



HOUSTONE
SCHOOL

WHY WORK FOR HOUSTONE SCHOOL

ABOUT US

We have big ambitions for the school and it will become a national beacon of excellence, achieving the highest outcomes and enabling our pupils to make unrivalled progress.

In September 2023, we moved into our brand new, purpose-built facilities that have been designed to maximise space, enabling our leaders and teachers to provide exceptional quality learning to pupils and embed professional development into the very fabric of the school.

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us

If you have any questions about the role or would like to visit the school, please contact **HR Recruitment, Jay Powell on 01582 211 226** or jpowell@advantageschools.co.uk

If you decide to apply, you should include a supporting statement with your application form giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to Advantage Schools. Thank you, we appreciate how much energy goes into it.



MEET OUR LEADERSHIP

Dear Applicant,

I'm delighted that you are interested in applying for a position at Houstone School.

Houstone School is a brand new school which opened in September 2022. Uniquely for a free school, we opened with pupils in Years 7-10 in 2022, and from September 2023 we have pupils in all year groups. We have no time to spare in ensuring our pupils are achieving the academic success they deserve.

We pride ourselves on being a genuinely comprehensive school that provides a knowledge-based education for pupils of all backgrounds. We teach an unashamedly academic curriculum consisting of the best that has been thought and said. Pupils study English, Maths, Science, Spanish, History, Geography, Computer Science, Art, Drama, Music, Religious Education and PE during their time at the school.

At Houstone, our values of aspiration, endeavour, and respect, underpinned by very high expectations and drive in everything that we do. We have a powerful culture which is warm but strict, based on clear routines, systems, and structures. As a result, our teachers enjoy their teaching with impeccable behaviour in lessons and hardworking, highly motivated pupils.

We hold dear belief that every single child and young person, given the right circumstances, is capable of achieving extraordinary things. We're therefore looking for people who want to be the best. You will be excellent in the classroom and as a leader, and hence an inspiring character who is willing to lead by example.

You will be joining an experienced, knowledgeable and supportive team of senior leaders who are committed to making a positive difference for the families we serve. We are looking for a person who can be instrumental in building our school from humble beginnings into something exceptional. Houstone School should be willing to accept responsibility at the highest level for all aspects of the running of the school and be able to offer strategic leadership to bolster our offer.

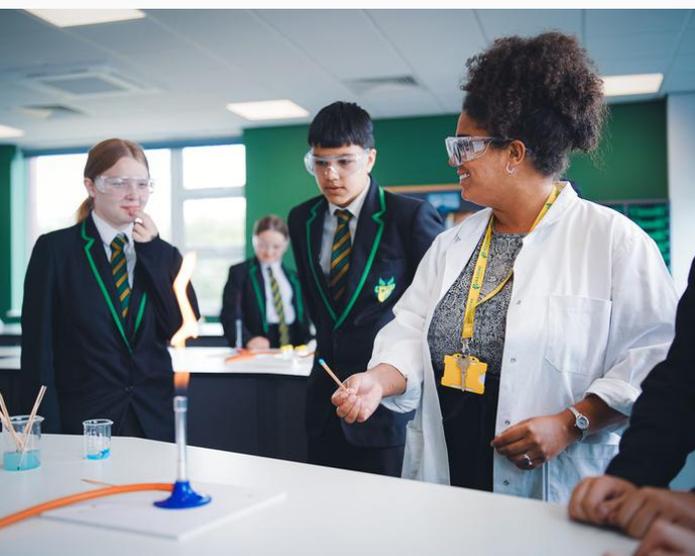
At Houstone we will show what can be achieved when schools refuse to accept excuses and expect the best from every pupil. That said, we recognise that there is much to learn as we aim to become a national leader among UK schools. This post therefore represents a great opportunity to be part of something truly quite special.

With very best wishes,

Elizabeth English
Principal | Houstone School



VISION



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well- rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

ABOUT HOUSTONE SCHOOL

Houstone School offers:

- A longer school day (8.25am-4pm)
- A disciplined “can do” culture that allows every pupil to be known, feel safe and to be cared for.
- An intensive focus on the basics of Maths and English.
- An academic, knowledge-rich curriculum for all.
- A comprehensive timetable of enrichment opportunity for pupils built into the school day.
- Music for all – all pupils taught an instrument from Year 7.
- Enhanced support for pupils with lower attendance.
- A focus on preparing every single pupil to attend a good university.

