

Job Opportunity

Exam Invigilator

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| Job title: | Exam Invigilator |
| Employer: | The Durham UTC Ltd |
| Responsible to: | Exams and Data Officer |
| Salary: | £9.79 per hour |
| Terms: | Flexible Contract, Exam season (Nov, Jan, March, April to June) |

The Exam Invigilator role is to provide an efficient and effective invigilation support service to the UTC examination department and ensure the integrity of its examinations.

It is a seasonable and flexible role that requires a clear understanding of the UTC ethos and values which includes our Student Leaver Profile. The Student Leaver Profile encompasses three elements which include knowledge, experience and core skills and all UTC staff are expected to contribute in developing these with our students.

This role involves effectively working with the exams team and directly with students at the UTC to ensure that all students are given an equal and fair opportunity to undertake their exams in a professional manner. It is a role that requires an individual that demonstrates flexibility, adaptability and a range of practical and people skills. All of the above is aligned with the Student Leaver Profile.

Under management of the Exams and Data Officer the Exam Invigilators will be responsible for supporting all internal / external examinations ensuring they run smoothly. No prior experience in exam invigilation is necessary as all training will be provided.

Deadline for applications is 12:00pm (midday) 3rd February 2023.

Interviews dates TBC.

To arrange an informal discussion, please email: Jayne Brown, Exams and Data Officer jobs@utcsouthdurham.org

Further information and application form downloadable from:
<https://www.utcsouthdurham.org/home/staff-information/current-staff-vacancies>

No agencies please.

Job description

UTC South Durham Exam Invigilator

Candidates will:

- have good literacy and numeracy skills
- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exams rooms
- may need to remain standing for extended periods of time

1. Main Duties and Responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and UTC South Durham's policies and procedures
- To be responsible for confidential documentation and information relating to students
- To report to and be briefed by the Exams Officer prior to each exam session and assist with setting up exam rooms, transporting equipment and examination papers securely to the designated exam rooms, laying out equipment and examination papers in accordance with strict procedures
- To play a key role in upholding the security and integrity of the examination papers / scripts, equipment and stationery and the assessment process, including assisting candidates at the start and end of the examinations to adhere to exam procedures and protocols as laid out by JCQ ICE document
- To assist with checking attendance and completing attendance registers at the start of examinations, and reporting absent students immediately to the Exams Officer or other delegated officer
- Promote a positive, calm working environment for all students and treat all pupils and colleagues with professional respect
- To monitor and observe candidates throughout the duration of the exam and maintain silence
- To report any security concerns to the Exams Officer and complete the relevant forms required during the examinations
- To be responsible for all health and safety issues including knowing how to deal with emergencies in examination condition, including evacuation routes from the building
- To ensure all scripts and examination stationery are collected and to check candidate details have been fully completed on each examination script.
- To ensure the secure return of all examination scripts and associated documentation and equipment to the Exams Officer or other delegated officer in line with the JCQ ICE document.

- To attend any training courses relevant to the post, ensuring continuing, personal and professional development
- To work as part of a team
- To have the ability to present oneself as role model to pupils in speech, dress, behaviour and attitude

2. Additional duties

- The post holder may undertake any other duties that are commensurate with the post including, where required and where able, other duties requested by the exams officer, for example
- Supervision of clash candidates between exam sessions
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- Other exams-related administrative tasks
- Support the safeguarding activities of the UTC
- Promote the UTC's values and Student Leaver Profile with staff, students, parents and external agencies
- Treat students as young adults, show them respect and earn theirs
- Promote the Student Leaver Profile through discussion with students and by modelling the core skills of the profile
- Be efficient with resources and mindful of waste to ensure value for money
- Act with integrity and ensure a high standard of care and safeguarding for all our students
- Be aware of and comply with health and safety rules and legislation, ensuring the safety of students, staff and visitors at all times
- Act in compliance with data protection legislation in respecting the privacy of personal information
- Comply with the principles of the Freedom of Information Act 2000 and GDPR in relation to the management of UTC records and information
- Undertake additional duties as may be reasonably directed by the Principal where they meet the priorities of the UTC

