



## APPENDIX 1 - JOB DESCRIPTION

### INVIGILATOR

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

**Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.**

*Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.*

1. You are employed as an Exam Invigilator on a casual, ad-hoc basis.
2. You will be directly responsible to the Examinations Officer for all day to day matters relating to the Examination Room and to the Chief Operating Officer for contractual matters.
3. Your duties will include but not be limited to:
  - 3.1 To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Repton School regulations and requirements.
  - 3.2 Supervising Examinations for the periods you work
  - 3.2 Ensure exam rooms are set up according to the requirements
  - 3.4 Supervise and observe pupils at all times including escorting pupils who may need to leave the exam room temporarily during the examination as required
  - 3.5 Undertake training as required.
  - 3.6 Undertake where agreed Reader/Scribe assistance for pupils with access arrangements/reasonable adjustments (full training will be provided)
  - 3.6 All such other duties as the School may reasonably from time to time communicate either orally or in writing to you.
- 4.0 The role will attract an hourly rate of £15.13 (which includes holiday pay).