We have access to some of the best professional learning in the country, both through the Advantage Schools Knowledge Exchange and partnerships with organisations such as Ambition Institute. As a result, we can attract and retain some of the best staff in the country, so you would find yourself working with a strong team of thoughtful and expert teachers and school leaders, whilst also benefitting from the full support of the central Advantage Schools Trust team.

The successful candidate will be intrinsic in further developing a school that will offer families a genuine choice of an excellent education for their child, including:

A disciplined “can do” culture then allows every pupil to be known, feel safe, and be cared for.

An intensive focus on the basics of reading, writing and maths.

An academic, knowledge-rich curriculum that values the distinctiveness of subject disciplines.

Excellent quality, evidence-based classroom practice.

High quality PSHE provision.

Plentiful, high quality enrichment opportunities, including trips, visits, after-school clubs and sporting fixtures.

For more information about Houstone and the school curriculum, please visit the website:

www.houstoneschool.co.uk



STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Refer a friend £500 bonus scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme



We are in the process of a big benefit review. Watch this space!

CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues. Additionally, we offer a wide range of CPD training through various platforms, including The National College, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!



INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

"Educating children, serving the community, achieving exceptional outcomes."

Stuart Lock
Chief Executive



RECRUITMENT BOOKLET



HOUSTONE
SCHOOL



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Exam Invigilator

We are looking to recruit Exam Invigilators who have the right attitude and will represent our positive 'can do' ethos that runs through our School. You will join our team of Exam Invigilators that have an important role in delivering successful examination seasons at Houstone School.

The purpose of this role is to implement examination procedures and ensure the proper conduct of examination candidates. You will be responsible for setting up exam rooms and collecting, distributing and the returning of all papers and ensuring all rules and regulations are followed.

The ideal candidates will be able to demonstrate excellent inter-personal skills, an outstanding attendance and punctuality record, resilience, the ability to work in an organised and methodical manner.

The successful candidate will:

- Be reliable, flexible and readily available during main exam periods
- Have effective communication skills, good interpersonal skills and be suitably dressed
- Work well as part of a team
- Be confident and a reassuring authoritative presence to candidates in exam rooms
- Be able to give instructions and manage situations involving different groups of people
- Have good IT skills
- Be able to memorise rules and regulations from Joint Council for Qualifications (JCQ)

Job Specifics

Start date: April/ May 2026

Salary: National Living Wage £12.71 per hour

Job Role: Casual contract, hours of work managed by Line manager arranging directly with you and agreeing your daily schedule for the internal and external exam seasons.

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



JOB DESCRIPTION

PURPOSE OF POST

To ensure the smooth running of examination process.

PRINCIPAL RESPONSIBILITIES

1. Ensure the Conduct of pupils is in accord with the school's requirements and that vigilance and silence is maintained throughout the examination.
2. Safeguard the health, safety and welfare of pupils in the examinations room and make aware to the Examinations Officer any problems that arise.
3. Ensure the effective use and availability of resources.
4. Supervise the examination in accord with the laid down regulations stipulated by the Joint Council of Qualifications and guidance of the Examinations Board, e.g. times, materials allowed, SEN pupil requirements etc.
5. Follow procedures agreed with the school on the security of the process and be responsible for specific duties/tasks as advised by the Examinations Manager
6. To handle incidents and malpractice during examinations as per the guidelines issued to Invigilators and assist the Examinations Manager in putting together subsequent reports, as required.
7. To supervise clash candidates over lunch times and breaks where required.
8. To ensure attendance at meetings and training events conducted by the Examinations Manager.

CONTEXT:

Invigilators have the prime responsibility for the smooth and effective conduct of examinations. Invigilators will need to exude a confidence and authority, be suitably dressed and conduct themselves in a manner appropriate to an examination environment.



PERSON SPECIFICATION

This acts as the selection criteria and gives an outline of the type of person and the characteristics required to do the job.

Essential: without which candidate would be rejected

Desirable: useful for choosing between two good candidates

Attributes	Essential	Desirable
Experience		Experience of working in an education/training environment.
Skills/Abilities	Able to give clear and concise guidance. Able to use initiative. Able to exercise good judgement. Basic literacy and numeracy skills. Able to follow guidelines, and procedures. Able to address health, safety or welfare issues. Able to work effectively as part of a team.	Knowledge of I.T. systems/packages.
Equality Issues	Able to identify and act on discrimination.	
Other Requirements	Ability to work flexibly, by agreed hours on a casual basis	