Person specification

UTC South Durham Exams Invigilator

| Training and qualifications | Essential | Desirable | Evidence |
|---|-----------|-----------|-------------|
| GCSE including Maths & English or equivalent | √ | | Sight |
| Appropriate level three qualification, Degree or equivalent | | √ | Sight |
| Undertaken relevant CPD | | √ | Application |

| Experience | Essential | Desirable | Evidence |
|---|-----------|-----------|---------------------------------|
| Experience of working in a school or educational environment | | √ | Application/reference |
| Experience of working with young people | | √ | Application/interview |
| Experience administering exams in a school or other educational setting | | √ | Application/reference/interview |
| Experience of dealing with a wide range of stakeholders to develop and maintain effective relationships | | √ | Application/reference/interview |
| Experience of working in a customer service led industry | | √ | Application/reference/interview |
| Experience of dealing with a wide range of admin issues | √ | | Application/reference/interview |
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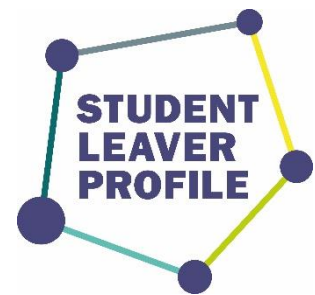
| Core Skills | Essential | Desirable | Evidence |
|--|-----------|-----------|------------------------|
| Communication | | | |
| Ability to establish and develop professional and effective relationships with adults and young people yet maintain an air of authority in an exam setting | √ | | Application/ Interview |
| Outstanding communication skills both written and oral that are delivered professionally and appropriately | √ | | Application/ Interview |
| Excellent interpersonal skills and builds positive relationships with staff, students, business and all stakeholders | √ | | Application/ Interview |
| To listen carefully to others and actively respond in a professional manner | √ | | Application/ Interview |

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| Organise | | | |
| To be punctual and be able to organise, prioritise and meet deadlines | √ | | Application/ Interview |
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| To actively take responsibility for our own learning; use initiative; ask questions; seek help when needed | √ | | Application/ Interview |
| Work efficiently and accurately with attention to detail | √ | | Application/ Interview |
| Excellent ICT and organisational skills | √ | | Application/ Interview |
| Persevere | | | |
| To be willing to move outside of comfort zone in order to develop, deepen and promote successful outcome | √ | | Application/ Interview |
| To always apply full effort and drive towards success, even if not always successful first time | √ | | Application/ Interview |
| To approach situations creatively, take pride in our work and produce to a high standard | √ | | Application/ Interview |
| Able to respond calmly to challenging situations and demonstrate stamina and resilience | √ | | Application/ Interview |
| Willingness to take on responsibilities beyond previous experience with suitable support | √ | | Application/ Interview |
| Reflect | | | |
| To welcome feedback and apply it positively to improve our work and ourselves | √ | | Application/ Interview |
| To evaluate personally and seek others opinions to improve | √ | | Application/ Interview |
| To take critique and learn from it to set future goals | √ | | Application/ Interview |
| Collaborate | | | |
| Able to work as part of a wider team with a flexible approach to the role | √ | | Application/ Interview |

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| To help others to achieve by encouraging them and supporting them academically, emotionally and professionally | √ | | Application/ Interview |
| To adapt to different ways of working, to work hard and strive to achieve team goals | √ | | Application/ Interview |
| To share responsibility for outcomes and contribute to planning and goal setting | √ | | Application/ Interview |
| Respect | | | |
| Absolute commitment to the UTC ethos and attitude towards students as young adults | √ | | Application/ Interview |
| Committed to equality and diversity | √ | | Application/ Interview |
| Honesty, integrity and professionalism | √ | | Application/ Interview |
| To act with integrity at all times and be mindful of how actions can affect others. | √ | | Application/ Interview |
| To be compliant with the rules and routines of the college, community and workplace. | √ | | Application/ Interview |
| To take care of resources, materials and environment and use them safely and responsibly | √ | | Application/ Interview |

| Special requirements | Essential | Desirable | Evidence |
|--|-----------|-----------|------------|
| No adverse criminal record | √ | | DBS check |
| | | | |
| Two satisfactory references from current or/and previous employers | √ | | References |

UTC South Durham is committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment.



Student Leaver Profile (SLP)

The Student Leaver Profile is the cornerstone of our values, ethos and culture. It was created by our wider community of staff, students, parents, community and business leaders. We have an aspiration that all students leave us with an outstanding academic and technical knowledge and understanding, fantastic professional and career experiences and a well-rounded set of core skills ensuring that they are career and life ready.

