

## **Jesmond Park Academy Job Description**

<b>Post Title</b>	Invigilator AA681	
<b>Evaluation</b>	266 Points	<b>Grade: N1</b>
<b>Responsible to</b>	Head Teacher or other designated manager	
<b>Responsible for</b>	N/A	

**Job Purpose** To supervise pupils/students whilst they are undertaking examinations in accordance with school and examination board policies and procedures

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Assist in the preparation of the examination venue including distribution and collection of exam papers and any necessary equipment.
- 2 Supervise the conduct of pupils/students in and around the examination venue reporting any misconduct in accordance with school procedures.
- 3 Monitor students during examination ensuring exam regulations are adhered to.
- 4 Ensure all examination materials are securely maintained.
- 5 Provide additional support to pupils/students who require assistance to complete examination papers e.g. complete papers for the pupil if unable to do so due to illness or injury, invigilate at pupil's home.
- 6 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 7 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.