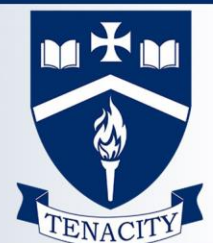


achieving **Success** for all



Candidate Pack
Exam Invigilators
October 2022





WELCOME

Thank you for your interest in the post of Exam Invigilator. I thought it would be useful if I gave you a personal perspective of our unique school to help you to decide if this role is the right opportunity for you - a role where you would be happy, thrive and make a valuable contribution to our community.

Churchdown never stands still. We are always seeking to improve and refine our offer to the students and staff here. Each year we continue to make progress, and this is down to the skills and attitudes of our colleagues and their relentless focus on self-improvement. Our impressive Progress 8 score helps illustrate the impact of our combined efforts and the doors we have opened for our students. However, we are always looking forward and acknowledge as a school that it is about the students of now and the exceptional educational provision and care we put in place every lesson, every day. As a result of this relentless approach to school improvement we are seeking to appoint a dynamic and inspirational practitioner to help take our school to the next stage.

Regardless of the position of responsibility we hold at Churchdown, all the staff are responsible for inspiring and encouraging those we work with; first and foremost, the students. Our goal is based not on focussing on what's standing in our way; it is about taking steps that will be positive and that will have a lasting effect on everyone around us. Collective actions from all of us are carried out with excellence every day for our students. As a result, we provide a school that allows every student to achieve far beyond what they even dreamt was possible.

Our students deserve the best and proudly I can say as headteacher that we aspire to give the best for our students. I know this because in our school are people who will care for them; want the best for them; will not allow them to fail; will make them feel part of something by calling them by their name and asking if they are ok today; help them succeed; provide a place where they can do their best and allow them to see a life they didn't know existed. Could that someone be you?

I hope this is an insight which inspires you to apply for the post of Exam Invigilator. Please do call the school to speak with me so you can decide if Churchdown really is a place you can develop your career. It would be my pleasure to tell you more about our school, discuss this role and find out more about you.

David Potter

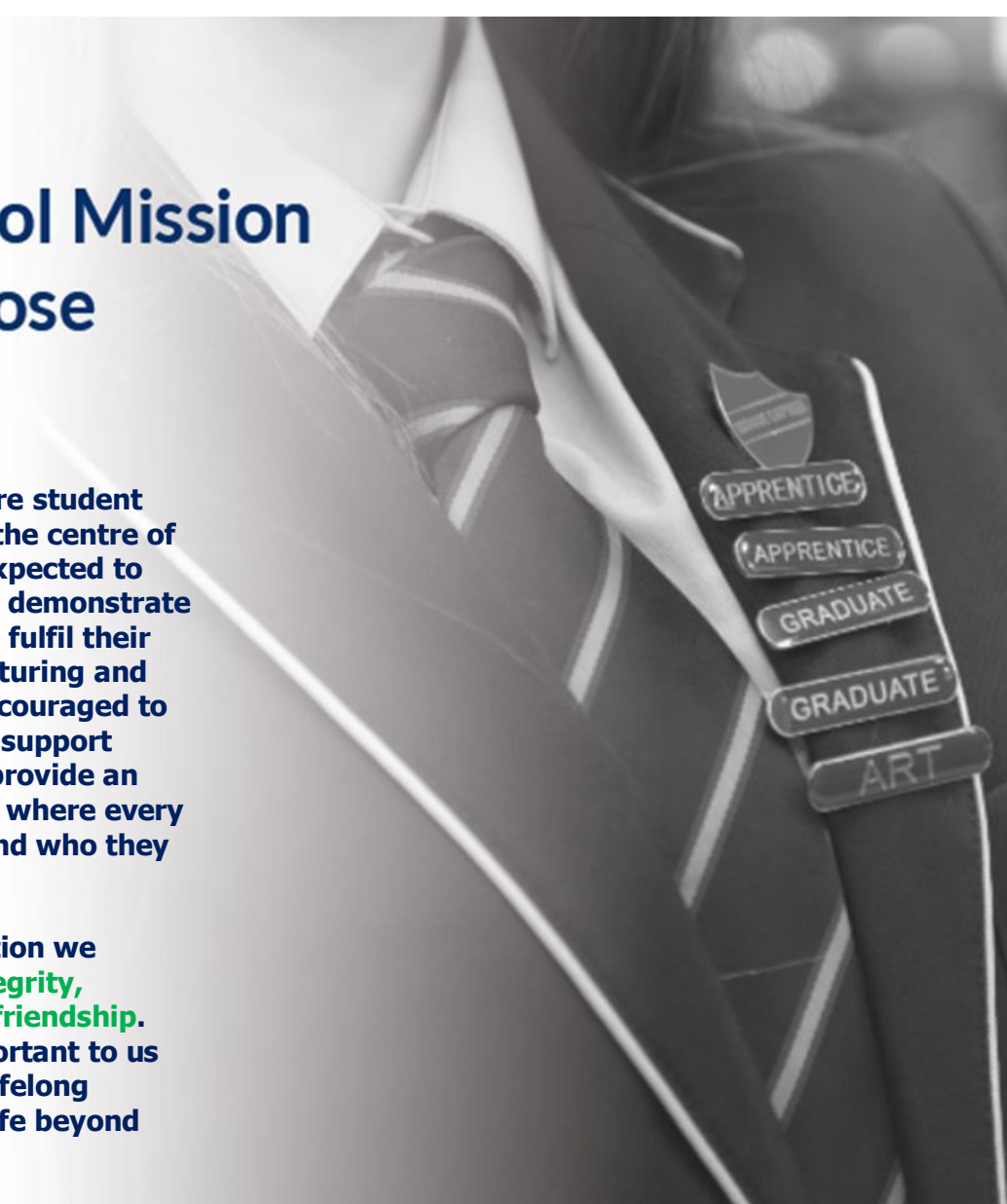
Headteacher



Our School Mission and Purpose

Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.

