

Mount St Joseph Candidate Information Pack



Casual Exam Invigilator

About the School

Mount St. Joseph is a Catholic voluntary-aided 11-16 comprehensive under the trusteeship of the Salford Diocese. The Instrument of Government of the school states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford.

Our aim is to secure the highest academic achievement for each child, a full awareness of personal and social responsibility and a deepening love and understanding of the Catholic Faith and our Mission Statement is the reference point for all our work:

As a **community of learners** we aspire to achieve our full, academic potential in a happy, safe and caring environment.

As a **community of believers** we aim to develop a full awareness of our spiritual and moral responsibility and a deepening love and understanding of our faith.

As a **community of friends** we influence the people around us by using our unique gifts and talents to develop one another socially and culturally to build a better world.

Purpose of the role

To provide exam invigilation for both internal and external examinations within the school and to assist in the processing of external examination administration.

Job Description

Salary – Grade A point 1

Hours of work – Casual

Principal Responsibilities:

- Assisting in the smooth running of examinations
- Ensure that examinations are carried out within the guidelines of the JCQ booklet 'Instructions for the Conduct of Examinations' (ICE booklet).
- To work as part of a team to implement practice which reflects the school's commitment to high achievement, effective teaching and learning
- To foster a climate of positive attitudes towards examinations
- Evaluate the effects of own supervision and use this analysis for improvement
- To be involved in identified initiatives and their monitoring and evaluation
- To secure and sustain an effective Examination environment
- Work with teachers to clarify examination conduct
- Seek guidance as appropriate on the conduct of examinations
- To act as a lead exam invigilator during peak examination periods
- Ensure that there is a safe working examination environment
- Promote inclusion and acceptance of all pupils within the examination room(s)
- Be aware of and comply with policies and procedures (in particular fire procedures for pupils during an exam) relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Main duties:

- Being available before and after the exam start time to assist the Exams Officer with preparation of exam rooms, ie: placement of table numbers, displaying posters according to the ICE Booklet, distribution of exam equipment (pens, pencils, mathematical instruments), etc.
- Assisting with the distribution of exam papers
- Checking the exam room before the exam
- Ensuring that candidates are seated according to the seating plan
- Completing the attendance register accurately
- Starting the exam promptly
- Maintaining exam conditions
- Reporting any misconduct
- Finishing the exam on time
- Collecting the exam papers as requested in the 'snake' pattern (see Exams Officer)

- Ensuring the exam room is left in a suitable state
- Returning the exam papers to the exams officer
- Assisting in the collation of the completed scripts
- Invigilators may also be asked to invigilate the candidates with special considerations i.e. extra time, readers, scribes etc. Additional guidance will be given if this is to be the case.
- Invigilators must be totally familiar with the contents of the JCQ booklet 'Instructions for the Conduct of Examinations'. Training will be given to ensure this criteria is achieved.
- Other duties that may be reasonably requested to meet the needs of the school.
- This is not an exhaustive list of responsibilities and related duties and may be amended at the discretion of the Deputy Head / Head Teacher to meet the needs of the school.

Person Specification

Title of Post: Casual Exam Invigilator

MINIMUM ESSENTIAL REQUIREMENTS	Method of Assessment
1. Skills and Knowledge	
<ol style="list-style-type: none"> 1. Ability to enthuse young people 2. Ability to communicate ideas effectively 3. Enthuses staff with supervisory confidence 4. Excellent team player 5. Shares ideas and resources with colleagues 6. Good organiser and administrator 7. Contributes to a stimulating working environment 8. Presence: projects self well on first impression 9. Speaks confidently 10. Good communicator written and oral 11. Behaves effectively under pressure 12. Appearance is smart, clean, maintained 13. Accessible/approachable 	<ol style="list-style-type: none"> 1. Application form/ Interview 2. Application form/ Interview 3. Application form/ Interview 4. Application form/ Interview 5. Interview 6. Interview 7. Interview 8. Interview 9. Interview 10. Application form/ Interview 11. Interview 12. Interview 13. Interview
2. Experience/ Qualifications/ Training	
<ol style="list-style-type: none"> 1. Good standard of general education 2. Experience of working as part of a team 3. Excellent communication skills 4. Experience of working under pressure and to tight deadlines 	<ol style="list-style-type: none"> 1. Application form/ Interview 2. Application form/ Interview 3. Application form/ Interview 4. Application form/ Interview
3. Work related circumstances	
<ol style="list-style-type: none"> 1. Reliable high-level attender/timekeeper 2. Works effectively with team to develop action 3. Flexible and resilient 	<ol style="list-style-type: none"> 1. Application form/ Interview 2. Application form/ interview 3. Application form/ interview
DESIRABLE REQUIREMENTS	Method of Assessment
<ol style="list-style-type: none"> 1. Active CPD own personal development 2. Supervisory experience 3. Willingness to take on further duties/ responsibilities 	<ol style="list-style-type: none"> 1. Application form/ interview 2. Application form/ interview 3. Application form/ interview

Safer Recruitment

Mount St Joseph is committed to safeguarding and promoting the welfare of children and young people. We undertake thorough checks to ensure that we meet our obligations to protect our students. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced Disclosure and Barring Service check.

Application Details

If you require any further information about the post, please contact Miss K Pasquill – 01204 391800.

Please send applications to recruitment@msj.bolton.sch.uk