

JOB ROLE: Examinations Invigilator

PAY BAND: Hourly Rate

HOURS: Various

**REPORTS TO: Examinations Manager/Assistant Head: Progress and Attainment
Chief Invigilator during examinations**

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purpose:

To provide invigilation for external and internal examinations as required either on a one-to-one basis or as part of a larger team in accordance with the Joint Council regulations. To support the examinations manager in setting up the examinations and preparing the scripts for despatch.

Accountabilities:

1. Invigilate all external tests including GCSE, BTECs and NFER CATs.
2. Invigilate internal examinations eg mock GCSEs and terminal exams.
3. Support students with special requirements agreed by the Examination Boards including the supervision of rest breaks and acting as a reader and/or scribe where necessary.
3. Any other duty relevant to the post of Invigilator as required by the Examinations Manager.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

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