At Churchdown School the education we provide is guided by values of *integrity, resilience, respect, ambition* and *friendship*. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.



Working at Churchdown

School Curriculum

We believe in every student's right to a broad and balanced curriculum which allows them to be culturally rich, curious, and accomplished individuals, with the ambition and opportunities to shine in adult life.

We take every opportunity to ensure that all students, regardless of ability, make the best progress possible and achieve the highest possible standards in subjects and qualifications. We strive to narrow the gaps in achievement and enable those not achieving age-related expectations to catch up with their peers.

Curriculum Organisation

We deliver the National Curriculum to all students at 11-16 to develop a broad and balanced diet of learning. At Key Stage 3 (Years 7 - 9) the school curriculum consists of core subjects: English, mathematics, science; and non-core subjects: modern foreign languages, design technology, ICT, history, geography, art, music, drama and physical education; PSHE (including sex education) and learn to learn.

At Key Stage 4 (Years 10 – 11) the school curriculum consists of compulsory subjects: English language and English literature, mathematics, science and physical education and a broad range of academic and vocational courses leading to external qualifications. In Key Stage 4 the students also take part in prep lessons that are used for focussed independent study. At Key Stage 5 (Sixth Form) the school curriculum consists of a broad range of courses leading to external qualifications.



Teaching and Learning

This is what we are all about! We pride ourselves in having the highest expectations and, collectively, we constantly strive to provide excellent opportunities and fantastic progress for all of our students, regardless of ability. Furthermore, we recognise that students excel when lessons are positive, relevant, and stimulating, and these expectations are only possible when there are high quality relationships between staff and students.

As our aim is to provide our students with the highest quality of teaching and learning in every lesson, this is the focus of all our energies. As a school we do everything in our ability to support each member of staff to achieve excellence. We provide training, support, and guidance so that everyone has a clear understanding of what outstanding learning looks like, and more importantly, the tips and strategies to help facilitate this.

Successful schools operate an 'open door' policy with regard to the experiences which take place throughout the school day. Visible leadership from all members of the school leadership team is paramount to supporting every member of staff to provide our students with an exceptional experience at Churchdown. Consequently, lessons are visited on a regular basis. The purpose of this is to provide opportunities to see/share good practice and to fully support staff.

Working as part of the Exams Department

Applications are sought from enthusiastic, caring, and dedicated individuals committed to helping young people of all abilities to aim high and reach their full potential. The Exams department at Churchdown School has a well-established and dynamic team who share a passion for enabling young people discover their strengths and thrive. We support students throughout all other exams preparing them to sit their final external exams before moving on to university or apprenticeships.

Our Commitment to Your Career

The Exams department has a strong culture of sharing good practice and supporting each other's within the highly regulated structure that all schools adhere to. There are regular opportunities for training and professional development within the department. As well as meeting regularly as a team to maintain and enhance our key skills and knowledge, we also seek to develop the skills, interests, and talents of individual staff. Currently, we offer extensive in person and online. Ultimately, we recognise that great schools 'look after' their staff and it is without a doubt a key priority to ensure that we challenge and support staff in a nurturing environment to be the best they can be.

JOB DESCRIPTION AND CONTRACT DETAILS

JOB TITLE

Exam Invigilator

SALARY SCALE

£10.68 per hour (which includes holiday pay)

LINE MANAGER

Exam Officer

RESPONSIBILITIES

We are looking to increase our Exam Invigilator staff bank.

The role involves ensuring exams are conducted in line with established protocols and procedures. You will mostly be working as part of a team with at least one other invigilator, but you may on occasion be working on your own. Full training will be given to successful applicants.

External exams run throughout May and June each year. Invigilators may also be required for internal exams held throughout the school year. You do not need to be available all day every day.

However, we need people who are available to start work at 08.30 am; some sessions may end at 3.30 pm. These posts are sessional with no guaranteed minimum number of hours.

Churchdown is an 11 to 18 Mixed Academy situated on the urban fringe of Gloucester. The school has 1300 pupils with 190 in the Sixth Form. We currently have 90 teaching staff and 75 Support staff.

The school was a Foundation School but became an Academy in 2011. We accept pupils from over 23 Primary Schools and are over-subscribed.

We aim to be a centre of high-quality education where effective learning, provided in a supportive and caring environment, is the most important purpose of the school. We have a committed and talented staff that work well together as a team. We stand for Creating Opportunity, Commitment to Learning and Achieving Success. You will find the staff professional, friendly, and supportive. This is a good school, striving to become an outstanding school.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicants will be required to apply for an enhanced disclosure from the Disclosure and Barring Services (DBS).

For further information and an application pack please download from the school website

www.churchdownschool.com

Applications can be e-mailed to Mrs A Evans, ace@churchdownschool.com or posted to the school.

