



King Edward's

WITLEY

Job Description – Lead Examinations Invigilator

Overall Purpose

To play a role under the auspices of the Governing Body/Headteacher and under the overall direction of the Exams Officer in enhancing the examination process for all students in the school through upholding the integrity of the internal and external examinations.

Reporting to: Examinations Officer

Location: King Edward's Witley

Direct reports: Nil

Hours of work: Casual contract. Hours as required dependent on exam timetables; mainly April, May and June

Main Duties

- The Lead Exam Invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates and fellow invigilators.
- To uphold the integrity of the external examination process.
- To be able to take responsibility and demonstrate leadership through the fair delegation of task amongst invigilators and make decisions regarding the examination process.
- To ensure all internal exams are conducted to the Joint Council for Qualifications standards.
- Ensure all candidates have an equal opportunity.
- Maintain integrity of exams by giving all your attention to conducting the examination.
- Observe all candidate's in the room at all times.
- Ensure exams security before, during and after the exam.
- Prevent possible candidate malpractice.
- Prevent possible administration failures.
- Assist the Exams Officer in preparing for examinations.
- Inform the Exams Officer or Headteacher if you are suspicious about any malpractice or administration failures to be dealt with correctly.

- Identify and register candidates.
- Ensure that examination conditions continue throughout extra time.
- Supervising candidates during rest and clash breaks.
- Maintain a visible, professional and high profile within the school.
- Ensure the correct procedures are followed for the end of the exam and candidates are dismissed appropriately.
- Ensure that all exams scripts and other materials are returned securely the Exams Officer and stored safely.

Terms and Conditions: King Edward’s has its own salary scale, which provides generous remuneration.

FURTHER INFORMATION:

King Edward’s School Witley

The School: Founded in 1553 by Royal Charter in the City of London, King Edward’s is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £30m which provides for children in need of a boarding style of education. In 2019-20 the Foundation provided support to over 52 pupils to attend the School.

King Edward's Witley is a co-educational boarding and day school for around 400 pupils, around 35% of whom board. Main entry points at 11+, 13+ and Sixth Form. Around 31% of pupils are from abroad, from over 40 different countries. There is a Sixth Form of 98, most of who go on to universities, including Oxford and Cambridge. At the same time the curriculum is deliberately broad and suitable for pupils of differing abilities.

The School has become known for its innovative approach, including in 2004 the introduction of the International Baccalaureate Diploma, now its predominant Sixth Form curriculum, alongside A-levels for some who wish to specialise earlier. The Head is a member of HMC.

The Area: King Edward’s Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

Child Protection: King Edward’s Witley and Barrow Hills School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Please refer to our websites or ask HR for our child protection and rehabilitation of offenders’ policy.

The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined. This job description will be reviewed as appropriate in consultation with the post holder.

Signed by (post holder) ----- Date -----

Signed by (manager) ----- Date -----