



Twyford Church of England Academies Trust

"I have come that you might have life &
have it to the full" John 10 v10

Job Description

Job Title: Lead Invigilator for Access Arrangements

Grade: 3, Scale Point 5

Line Manager: Exams Officer / Head of Learning & Inclusion

Management Responsibility: Coordinate assigned invigilators during exam periods

Hours: Term time only for fixed periods

Main purposes of the job

- To work closely with the Exams Officer to make the necessary preparations for access arrangements ahead of internal assessment weeks and public exams.
- To have operational oversight of access arrangements during internal assessment weeks and public exams, ensuring invigilators are deployed effectively and students are supported in line with JCQ regulations.
- To communicate effectively with the Exams Officer, the Learning and Inclusion Department, and relevant MLT/SLT during assessment weeks and public exams.

Main responsibilities and tasks

To work closely with Exams Officer ahead of internal/public exams to ensure all necessary preparations are in place.

- To work with Exams Officer to ensure exam timetables are in place for those students with relevant access arrangements.
- Ensure all exam materials for example exam packs, posters, laptops and stationery are correct and available.
- Ensure necessary exam cover sheets are updated each year for **public exams only** (scribe/reader/language modifier etc.)

To ensure the relevant access arrangement spaces are set up ahead of internal/public exams.

- Ensure each individual room has a clock allocated and relevant signage is in place.
- Ensure the library is fully set-up each morning ahead of each day's exams.

- Display exam arrangements in the staff room, D Block and M Block rooms the day before each set of exams.
- Ensure all computer/word processors are set up for those students who use them.
- To follow any further reasonable requested as designated by the Exams Officer.

To have operational oversight of access arrangements during internal/public exams.

Internal Assessments

- Set up the base (M7) for access arrangements during internal assessment weeks and ensure this is supervised.
- Brief invigilators on roles for the day, each morning, and redeploy throughout the day where necessary.
- Pick papers each afternoon and ensure they are available for invigilators – communicate with Exams Office / HODs where discrepancies arise.
- Keep stationery boxes replenished throughout the week.
- Deliver papers to the correct department once completed.
- Be available until the final assessment has been completed.
- To follow any further reasonable requested as designated by the Exams Officer.

Public Exams

- Set up the base (Library) for access arrangements during internal assessment weeks and ensure this is supervised.
- Collect relevant papers each morning from Exams Officer.
- Brief invigilators on roles for the day, each morning, and redeploy throughout the day where necessary.
- Maximise use of external invigilators to ensure cost efficiency on any day.
- Deliver papers to the Exams Officer once completed.
- Be available until the final exam has been completed.
- To follow any further reasonable requested as designated by the Exams Officer.

Key measures of success

- Student access arrangements are fully implemented for all internal/public exams, in line with JCQ regulations
- Invigilators are deployed effectively throughout internal/public exam periods.

Signatures

Signature of Manager: _____ Date: _____

Signature of Post-Holder: _____ Date: _____

Person Specification

Education and Qualifications	Essential	Desirable
GCSE passes at 'C' grade (or equivalent) or higher in English and Maths		✓

Knowledge and Experience	Essential	Desirable
2+ years direct experience of invigilating exams and assessments in a school setting	✓	
An understanding of JCQ requirements around access arrangements		✓
Excellent standard of written and spoken English, with legible handwriting	✓	
Excellent ICT skills	✓	
Experience of working with young people	✓	

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Ability to pay attention to detail	✓	
High levels of organisation	✓	
Ability to support and motivate a team	✓	
Enthusiasm for working with staff and students	✓	
Ability to demonstrate discretion	✓	
Excellent punctuality	✓	
Ability to adapt to unforeseen circumstances	✓	