

Newcastle City Council
Job Description



Directorate: Adult and Culture Services

Post Title: Invigilator AA681

Evaluation: 266 Points Grade: N1

Responsible to: Head Teacher or other designated manager

Responsible for: N/A

Job Purpose: To supervise pupils/students whilst they are undertaking examinations in accordance with school and examination board policies and procedures

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Assist in the preparation of the examination venue including distribution and collection of exam papers and any necessary equipment.
2. Supervise the conduct of pupils/students in and around the examination venue reporting any misconduct in accordance with school procedures.
3. Monitor students during examination ensuring exam regulations are adhered to.
4. Ensure all examination materials are securely maintained.
5. Provide additional support to pupils/students who require assistance to complete examination papers e.g. complete papers for the pupil if unable to do so due to illness or injury, invigilate at pupil's home.
6. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
7. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

January 2007