



KING'S LEADERSHIP
ACADEMY LIVERPOOL

EXAM INVIGILATOR

RECRUITMENT PACK

PART OF



GREAT SCHOOLS
TRUST



MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Shane Ierston

CEO

OUR VISION

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.



PRINCIPAL'S WELCOME

As the Principal of King's Leadership Academy Liverpool, it is an honour to welcome you to our school, I hope you find all the information you need right here. At King's leadership Academy our vision is:

"To develop in each of our students the academic skills, intellectual habits, qualities of character and leadership traits necessary to succeed at all levels and become successful citizens in tomorrow's world."



At King's we believe every child can succeed and that great teaching is the key to that success. This sentiment is reflected in our motto, 'Credimus', which translated from Latin literally means we believe.

At King's it is our philosophy:

That all students have the ability to reach their potential and it is the job of all who work at the academy to ensure this happens. We want our students, parents and supporters to share in this belief with us. Our curriculum is based firmly on traditional values, with a focus on outstanding learning. Our students have access to a wide variety of enrichment activities and extended school day to ensure that none fall behind. This can be achieved by appointing only the very best teachers and staff who are committed to serving the students and parents of this community.

We believe in fully supporting our students throughout their education. Our House system ensures that all children feel welcome and included as equal partners in the daily life of the academy.

We are a values-driven school. We believe in them and how they develop the character of our young people. We teach them explicitly and we aim to model these behaviours in all that we do as a school community.

Our values are:

- Achievement & Aspiration
- Self-Awareness
- Professionalism
- Integrity
- Respect
- Endeavour

We believe that developing character in young people is crucial. We teach it via our Aspire Values and we also teach Leadership as a discrete subject. In order to achieve this, we provide an extensive programme of visits to the country's best Universities, a rich careers programme and cultural experiences for all of our pupils. Additional Leadership opportunities such as the Royal Airforce Cadets and The Duke of Edinburgh award are actively encouraged.

King's is unique, it is a non-selective school with grammar school experiences and culture. We strive to truly nurture and develop the academic and creative talents in all our students. All we ask in return from our students is dedication and an honest commitment to hard work. We provide for your children, our students high expectations coupled with a high level of support.

As Principal, I am privileged to be part of such a fabulous team of staff, where we mirror our approach to developing pupil's potential into developing staff. We have weekly CPD, offer a range of NPQ's through our partners and have accelerated the careers of several promising staff through secondment opportunities and several layers of responsibilities available.

If you are as excited about developing pupils and developing your career as we are please book a visit through admin@kingsliverpool.com.

Many Thanks,

Scott Cordon

Exam Invigilator

Salary: £12.26 per hour + holiday uplift of additional £1.48 per hour

Contract: Casual

Hours: As required

Location: King's Leadership Academy Liverpool

Reporting to: Exams Officer

Start date: ASAP

Working at King's Liverpool

King's Leadership Academy Liverpool is seeking to appoint a number of Exam Invigilators for occasional days.

King's is located in Liverpool with good access to the city centre and local train stations. Class sizes at the school are below average and every student has access to a personal Chrome book. Innovation is one of our strengths, which supports our modern approach to education alongside our commitment to high expectations. Aspire Centre is a vibrant diverse school which enjoys a strong sense of community amongst both staff and students. This position is available due to the rapid expansion of the school, we now wish to appoint an ambitious, highly motivated individual who loves their subject and shares our vision for making all students successful citizens in tomorrow's world.

Visits to our academy are encouraged and welcomed before applying for this post.

Main Purpose

Oversee and supervise internal/ external examinations/assessments on an ad hoc basis. Ensure that the academy complies with all necessary exam board regulations.

- Key accountabilities (and specific duties/ responsibilities):
- Assist in the setting up of the examination room
- Ensure all candidates receive appropriate exam question and answer papers
- Be aware of any needs a candidate may have during an exam
- Consult with the exams officer with any candidate issues
- Ensure no inappropriate items are brought into the exam room
- Ensure candidates are aware they are under exam conditions throughout the exam session.
- Record the start and finish times of the exam, ensuring efficient time keeping is maintained
- Complete the attendance register
- Supervise candidates within the exam room and any candidate who may need to leave the room during the session



- Ensure answer scripts are collected in candidate number order, not left unattended and are safely stored
- Attend training/refresher or review sessions as required
- Assist in other duties as may reasonably be requested by the academy from time to time





Person Specification

Qualifications

- Good numeracy and literacy skills (E)

Experience

- Prior experience would be advantageous however training will be provided (D)

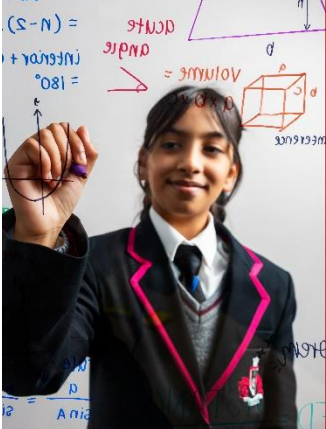
Skills, Ability & Knowledge

- Verbal and written communication skills (E)
- Ability to work constructively as part of a team (E)
- Ability to relate well to students and adults (E)
- Methodical with good attention to detail (E)
- Be aware of and comply with the policies and procedures relating to safeguarding (E)

Personal Qualities

- Flexible approach (E)
- Excellent time keeping (E)
- Professional approach (E)
- Takes responsibility and accountability (E)





Terms

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current but may be reviewed at any time and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and scale.

This appointment is with the Local Academy Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'. This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for applicants who may have a disability or continued employment for any employee who develops a disabling condition.

How to apply

Great Schools Trust values equality and diversity and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to safer recruitment practices including satisfactory references and an enhanced DBS check.

For more information, please email: Alexander Vaughn-Beaucaire

a.vaughn-beaucaire@kingsliverpool.com

Application and interview process

The selection panel will short-list candidates based on the information given in the comprehensive application form. Applicants will be assessed against the criteria for the role and candidate profile.

References and Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people



- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Our Commitment to Safeguarding

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- Two **satisfactory references**, one of which must be from your most **recent employer**;
- Proof of **identity, address** and **right to work** in the UK;
- Verification of relevant **qualifications**;
- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be subject to **criminal record checks** from the relevant **jurisdiction(s)**;
- Verification of **medical fitness** for the role;
- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS;
- A satisfactory **enhanced disclosure** from the DBS.
- Satisfactory completion of the **probationary period**;
- Candidates in **managerial roles** will be subject to a **Prohibition from Management check** (Section 128 check).
- **Prohibition** check (where applicable)

