise with pastoral and other staff as necessary.
- To give a verbal or written report, if it is requested, to the Exams Officer on the operation of specific examinations.
- To be aware of the school's and Joint Council's emergency action and medical procedures.

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- To participate in any training considered essential for the purposes of this role.
- Such other duties as may be appropriate to achieve the objectives of the post or assist the school in the fulfilment of its objectives commensurate with the post holder's grade, abilities and aptitudes.

Other:

- It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

Signed _____ (Teacher) Date _____

Signed _____ (Headteacher) Date _____