Proffil Swydd/Job Profile

Teitl y Swydd – Goruchwylydd Arholiadau
Post Title – Examinations Invigilator

Adran	Addysg a Phlant
Department	Education & Children

Isadran/Adain	Ysgolion
Division/Section	Schools

Gradd/Grade	A
Rhif y Swydd/Post Number	019569

Paratowyd Gan/Prepared By	Pennaeth/Headteacher

Prif Ddiben y Swydd
Rhoi cymorth i'r Goruchwylydd Arweiniol i sicrhau bod yr holl arholiadau mewnol ac allanol yn cael eu gweinyddu'n ddiogel.
Y Prif Ddyletswyddau
• 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.
Yn gyfrifol am staff/offer
Dim
Yn atebol i
Goruchwylydd Arweiniol - Arholiadau

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol, Aelodaethau Proffesiynol

Sgiliau sy'n Ymwneud â'r Swydd a Galluoedd

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

Meini prawf dymunol

Profiad o weithio gyda disgyblion sydd ag anghenion ychwanegol

Sgiliau Iaith a Chyfathrebu

Cliciwch ar y ddolen Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Siarad Lefel 1**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Siarad Lefel 3**	**Sgiliau Ysgrifennu Lefel 3**
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD
Gall gwiriadau DBS fod yn ofynnol ar gyfer rhai swyddi sy'n gweithio gyda phlant ac oedolion agored i niwed. Yn ofynnol ar gyfer y swydd hon: **Adran A – math o ddatgeliad** Datgeliad Manwl gan wirio'r rhestr wahardd **Adran B – math o weithlu** Y Gweithlu Plant

Y RHESWM
Gweithio mewn ysgol

UNRHYW WYBODAETH ARALL

Main Purpose of Job

To assist the Lead Invigilator to ensure the safe and secure operation of all internal and external examinations

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 are 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

Responsible for staff/equipment

None

Reporting to

Lead Invigilator

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

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 1**	**Written level 1**
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

ANY OTHER INFORMATION