

Job Description

Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.

Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practices equality of opportunity.

Job Title Examinations Invigilator

Hours of work: Variable, on demand basis

Salary Scale: £13.50 per hour, paid per session (minimum 4 hours)

Reports to: Examinations Manager/Head of Centre & Curriculum Planning

Job Purpose: To ensure candidates have an equal, safe and secure environment in which to sit their examinations in accordance with the Joint Council for Qualifications (JCQ) guidelines for conducting examinations.

Main Responsibilities:

- To supervise the entry and exit of candidates into and out of the examination room.
- To display seating plan outside examination room.
- To direct candidates to their designated seat.
- To ensure the examinations room is suitable for purpose.
- To ensure that the correct exam papers and answer booklets are distributed to candidates.
- To be vigilant but not intrusive throughout the examination.
- To complete ID check on the seating plan.
- To distribute additional paper and/or equipment as required.
- To assist in preventing potential candidate and staff malpractice.
- To prevent possible administrative failures.
- To supervise students who require toilet/rest breaks.
- To collect exam papers and exam scripts at the end of the examination.
- To return completed exam papers, exam scripts and exam stationery to a secure area at the end of the examination.
- To be familiar with the JCQ instructions for conducting examinations and to observe these regulations during the examinations process.
- To report any concerns about the examination process to the Examinations Manager and Head of Centre & Curriculum Planning.

Additional Duties:

- To support the effective safeguarding of all young people throughout the College.
- To adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity etc...
- To attend meetings for all College Staff, as necessary.
- To undertake any other duties appropriate to the level of post as required by the Principal and designated line manager.

This 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.

Reviewed by:	TT/AG	Date of last review:	Oct 21
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