

ABOUT CATS COLLEGE CAMBRIDGE

CATS Cambridge offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. Students live and work at the custom built Cambridge campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

OVERVIEW OF THE JOB

Undertaking invigilation for public, University Foundation Programme or internal examinations along with other examination-related duties, under instruction from the Examinations Officer and/or a Senior Invigilator.

REPORTS TO

You will be directly responsible to the Examinations Officer and will work within the framework set by the Principal.

MAIN RESPONSIBILITIES OF THE JOB

General:

- A good level of written and spoken English is required to communicate efficiently with pupils and staff
- To adhere at all times to College standards (consistent with the Staff Handbook).
- To be mindful at all times of health and safety requirements (consistent with the Staff Handbook).

Specific:

- Collecting examination papers and materials from the Exams Office
- Ensuring that the examination room meets JCQ/ CIE/ Cambridge Assessment requirements
- Preparing the examination room in accordance with the seating plan provided
- Getting candidates into the room in a timely manner
- Ensuring correct identification of all candidates
- Ensuring that candidates are aware that they are under examination conditions
- Opening and distributing papers and other authorised materials
- Ensuring that candidates have the correct papers
- Recording start and finishing times of exams
- Ensuring that the attendance register is accurately completed
- Supervising candidates in a quiet and unobtrusive manner
- Distributing additional paper/equipment as required
- Responding to candidates' queries in line with JCQ/ CIE/ Cambridge Assessment regulations
- Liaising with the Senior Invigilator or the Examinations Officer in the event of any problems
- Ensuring that efficient timekeeping is maintained
- Notifying candidates that the examination has finished
- Collecting and collating scripts in candidate number order
- Collecting question papers and other materials for return to the Examinations Office
- Ensuring that examinations conditions are maintained until all candidates have left the room
- Ensuring that scripts are never left unattended and are safely delivered to the Examinations office

- Participate in arrangements for further training and professional development as a Supervisor/Invigilator, by mutual consent
- Any other duty reasonably requested by the Examinations Officer

ETHICS AND BEHAVIOUR

- You will maintain standards of ethics and behaviour in and out of College. In particular:
 - Treat students with dignity, building relationships rooted in mutual respect;
 - Have regard for the need to safeguard students' well-being;
 - Show tolerance of and respect for the rights of others;
 - Maintain high standards of attendance and punctuality;
 - Help to create and maintain a safe working environment for everyone;
 - Understand and act within the relevant College, national and statutory frameworks;
 - Develop and maintain a full understanding of current child protection procedures.

PERSON SPECIFICATION

The job requires that you are:

- Must have a high standard of spoken English; all communication with candidates in the examination hall is verbal
- Must keep up to date and have good knowledge of the JCQ/ CIE/ Cambridge Assessment guidelines for conducting examinations.
- Must be able to get to the examination halls on time and be punctual and reliable. Repeated lateness or unreliability will not be tolerated.
- Must inform the Examinations officer of any relationships to the candidates and ensure you are not the sole invigilator of an exam in which this candidate is participating.
- *We are committed to safeguarding the welfare and development of all young people and all invigilators will be subject to the receipt of a satisfactory Disclosure and Barring Service disclosure (formerly the Criminal Records Bureau).*
 - Are respectful and value students, parents and other customers

About CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; On Campus programmes at universities in the USA and Europe; and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

And finally

CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.

