



Thomas Deacon
Academy



Thomas Deacon Academy

Application Information Pack

Invigilator



Principal's Welcome



Dear Applicant,

Thank you for your interest in working at Thomas Deacon Academy (TDA) and I hope that you will find this pack useful and informative in helping you to complete your application.

Thomas Deacon Academy is a genuinely special school with a talented team of staff committed to improving the life chances of their pupils.

Whilst TDA secured a good Ofsted grade in its last inspection, there is no room for complacency and we are committed to making further improvements to the overall quality of education for our pupils.

We believe our young people should leave us as citizens that are fully equipped with the character and qualifications to take their place in the world. We place great emphasis on ensuring they experience a broad and balanced curriculum, with a wide range of extra-curricular activities, opportunities for them to develop their 'character' and a strong pastoral system to support them with life's challenges.

Our students benefit from our outstanding facilities. These include our Norman Foster designed Academy building and purpose built Key Stage 2 Juniors building located in our 43-acre campus. Amongst other facilities we also incorporate an excellent Sixth Form Study Centre and expansive playing fields and sporting facilities

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We think Thomas Deacon Academy is an exciting and vibrant place to be and we would warmly welcome visits from prospective candidates interested in being part of our team. I am delighted that you are interested in finding out more about our Academy and we look forward to seeing or hearing from you soon.

Warm regards,

Emily Gaunt | Principal



Job Description

Job Title	Invigilator
Reports to	Exams Officer
Salary/Grade	£12.71 p/h plus holiday pay
Core Purpose	To supervise internal and external examinations in accordance with JCQ regulations and Thomas Deacon Academy procedures.

Key Responsibilities

- To attend training as required to ensure full understanding of the requirements of the Invigilator role.
- To practically apply the knowledge of the Invigilator role.
- To apply knowledge and understanding of good working practices regarding Safeguarding Children in a school environment (training provided).
- To provide personal availability for exam periods in good time to allow forward-planning.
- To attend the Academy on specified days for exams.
- To follow the guidance of the Lead Invigilator to ensure process compliance within each exam session.
- To help manage large groups of students efficiently and with understanding, e.g. talking to students before they enter the exam venue to ensure they have the necessary items for their exam.
- To deal with students late to the exam venue, medical emergencies, toilet breaks, etc. under the guidance of the Lead Invigilator.
- To report any problems that may occur in a timely manner to the Lead Invigilator.
- To provide written reports of any unusual activity.
- Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy).

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
GCSE Maths & English	D	A
Knowledge & Understanding		
Basic knowledge of Microsoft package	D	A/I
Skills & Abilities		
Ability to communicate with students and staff	E	A/I
Ability to be flexible, reliable and punctual	E	A/I
High levels of concentration and stamina	E	A/I
Possess precise attention to detail	E	A/I
Basic computer skills	D	A/I
Experience		
Have previous experience in an exams setting	D	A/I
Have experience working in a school environment	D	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application
R – References

I – Interview

T – Task/Activity

L – Lesson Observation



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