**St. Anthony’s**

**Girls’ Catholic Academy**

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**Examination Invigilator**

**Line Manager: Examination Officer**

**Grade: 1 (Point 3)**

* Web-site: [www.st-anthonys-academy.com](http://www.st-anthonys-academy.com)
* E-mail: enquiries@st-anthonys-academy.com
* Twitter:
1. Main school  @St\_Anthonys3
2. Sixth Form  @aaasixthform
* Telephone: 0191 5658904
* Introduction to St. Anthony’s [film](https://youtu.be/btS8N_saKdU).
* Short film, “[A Day in the Life of St. Anthony’s – a World Class School](https://youtu.be/v08lXaMYGkI)”.
* The “[Information about St. Anthony’s Girls’ Catholic Academy 2020-21](http://st-anthonys-academy.com/wp-content/uploads/2020/09/Infomation-about-St-Anthonys-Girls-Catholic-Academy-2020-21.pdf)”document.
* Past copies of our school magazine, “[Spotlight](http://st-anthonys-academy.com/about-us/spotlight-brochures/)”.



**Examination Invigilator**

**Salary:**

Grade 1 Point 3 - £9.62 per hour

**Responsible to:**

Examination Officer (line management)

**Key responsibilities:**

* Invigilation of external examinations across the academy

**1.Strategic direction and development**

The strategic direction and development of the Catholic Academy stems from the educational mission of the Church which is reflected in the school’s aims and their realisation. The Exam Invigilator works with the Examination Officer to develop a vision and strategic view for the delivery of external examinations.

**Main tasks**

* Ensuring high quality external examination provision
* Ensuring effective communication regarding examinations

**2.Efficient and effective deployment of resources**

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school’s ethos.

The Examination Invigilator deploys resources efficiently and effectively to meet specific objectives in line with the academy ethos and development priorities.

**Main Tasks**

* To allocate, control and account for those financial and material resources of the academy that are delegated to the Exam Invigilator.

**3. Accountability**

In a Catholic school the Exam Invigilator fulfils his or her responsibilities in accordance with the Academy ethos. The Exam Invigilator accounts for the efficiency and effectiveness of his /her area to the Exam Officer.

**Main tasks**

To be accountable for

* Assisting Examinations Manager and Lead Invigilator to prepare the examination venue, including the distribution and collection of exam papers and any necessary equipment.
* Working with teaching staff to maintain good order in and around the examination venue.
* Working with other staff to ensure an efficient start and finish to examinations.
* Implementing planning eg. seating plan.
* Ensuring the collection of scripts in the correct order.
* Working with staff to ensure the prompt dispatch of scripts.
* Working with staff to set up the examination room for the next session.

**4. General**

All staff are required to

* adhere to all academy policies
* deliver the professional standards relevant to their role eg. standards for main scale teachers, upper pay spine teachers, Deputy Head Teacher, Head Teacher etc. (see relevant professional standards)
* comply with any reasonable request from a manager to undertake work of a similar level to that which is not specified in this job description
* be courteous to colleagues and provide a welcoming environment for visitors and callers

The school will endeavour to

* make reasonable adjustment to the job and working environment to enable access for disabled staff and applicants or continued employment to anyone who develops a disabling condition

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date…………………………………………………………………….……………………

Signed (MOS)……………………………….………………………….…………….

Head Teacher………………………………………………………………………….