



JOB DESCRIPTION

JOB TITLE:	Casual Invigilator
REPORTS TO:	Exams Manager
SALARY:	£12.83 per hour + 8.34% casual allowance
WORK PATTERN:	Ad Hoc through the academic year

PURPOSE

You are the person in the examination room, responsible for conducting a particular examination session, in the presence of the candidates in accordance with the Joint Council for Qualifications (JCQ), awarding body and JLC regulations and instructions. You have a key role in upholding the integrity and security of the external examination/assessment process.

KEY RESPONSIBILITIES

- To ensure all candidates have an equal opportunity to demonstrate their abilities
- To ensure the security of the examination before, during and after
- Prevent possible candidate malpractice
- Prevent possible administrative failures
- To ensure a calm environment is maintained; to give the best opportunity for candidates to be successful
- To organise candidates at the start of each examination (including a prompt start, ID check and the prompt reporting of absentees)
- To end each examination at the correct time, the secure collection of scripts and the careful release of candidates
- To help provide the correct information and materials for successful completion of the exam
- To deal calmly and efficiently with any incidents that may occur during the examination
- To be vigilant to prevent instances of malpractice, whilst not disrupting the candidates
- To report to the Examinations Team if it is suspected that malpractice is taking place
- Undertake training, update and review sessions as required

**IN ADDITION TO THE ABOVE MENTIONED ATTRIBUTES THE POSTHOLDER
WILL BE EXPECTED TO:**

- To support effective safeguarding of all young people throughout the College.
- To adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

LEON RILEY
Principal

Employee Signature ***Date.....***

Line Manager..... ***Date.....***

Person Specification

AF = Application Form

Q = Qualification

I = Interview Process

Relevant Experience	Desirable /Essential	Assessment Method
Experience of dealing with learners	D	AF I
Experience of examination process	D	AF I
Awareness of statutory requirements for safeguarding	D	AF I
Experience, Knowledge and Skills	Desirable /Essential	Assessment Method
Good communication written/verbal and interpersonal skills.	E	AF I
Ability to work professionally with students & staff	E	AF I
Good time management, flexible and organised	E	AF I
Ability to work alone and cohesively as part of a team	E	AF I
Ability to work flexibly	E	AF I
Approachable, friendly, and able to empathise	E	AF I
Able to speak in front of an audience	D	AF I
Additional Factors	Desirable /Essential	Assessment Method
Commitment to equality and diversity initiatives, anti-discriminatory practice, CSE initiatives and the prevent agenda	E	AF I
Suitability to work with children and young adults	E	AF I