achieving success for all

Candidate Information Pack

Exam Invigilator

Welcome

Thank you for your interest in the Exam Invigilator position currently advertised at Churchdown. 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 the school community. A place where we rip up the status quo and follow our own path towards excellence.

Churchdown is a school that never stands still. This is evident in the outcomes we have achieved. The progress our students make is truly exceptional and has grown sustainably over the previous years with our Progress 8 score putting Churchdown in the top 1% of all schools nationally. The attendance of our students has also been continuously recognised as excellent by the FFT national attendance awards. However impressive these outcomes are for our children, we are not done yet as we are continuously stubborn about the improvement we still want to make. **Are you someone who could help improve our school yet further for each and every child in your care?**

To help us on our improvement journey, we are part of the SSAT Leading Edge – a group made from the highest performing schools nationally. As a Leading Edge school, we are able to share the best educational practice. This means that the innovation in our school will never stand still. Through working with the best educational leaders in the country we have continued to develop our practice and expertise. For example, we ensure teachers are significantly under allocation to help give the space and time in school to prepare well planned lessons. We also have far more INSET days within the school calendar to support quality department time: we passionately believe professional practice is vital to our proud profession. **Are you someone who wants to develop their practice in school time alongside other high performing schools?**

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 focusing 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. We have a very outward facing staff body who also work in a number of other organisations such as the University of Gloucestershire, Best Practice Network and Love My Coaching. As a result of our unrivalled staff provision, individuals move along their own unique career progression pathway much faster here. Because here there are more opportunities to grasp beyond just those in school. **Are you someone who wants to develop their expertise and progress in their career both in school or with one of our partner organisations?**

Our students deserve the best and proudly I can say that, as headteacher, 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 bigger than themselves; 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 role 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, show you around and find out more about you.

David Potter

Headteacher

Why Churchdown?

Employee Benefits

- Car Salary Sacrifice Scheme
- Onsite parking and cycle storage
- Cycle-To-Work Scheme
- Free Flu Vaccines
- Free access to school fitness suite
- Dry cleaning delivery service
- Onsite car valet service
- Family-focused leave
- Discounted Nuffield Health gym membership
- Comprehensive Free Employee Assistance Programme
- Free onsite financial advice clinics
- ...and more!

JOB DESCRIPTION AND CONTRACT DETAILS

JOB TITLE

Exam Invigilator

CONTRACT DETAILS

£14.28 per hour (which includes holiday pay)

CASUAL

LINE MANAGER

Exams Officer

RESPONSIBILITIES

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

General requirements:

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided.
- Applicants are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.
- Invigilators are required to confirm their availability in advance of main exam periods (May and June) and internal exams, which run throughout the year.
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood, and will be always followed.
- This post will be subject to an enhanced DBS

An ideal candidate will:

- Be reliable, flexible, and readily available during main exam periods (May and June).
- Have effective communication skills and good interpersonal skills.
- Work well as part of a team.
- Be a confident and reassuring presence to candidates in exam rooms.
- Be able to give instructions and manage situations involving different groups of people.
- Have good IT skills (familiar with use of email, mobile phone messaging and training platforms).
- Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations.

Main duties:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Churchdown School Academy's regulations and instructions.
- To have a key role in upholding the integrity and security of the examination/assessment process

Before exams:

- Report to and be briefed by the Exams Officer and/or Lead Invigilator prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Ensure exam rooms are set up according to the requirements.
- Distribute the correct question papers and exam materials.
- Admit candidates into exam rooms under formal exam conditions.
- Identify candidates and seat candidates according to the required arrangements.
- Instruct candidates in the conduct of their exams.
- Deal with candidate questions or seek clarity from the Lead Invigilator.
- Start exams if required.

During exams:

- Supervise and observe candidates at all times and be vigilant throughout exams.
- Keep disruption in exam rooms to a minimum.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption, or irregularities to the Lead Invigilator/Exam Officer.
- Complete attendance registers.
- Deal with candidate questions according to the regulations.

After exams:

- Instruct candidates in finishing their exams and collect exam scripts and exam materials.
- Dismiss candidates from the exam room.
- Check candidates' names on scripts, match the details on the attendance register.
- Securely return all exam scripts and exam materials to the exams officer.

Other tasks:

- Undertake training, attend update and review sessions as required.
- Annually undertake relevant online invigilator training and assessment for that academic year.
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of exam timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exam-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

PERSONAL SPECIFICATION

Education/Qualifications/Training:

- Achieved at least GCSE Level or equivalent.

Experience:

- Previous experience of working in a school environment would be beneficial.

Skills/Knowledge/Aptitude:

- Good numeracy and literacy skills.
- Effective written and oral Skills.
- To have good communication skills.
- Good IT skills.

Motivation:

- To be reliable and punctual.
- To have a polite, friendly, and flexible approach to work.
- To follow instructions and work as part of a team.
- To keep calm and maintain an air of authority.

Other:

There is a confidentiality component to this role and the post holder needs to undertake the duties of this role in a strictly professional manner.

Staff Dress. Members of staff are asked to dress smartly as this gives the impression to everyone that we feel working in a school is a really important occasion.

Invigilators must supervise the candidates throughout the whole time the examination is in progress, always giving their complete attention to this duty. Invigilators will be stood at the front, back and sides of the room and will be required to move around the room quietly and at frequent intervals.

To apply:

Please complete the online application form and return it to Mrs V Lanciano as directed on the application pack.

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Churchdown School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As part of our shortlist process, Churchdown School Academy may carry out an online search on shortlisted candidates. We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.

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.

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.

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, staff 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.

Why
Churchdown?

Click here to find out more about
a career at Churchdown School.