



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed

Position Title	Proctor	Reference: OCT2023P
Function/Department	Relief Staff	Location: Stamford
Manager Name & Title	School's Deputy Principals	
Position Type	Fixed Term	
Position Status	Part Time	

Position Objective

The integrity of the exam process is fundamental to any educational program because it provides a supervised check of the student's knowledge and capability. The school therefore requires that prospective proctors understand their responsibilities and agree to ensure that integrity.

The Proctor is responsible for administering the various school testing as assigned. This person must be committed to be available for assignment during the two-three main school wide MAP testing period, September, Jan-Feb and April-May, and other school testing/exam assignments as required. When an individual is accepted as a proctor, they represent the school and are accountable to the testing/examination process.

The Proctor should be comfortable with different age ranges of children and be able to maintain discipline in a class.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with whom they come into contact will be to adhered to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third-party services.

MAP Proctor Duties:

- Responsible for assisting class teachers to administer test
- Assists with set-up of test session prior to the beginning of the session
- Independent observer to ensure level playing field, reports suspicious activity to Testing Supervisor



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- Deliver and collect class list and distributes test materials as required or instructed by the Testing Supervisor
- Assist in troubleshooting when student/class room proctor encounters system difficulties
- Assist with maintaining conducive testing environment and reassure anxious students
- Proctors must work quietly without unnecessary disruptions to test takers yet must be hyper-vigilant to student behavior and student needs

SAT & School Exam Proctor Duties:

- Secure the exam until the student begins the exam session
- Accurately identify the student by photo ID (or other verification, if necessary)
- Provide a quiet, well-lit area free from noise and distraction and within supervisory distance
- Verify instructional materials (if any) allowed during the exam process
- Return all papers, including scratch sheets, exam questions and answer sheets. Note: Copying or taking notes from any exam is not permitted

Any other duties that may be assigned by the Testing Supervisor

Extended professional role:

Contributing towards the whole-school team spirit by taking every opportunity to promote the philosophy and policies of the Stamford American International School

- Ensuring that the children are safe and secure at all times

Position Requirements

- Preferably have experience in working with children as a teacher with relevant qualifications
- Possess highly developed interpersonal and teamwork skills
- Must be able to accept instruction/correction from supervising proctors and MAP Coordinator
- Excellent verbal and written English skills
- Good references on request
- Proficient in using a variety of technology tools
- Demonstrates the Stamford values – Integrity, Courage, Compassion and Ingenuity

Qualifications

- Minimum Bachelor's degree in (preferably) Education or equivalent is required

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Students

Working Conditions

- School Environment
- School related work – Working hours 8am to 4:30pm, Monday to Friday



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- SAT Test (5-7 times a year) – Saturday only – 7am to end of testing (around 1pm +/-) depending on the testing class

Terms of Employment

- Referee request: Required
- Background Check: Required

SAIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, SAIS' holding organization.

We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.

We regret that only shortlisted candidates will be notified.