



# Application Pack



## Letter from the Acting Headteacher

Dear Applicant,

Thank you for your interest in the post of Exams Invigilator at Shuttleworth College, a place where everyone can live our motto; 'Think Big, Chase Dreams and Succeed Together'.

Shuttleworth is a fantastic place to work and to learn and families, visitors, and Ofsted alike comment on the calm and purposeful atmosphere in the college. Ofsted describe the school as a 'haven' and our young people as 'confident, friendly and courteous'. We expect huge things of all our young people here and set them up to be the best they can be in their future lives. Staff, students and families work together to get the very best out of the five years young people have in this school, with a no excuses culture where everyone is expected to give their best every day.

There hasn't been a better time to join our welcoming, attractive and well-resourced learning environment. We look forward to receiving your completed application form outlining how your skills and experience have prepared you for this role.

If you would like to find out more about us or visit the college, please do not hesitate to contact us.

Yours Sincerely,



Karen Lightfoot  
Acting Headteacher



# Job Description

<b>Post Title:</b>	<b>Exam Invigilator</b>
<b>Purpose:</b>	<p>The role of the invigilator is to ensure that the examination is conducted according to JCQ guidelines and instructions in order to:</p> <ul style="list-style-type: none"> <li>• Ensure all candidates have an equal opportunity to demonstrate their abilities</li> <li>• Ensure the security of the examination before, during and after the examination</li> <li>• Prevent possible candidate malpractice</li> <li>• Prevent possible administrative failures. Training will be provided.</li> </ul>
<b>Reporting to:</b>	Exams Officer
<b>Salary/Grade:</b>	£12.50 per hour
<b>Main duties before the exam</b>	<ul style="list-style-type: none"> <li>• To report to and be briefed by the exams officer prior to each exam session</li> <li>• To keep confidential exam papers and materials secure before, during and after exams</li> <li>• To ensure exam rooms are set out according to the instructions</li> <li>• To admit candidates into exam rooms</li> <li>• To identify, seat, and instruct candidates in the conduct of their exams</li> <li>• To distribute the correct exam papers and materials to candidates</li> <li>• To deal with candidate queries</li> <li>• To start exams</li> </ul>
<b>Main duties during the exam</b>	<ul style="list-style-type: none"> <li>• To supervise and observe candidates at all times and be vigilant throughout exams</li> <li>• To keep disruption in exam rooms to a minimum</li> <li>• To deal with emergencies or irregularities effectively</li> <li>• To record/report any incidents, disruption or irregularities</li> <li>• To complete attendance registers</li> <li>• To deal with candidate questions according to the regulations</li> </ul>

<b>After the exam</b>	<ul style="list-style-type: none"> <li>• To instruct candidates in finishing their exams and to collect exam scripts and exam materials and equipment</li> <li>• To dismiss candidates from the exam room</li> <li>• To check candidates' names on scripts match the details on the attendance register</li> <li>• To securely return all exam scripts and exam materials to the Exams Officer</li> </ul>
<b>Primary duties of a reader</b>	<ul style="list-style-type: none"> <li>• Read through the assessment material with the candidate, ensuring that each word is recognised</li> <li>• Only read the questions as they are written</li> <li>• Read back over parts of the assessment material as often as necessary</li> <li>• Read back any part of the candidate's answers, as requested</li> <li>• Converse with the candidate only to clarify their instructions, if necessary, emphasising that they are there to act only as a Reader and that the candidate should give clear instructions about their requirements</li> <li>• Act as Invigilator, ensuring that examination regulations are adhered to.</li> </ul>
<b>Other duties:</b>	<ul style="list-style-type: none"> <li>• To attend training, update or review sessions as required</li> <li>• To undertake, where required and where able, other duties requested by the Exams Officer</li> </ul> <p><i>For example:</i></p> <ul style="list-style-type: none"> <li>• supervision of exam timetable clash candidates between exam sessions</li> <li>• facilitating access arrangements for candidates, for example as a reader</li> <li>• other exams-related administrative tasks</li> </ul>
<p>Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	

# Useful Information

Thank you for your interest in joining our incredible team of staff here at Shuttleworth College.

Application forms can be found at the top of the vacancies section of our website [here](#).

Please email your application to [applications@shuttleworth.lancs.sch.uk](mailto:applications@shuttleworth.lancs.sch.uk)

If you have any questions, please do not hesitate to get in touch.

