The Ted Wragg Multi Academy Trust is a values driven, rapidly growing 2 – 16 Trust with a relentless focus on transforming lives through learning by delivering outstanding outcomes for every student, regardless of background.
With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our students.

Isca Academy

Invigilator

Invigilator job description

Reporting to	Exams officer	Hourly pay rate	£9.43
Hours of work	By negotiation during Mock and GCSE exams throughout the academic year		

Experience

Experience is not required, **as training will be provided**, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Isca Academy instructions
2. To play a key role in upholding the integrity of the examination/assessment process

Before exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries
- To start exams

During exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After exams

- To instruct candidates in finishing their exams and to collect exam scripts and exam materials
- To dismiss candidates from the exam room
- To check candidates' names on scripts, match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

Other

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
    - supervision of exam timetable 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

ALL ISCA ACADEMY STAFF ARE EXPECTED TO

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Maintain respectful and effective communication with students, staff and visitors.
- Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times.
- Carry out any other duties as reasonably requested by the Headteacher.

For an informal discussion :

Please write or telephone Sam Luke, Examinations Officer, Isca Academy, Earl Richards Road South, Exeter, EX2 6AP.

Telephone number: 01392 204082

Email address: sluke@iscaexeter.co.uk

To submit an application:

Please use the Support Staff Application form available from the Isca Academy website and return to Fran Metay,
fmetay@iscaexeter.co.uk
Isca Academy
Earl Richards Road South
Exeter EX2 6AP
Tel. 01392 204082

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

Closing date for application: **10am** on **Wednesday 21st October 2020**