



UNIVERSITY OF  
BIRMINGHAM  
SCHOOL



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University of Birmingham School

# Candidate Information

# Professional Services

## Exams Invigilator

### CANDIDATE INFORMATION

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For more information, please go to [www.uobschool.org.uk](http://www.uobschool.org.uk). To arrange an informal discussion regarding the role please call 0121 796 5008.

Dear Candidate

Thank you for your interest in working at University of Birmingham School.

We passionately believe that the purpose of education is to develop the character of our pupils and students so they actively pursue a good life. We want them to be confident, curious and ambitious learners; we want them to show compassion, empathy and patience in their relationships with others and we want everyone to find a place in their local and global communities where they can flourish and thrive. The successful candidate will share our passion to make a positive and lasting difference to the lives of our pupils and students.

Our academic curriculum is delivered by our staff together with a pioneering programme of Character Education that embeds an enrichment programme of clubs, societies, sport, music, trips and visits into our school day. This approach is significantly enhanced by the full support of the University of Birmingham, to develop and integrate curricular, creative, sporting, intellectual and career enhancing links with our 'parent body'.

As the first secondary 'University Training School' in the country, we aspire to play a significant role in developing future generations of outstanding classroom practitioners, middle and senior leaders.

If you are someone with relevant experience, passion, expertise and vision, we offer an opportunity to work in a 'school for Birmingham', one that is designed to develop the flourishing citizens of tomorrow. We are committed to ensuring the well-being of our staff, but, at the same time, we have the highest expectations in terms of both quality of performance and commitment.

I hope you are as excited as I am by this challenging, yet immensely rewarding, opportunity. My team are happy to answer any questions you may have and I look forward to receiving your application.

Yours sincerely



Colin Townsend  
**Principal**

## University of Birmingham School – Information for Candidates

University of Birmingham School opened in September 2015 in a new £23 million building located on the University of Birmingham's Selly Oak campus. In that first year, we welcomed 150 students into Year 7 and nearly 200 students into the Lower Sixth Form. In September 2020 we reached full capacity and currently have over 1,170 pupils / students and nearly 130 staff.

At University of Birmingham School, we are pioneering a comprehensive school and sixth form for a truly diverse and inclusive learning community that creates great citizens. We are proud to welcome 11-19 year olds from all across Birmingham through our doors to be part of our state-of-the-art school, and give them the opportunity to develop great character and achieve academic success in a thriving community - without limits.

Our partnership with the University of Birmingham gives our pupils, students and our staff unrivalled access to their world-class resources, research and people. This partnership makes us the UK's first secondary University Training School and gives us endless opportunities to collaborate, learn and grow as a school.

Our diverse curriculum is supported by a school-wide enrichment programme that ensures all pupils and students have the opportunity to explore their passions and develop as well-rounded citizens with great character.

By balancing character development with academic success, we are creating better citizens, better communities, and a better world.

## About our Education

The curriculum in Years 7 to 11 includes Art, Biology, Chemistry, Computer Science, Design Technology, English, Geography, History, Mathematics, Modern Foreign Languages, Music, Physical Education, Physics, and Religious Studies. In the Sixth Form, we offer Art, Biology, Business Studies, Chemistry, Computer Science, Design Engineering, English Literature, French, Geography, History, Mathematics & Further Mathematics, Music, Physical Education, Physics, Politics, Psychology, Religious Studies, and Sociology.

The Form Tutor, Pupil Pastoral Managers and Year Leaders provide pastoral support and are the main conduit of communication between home and school on a day-to-day basis. Information about progress and attainment in terms of both academic performance and enrichment involvement is provided at least termly, together with an annual Parents' Meeting.

## How is University of Birmingham School different?

### 1. Character Education

A feature of many of the most successful and traditional schools in the country is that their structures support, not necessarily by design, the development of character. Underpinning our ethos and provision is the first difference in our school - a focus on 'taught, sought and caught' character education.

### 2. Enrichment Programme

A second distinctive feature of the school is our enrichment programme. This timetabled opportunity allows the teaching staff, alongside trainee teachers, university sports coaches and professional services staff to provide an unparalleled programme of activities and host special activities for all students within the curriculum and as extra-curricular clubs and classes before and after school.

### 3. Links with the University of Birmingham

The third distinctive feature of the School are the possibilities created through the extensive links with the University resources, staff, pupils, students, and alumni.

## Why should you apply to work at University of Birmingham School?

We are committed to developing a school of the future, one focused to self-improvement and the pursuit of excellence in all aspects of our work and play. We aim to nurture, encourage and challenge all of our pupils and students to make the best of the opportunities available, to enjoy their time with us, and to realise their potential so that they can go on to make a real difference to other people and the communities in which they live.

We are seeking to recruit committed and ambitious individuals determined to transform the lives of our children. In return, you will have the opportunity to work in outstanding facilities, with and for aspirational children and their parents/carers, and receive the best quality professional pedagogical and academic support to continue to develop your knowledge and skills in a unique and high profile environment. You will also have access to the physical and intellectual resources of a world class University.

