

<b>Title of Post</b>	<b>Access Team</b>	
<b>Salary Scale/ Range</b>	Payscale at Level 2 Invigilator	
<b>Responsible to</b>	<b>Exam Officer</b>	The duties may be varied by the Principal to meet changing circumstances in a manner compatible with the post
<b>Employment duties</b>	<b>To carry out the duties of in accordance with the provisions and to work towards the agreed aims of the school</b>	
<b>Purpose of Job</b>	To carry out the duties of an Access Team Member by following the guidelines set out in the JCQ Regulations: 'Instructions for Conducting Examinations' and the CIE guide: 'Cambridge Handbook'	
<b>Duties &amp; Responsibilities</b>	<p><b>Exam duties</b></p> <ul style="list-style-type: none"> <li>• To act as a Reader of Scribe for a student in an examination</li> <li>• Reading all parts of exam scripts to an individual student</li> <li>• Reading whole phrases or individual words to individual students in a multi-student venue</li> <li>• Scribing whole or parts of an exam as required and instructed by the individual student receiving the support</li> <li>• Keeping up to date with all specialised training as provided by the Examinations Officer and/or SENCO</li> </ul> <p><b>Policy and practice</b></p> <ul style="list-style-type: none"> <li>• To adhere to all School policies.</li> </ul> <p><b>Line Management</b></p> <ul style="list-style-type: none"> <li>• To be led and instructed by the Examinations Officer</li> <li>• To take instructions from the Level 3 Invigilator co-ordinating the Access Team on Exam day</li> <li>• To follow the instructions given within the exam venue by the Invigilator in charge</li> </ul> <p><b>Liaison</b></p> <ul style="list-style-type: none"> <li>• The Exams team</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health &amp; Safety Policy.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To inspire excellence and develop potential.</li> <li>• Undertake appropriate professional development and participate in appraisal and related procedures.</li> </ul> <p><b><i>Hinchingbrooke School is committed to promoting and safeguarding the welfare of all students and expects all staff and volunteers to share this commitment</i></b></p>	

**PERSON SPECIFICATION ~ Access Team**

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Evidence</b>
<b>QUALIFICATION AND PROFESSIONAL DEVELOPMENT</b>		
Educated to GCSE level (A-C in English and Maths) or equivalent or NVQ level 3.	Essential	Application
A commitment to developing professional skills	Essential	Interview
Clear, precise, accurate written communication and numeracy skills	Essential	Application/Interview
Excellent oral and audio skills	Essential	Interview/Assessment
Knowledge of scientific symbols	Essential	Interview/Assessment
<b>SKILLS, KNOWLEDGE AND EXPERIENCE</b>		
Accuracy and attention to detail	Essential	Application/Interview
Remain calm under pressure or during unexpected circumstances	Essential	Interview
Experience of working with people	Desirable	Application/Interview
Retain expected boundaries yet relate to candidates	Essential	Interview
Common sense and initiative	Essential	Interview
Ability to work independently with student under guidance of Invigilator Application/Intervie	Essential	Interview
Ability to work to predetermined instructions	Essential	Application/Interview
Ability to follow instructions including in unexpected circumstances and maintain JCQ Rules & Regulations	Essential	Application/Interview
Flexible approach to work	Essential	Application/Interview
Reliability and punctuality	Essential	Application/Interview
Ability to work in challenging situations	Essential	Application/Interview
<b>INTERPERSONAL SKILLS</b>		
Commitment to promoting and safeguarding the welfare of all staff and students	Essential	Application/Interview
Ability to form sound relationships with colleagues and the wider school community	Essential	Application/Interview
Ability to deal with difficult situations in an objective and professional manner	Essential	Application/Interview
Ability to be firm but fair, diplomatic and tactful at all times	Essential	Application/Interview
Total discretion in dealing with confidential information	Essential	Application/Interview

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