Proffil Swydd/Job Profile

Teitl y Swydd – Goruchwylydd Arholiadau
Post Title – Exam Invigilator

Adran	Addysg a Phlant
Department	Education and Children

Is-Adran/Adain	Ysgololion
Division/Section	Schools

Gradd/Grade	A+4%

Paratowyd Gan/Prepared By	Pennaeth/ Head Teacher

Prif Ddiben y Swydd
Rhoi cymorth i'r Swyddog Arholiadau/ Swyddog Arholiadau / Goruchwyliwr Arweiniol i sicrhau bod yr holl arholiadau mewnol ac allanol yn cael eu gweinyddu'n ddiogel. I gyfranogi i gynnal; arholiadau allanol i ddisgyblion o dan gyfarwyddiadau y Swyddog Arholiadau /Swyddog Arholiadau / Goruchwyliwr Arweiniol, gan sicrhau bod holl ofyniadau a rheolau JCQ ar gyfer ymddygiad yn ystod arholiadau yn cael eu glynu at.
Prif cyfrifoldebau
• Helpu i baratoi ystafelloedd arholiad trwy roi deunydd ysgrifennu, offer a phapurau arholiad yn barod yn unol â'r gweithdrefnau. • Cydymffurfio â gweithdrefnau'r arholiadau a gorfodi'r rheolau gan sicrhau bod amodau diogel ar waith ym mhob arholiad. • Gwneud cyhoeddiadau i'r ymgeiswyr yn yr ystafell arholiadau fel y bo'n ofynnol. • Helpu ymgeiswyr cyn i'r arholiad ddechrau trwy eu tywys i'w seddi a rhoi cyngor iddynt ynghylch eiddo personol a ganiateir yn yr ystafell arholiadau. • Goruchwylio mewn arholiadau a delio ag ymholiadau gan yr ymgeiswyr. • Gwirio presenoldeb mewn arholiadau. • Cofnodi manylion disgyblion sy'n cyrraedd yn hwyr neu'n gadael yn gynnar a mynd ar ôl y rhesymau dros eu habsenoldeb yn ôl yr angen. • Hebrwng ymgeiswyr o'r ystafell arholiadau fel y bo'n ofynnol os oes arnynt angen mynd i'r tŷ bach. • Casglu'r papurau ar ddiwedd yr arholiad, eu crynhoi a'u trosglwyddo yn unol â gweithdrefnau'r ysgol a'r bwrdd arholi. • Goruchwylio ymgeiswyr sy'n gadael yr ystafell arholiadau, gan sicrhau nad yw offer a phapurau'n gadael yr ystafell heb ganiatâd a sicrhau bod ymgeiswyr yn gadael yr ystafelloedd yn drefnus. • Gwybod am bolisïau a gweithdrefnau'r ysgol sy'n ymwneud ag amddiffyn plant, iechyd a diogelwch, cyfrinachedd a diogelu data, a chydymffurfio â hwy, gan roi gwybod am eich holl bryderon fel sy'n briodol. • Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill yn ôl yr angen. • *Ymrwymo i holl bolisiau yr ysgol e.e. polisi diogelu data, polisi e-ddiogelwch, polisi absenoldeb staff.* • *Ymgymryd â thasgau eraill rhesymol ar gais y Pennaeth.*
Yn gyfrifol am staff/offer
Neb/Dim byd
Yn atebol i
Swyddog Arholiadau / Goruchwyliwr Arweiniol

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Meini Prawf Hanfodol
Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno
Y sgiliau sy'n ymwneud â'r swydd a Galluoed
Gwybodaeth
Dealltwriaeth o'r broses arholiadau mewnol ac allanol sy'n berthnasol i ysgolion uwchradd.
Profiad
Profiad o weithio gyda phlant 11-18 oed.
Rhinweddau personol
Y gallu i ymwneud yn dda â disgyblion ac oedolion Y gallu i weithio'n annibynnol ac mewn tîm Gweithio'n hyblyg
Meino Prawf Dymunol
Profiad o weithio gydag disgyblion sydd ag anghenion ychwanegol. Dealltwriaeth o'r broses arholiadau mewnol ac allanol sy'n berthnasol i ysgolion uwchradd. Profiad o weithio gyda phlant 11-18 oed.

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen **-** Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Llafar Lefel 3**	**Sgiliau Ysgrifennu Lefel 3**
Saesneg	**Sgiliau Llafar Lefel 3**	**Sgiliau Ysgrifennu Lefel 3**
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)
Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd** Adran B – y math o weithlu **Y gweithlu plant**

Y RHESWM
Gweithio mewn ysgol gyda disgyblion blynyddoedd 7 i 13

UNRHYW WYBODAETH ARALL

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Main Purpose of Job
To assist the Examination Officer/ Lead Invigilator to ensure the safe and secure operation of all internal and external examinations. To participate in conducting external examinations as directed by the Examinations Officer/Lead Invigilator for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.
Key responsibilities
• Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with procedures • Closely following and enforcing exams procedures and regulations ensuring the security of the examination at all times • Making announcements to candidates in the exam venue as required • Assisting candidates prior to the start of the examination by directing them to their seats and advising them about possessions permitted in the examinations' venue • Invigilating during examinations, dealing with queries raised by candidates • Checking attendance during examinations • Recording details of late arrivals and early leavers, following up reasons for absence if required • Escorting candidates from venues as required for purposes such as toilet breaks • Collecting, collating and delivering scripts at the end of the examination in accordance with school and exam board procedures • Supervising candidates leaving the examination venue, ensuring that equipment / stationery is not removed without authorisation, and ensuring that candidates leave venues in an orderly manner • Be aware of and comply with school policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns as appropriate • Participate in training and other learning activities as required • *Committing to all school policies e.g. data protection policy, e-security policy, staff absence policy.* • *Undertaking other reasonable tasks at the request of the Headteacher.*
Responsible for staff/equipment
N/A
Reporting to
Examinations Officer / Lead Invigilator

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Essential Criteria

Qualifications, Vocational training and Professional Memberships

Job Related Skills and Competencies

Knowledge

An understanding of the examinations process, both internal and external as it relates to secondary schools

Experience

Experience of working with children 11-18.

Personal qualities

Ability to relate to pupils and adults

Ability to work independently and as part of a Team

Flexible approach to work

Desirable Criteria

Experience of working with pupils with additional needs

An understanding of the examinations process, both internal and external as it relates to secondary schools

Experience of working with children 11-18.

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Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 3**	**Written level 3**
English	**Spoken Level 3**	**Written level 3**
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS
DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires: **Section A – type of disclosure** **Enhanced Disclosure with Barred list check** **Section B – workforce type** **Child Workforce**

JUSTIFICATION
Working in a School with pupils from year 7 to 13

ANY OTHER INFORMATION