



Mossbourne  
Federation

# Invigilator

## Job Description



<b>POSITION</b>	Invigilator
<b>SALARY</b>	A3
<b>START DATE</b>	As soon as possible
<b>HOURS</b>	As and when – exam times
<b>FULL TIME EQUIVALENT</b>	£23,555
<b>CONTRACT TYPE</b>	Casual
<b>RESPONSIBLE TO</b>	Exams Officer
<b>LOCATION</b>	Mossbourne Fobbing Academy
<b>KEY WORKING RELATIONSHIPS</b>	

### Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

### Mossbourne Fobbing Academy (MFA)

Mossbourne Fobbing Academy is a school with a rich history of excellent academic, artistic and sporting achievements. Today, that legacy of excellence lives on through our wonderfully talented students and terrifically dedicated staff.

Everything we do is built on the conviction that learning and safeguarding come first. We expect the highest standards of behaviour so that our students can focus on learning in an environment that supports them to feel and be safe. This means our teachers plan and teach lessons with great care and detail to ensure that all of our students acquire the knowledge, character and qualifications they need to reach their potential.

Our students capitalise on a fantastic range of facilities that encourage them to nurture and pursue their passions in sports and the arts. While our range of extra-curricular activities, including the Combined Cadets Force and The Duke of Edinburgh's Award, offer experiences that broaden horizons and enrich lives.

We are dedicated to ensuring that our students leave equipped with the knowledge, character and qualifications that open the doors to whatever future they envisage for themselves. Our students leave ready to make their mark on the world and bring positive change to their communities.

Mossbourne Fobbing Academy is at an exciting point in its history as it joins the Mossbourne Federation – a Federation with exceptionally high standards where pupils achieve outcomes which are among the best in the country. These exciting times bring our school a fantastic opportunity to develop, to grow and really prosper as we continue our mission to ensure our students get the outstanding education they deserve.

If you want to be part of the team that is improving the life chances of our students, then read on!

### **Job Summary**

To ensure the proper conduct of school tests and examinations, creating test / exam conditions in the room ensuring that pupils understand the instructions and behave in manner that allows for the proper conduct of the test / examination.

### **Main Duties & Responsibilities**

#### **General Principles:**

- To carry out the functions of a support member of staff at an Ortu Secondary School in accordance with its stated aims and objectives.
- To be committed to safeguarding and promoting the welfare of our young people.
- To assist in improving the academic outcomes of all students. To provide high quality learning for all staff and students.
- To support the Trust aims and implement whole school decisions.
- To undertake professional duties commensurate with this post, as delegated by the Principal / Line Manager.

#### **Conduct of the Examination / Test**

- Dissemination and collection of question and answer papers.
- Read out examination instructions, repeating these as required or clarifying the instruction.
- Providing clear instructions when to start and finish the exam.
- Producing / compiling an attendance register.
- Manage entry and exit into the examination room.

#### **Behaviour Management**

- Ensure silence in the examination room.
- Ensure compliance with instructions and exam conditions.
- Ensure there is no inappropriate communication, contact or discourse between pupils or others during the test / examination.
- Escorting pupils to the toilet if necessary (making alternative arrangement for supervision of the examination).

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## Person Specification

General heading	Detail	
<b>Qualifications &amp; Experience</b>	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Knowledge of basic ICT
	Written	Ability to write basic reports and data entry accuracy
	Verbal	Ability to use clear language to communicate information unambiguously  Ability to listen effectively  Good telephone manner
<b>Communication</b>	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
	Behaviour Management	Understand and implement the school's behaviour management policy
	SEND	Ability to understand and support children with developmental difficulty or disability
<b>Working with children</b>	Curriculum	Good understanding of the school curriculum  Knowledge of literacy/numeracy strategies
	Child Development	Good understanding of the general aspect of child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
	Working with partners	Understand the role of others working in and with the school  Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
<b>Working with others</b>	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information



		Ability to follow instructions accurately
	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
<b>Responsibilities</b>	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
<b>General</b>	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role

**Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.**

**The document is not a comprehensive list; it simply outlines the expectations of this role.  
This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.**