



# STANCHESTER ACADEMY

## JOB DESCRIPTION



### **The Stanchester Academy Culture reflects that of our sponsor.**

The success of the Stanchester Academy will be underpinned by two fundamental tenets:

**Students come first:** First and foremost, the role of the Academy is to enable students to achieve their potential, and it is this assumption that drives the culture and activity of the Academy. It also drives the Academy's recruitment and personnel strategies. It is assumed that anyone who joins or forms part of the Academy shares this philosophy.

**All staff employed at the Academy are team players:** Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in their turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the Academy. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation, as well as behaviour that will promote a positive image for the Academy in its wider community.

### **PERSONAL PROFILE**

The success of the Stanchester Academy rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the post holder shares our values of student centredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy. This post is not about building empires. It is about espousing and promoting corporateness. Like any other post in the Academy, it is about valuing people, working in partnership with others and supporting individual progression and achievement.

Crucially post holder must have a commitment to comprehensive all-through education and training. S/he will believe passionately in the entitlement of individuals of all ages to learning.

## Exam Invigilator

### Core Purpose

- To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

### Main Responsibilities and Duties

- To assist in the setting up of examination rooms
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the registry
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To maintain security and confidentiality
- To record attendance on the official examination registers
- You must ensure mobile phones are switched off and handed in
- To ensure no inappropriate items are brought into the examination hall, such as personal stereos, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure all candidates are seated before opening the question papers
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper
- To assist students with special considerations by reading and or scribing
- To assist in other activities as may reasonably be requested by the centre from time to time
- To be responsible for the health and safety and welfare of themselves and others
- To be responsible for the safeguarding and promotion of the welfare of children
- To be responsible for the adherence to Prevent duty
- To be a team player and contribute within own capabilities towards the Academy
- The post-holder may from time to time be required to carry out other duties commensurate with the role
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**Problem Solving and Creativity**

- Will be required to work under and implement precise examination conditions, as outlined by the Exams Officer and Admin Support

**Decision Making**

- Works to strict deadlines within well-known routines and specifications
- Refers problems or difficulties to the Exams Officer

**Relationships**

- Reports to Admin support and to the Exams Officer
- Has no direct supervision of staff
- Has regular contact with staff and students

**Physical Working Conditions**

- Works within the normal Academy environment
- The work is undertaken in various rooms around the Academy, dependent upon the requirements of the exam
- Exam invigilation will involve long periods of standing

**Knowledge, Skills and Experience**

- Good communication skills
- Flexible and adaptable
- Able to use own initiative
- Accuracy
- Able to prioritise workload and be organised
- Reliable, tactful and able to maintain confidentiality
- Minimum qualification level of 5 GCSEs (or equivalent) at grade C or above

**Other Requirements**

- Responsible for the health and safety and welfare of themselves and others.
- To be responsible for the safeguarding and promotion of the welfare of children.
- To be a team player and contribute within your own capabilities towards the Trust vision
- To attend mandatory training courses, e.g., related to child protection
- The post-holder may from time to time be required to carry out other duties commensurate with the role