As the School has now grown to full capacity, the department and pastoral teams have also grown and, dependent on performance, this is reflected in the payment to those who hold leadership or responsibility positions. In addition, there will be growing opportunities to be involved in a whole myriad of professional development opportunities as we seek to exploit our position and utilise our resources to lead on research based teaching and learning.

We aim to play a full part in the learning community of Birmingham and beyond by developing exciting and ground breaking relationships with businesses and collaborations with other primary and secondary schools.

Whilst we will be expecting a lot of each member of our community, the well-being and happiness of all is a priority. From experience we believe that people work best in institutions that value and promote a 'high accountability but high autonomy' approach. From time to time events occur that affect our personal and working lives. Under such circumstances, we will endeavour to provide the flexibility in approach and seek to provide access to whatever resources are required to support you when you need them.

We will expect you to do your best; to be an outstanding role model; to be committed to self-improvement; and, like the students, to demonstrate resilience and be fully committed to exploiting the opportunities available. We do hope, along the way, you will enjoy yourself and get the personal satisfaction and reward from doing what is the most important role in a modern society.

We look forward to receiving your application. We intend that our graduates will go on to make a difference to the lives of others – the real value of education. Join Team UoBS today.

## **Indicative Pay and Benefits**

### **Commitment to Staff**

We recognise that our staff are the School's most important asset and will value the commitment, support and goodwill of all those working at the School. To match our high expectations, we provide competitive pay and benefits by:

- Paying staff a single salary for doing an excellent job;
- Broadly reflecting but simplifying the Standard Teachers Pay and Conditions Document (STPCD) whilst offering competitive, competitive pay and benefits to match our enhanced expectations;
- Maintaining a properly remunerated leadership and management structure within the School that reflects the levels of responsibility that staff undertake;
- Making fair, justifiable, open, objective, and accountable decisions within agreed policies and procedures;
- Promoting excellence, as well as a sustained, substantial contribution to the distinctive nature of the School;
- Putting care for staff, their wellbeing and professional development at the heart of the School;
- Establishing a culture of robust performance development and appraisal to underpin this policy;
- Developing and maintaining a harmonious working environment.

### Examination Invigilator - Job Description

The purpose of the Job Description and Person Specification is to provide information about the role, the qualifications skills and experience a successful candidate should have.

Salary	Currently under review
Reporting to	Examinations Officer
Hours	Casual – primarily during May and June

**We are seeking to recruit Examination Invigilators to undertake the following specific and general duties and responsibilities.**

#### **Core Purpose**

The primary purpose of this post is to support the Examinations Officer to deliver a range of GCSE and A Level examinations.

#### **Specific Responsibilities**

The list of tasks below is illustrative of the general nature and level of responsibility of this post. This is likely to change over time in response to the School's needs and the experience and skills of the team as a whole.

- Hand out appropriate question papers to candidates
- Read out examination instructions
- Record examination start and finish times
- Instruct candidates to begin examinations
- Complete attendance register and seating plan as required
- At the end of the examination, collect candidate and question papers in accordance with instructions
- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing
- Ensure silence in the examination room and avoid disruption
- Ensure that all candidates comply with any instructions
- Walk around the examination room, ensuring no candidate has forbidden items and removing any found
- Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, Exams Officer or other appropriate person

#### **General Duties**

In addition to the Job Description there will be the following general duties. They may be modified as the school grows and develops by the School Business Leader, after consultation with you, to reflect or anticipate changes in your role commensurate with the salary and job title.

#### **Other Requirements:**

- To be aware of all Safeguarding/Child Protection issues.
- To assist with registration as required.
- To carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments).
- To carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The University of Birmingham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

### Examination Invigilators - Person Specification

	ESSENTIAL	DESIRABLE
KNOWLEDGE AND EXPERIENCE		<input type="checkbox"/> Experience of undertaking exam invigilation. Experience of working in a secondary school or other educational establishment.
SKILLS/ABILITIES	<input type="checkbox"/> Good verbal and written communication skills <input type="checkbox"/> To work independently using initiative. <input type="checkbox"/> To work effectively as part of a team <input type="checkbox"/> Excellent organisational skills <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Accuracy and attention to detail. <input type="checkbox"/> Ability to communicate with candidates and members of staff clearly and accurately. <input type="checkbox"/> Ability to work to predetermined instructions <input type="checkbox"/> Ability to follow procedures and policies <input type="checkbox"/> Ability to identify when referral to senior staff is required	
QUALIFICATIONS	<input type="checkbox"/> GCSE English and Mathematics at Grade C or above or equivalent	
APTITUDES	<input type="checkbox"/> Optimistic and positive attitude <input type="checkbox"/> Commitment to the highest standards <input type="checkbox"/> Flexible approach	
CONTRA-INDICATIONS	<input type="checkbox"/> Difficulties in relationships with colleagues or other agencies <input type="checkbox"/> Inability to work under pressure <input type="checkbox"/> Poor attendance or punctuality <input type="checkbox"/> Criminal convictions involving offences against children	