



Exam Invigilator



**Improving  
Outcomes  
Transforming Lives  
Enabling Social Mobility**

Recruitment Pack



**Coopers  
School**

Trust. Respect. Resilience

# Welcome from the CEO

*Thank you for showing an interest in our pupils, our schools, and our Trust. This is an exciting time to join Orion Education. We are a very different organisation in 2025 than we were four years ago.*



**Simon Garrill**  
Chief Executive Officer

Thank you for taking the time to look, and for showing an interest in one of the roles in our schools. In a long career in education, starting out as an English teacher, I have loved the fact that I get to work with some fantastic young people and a group of like minded professionals who have a real passion for their work and share the same values. There aren't many professions where that is the case.

We are driven by our desire to do the best for our young people. Our reason to exist is to improve outcomes, transform lives and enable social mobility. Our values of trust, kindness and endeavour underpin our work, and we succeed through ensuring a healthy culture and academic rigour. This emphasis on leadership involves nurturing a robust pipeline of leaders deeply committed to our values and mission. Collaborative partnerships are integral to our goals, as we seek to forge strong partnerships to amplify our impact.

At Orion Education, we take pride in the work that we do to develop our teachers and our leaders. Our approach to instructional coaching and leadership development has been recognised nationally. We are at the forefront of a coaching model that supports you in making the most of your career. Our expectations of ourselves and each other are high. In return we offer you unrivalled professional development, so that you can fulfil your own ambitions. Finally, I am extremely grateful for your interest in our Trust. We are moving forward at a rapid rate and it's an exciting time to join us.

*Shawn*

# Our Four Critical Questions

2

**Why do  
we exist?**

To improve outcomes, transform lives and enable social mobility.

**What do  
we do?**

Through a clear backbone, strong culture, academic rigour and smart systems.

Trust • Kindness • Endeavour

**How do we  
behave?**

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

**How do we  
succeed?**

# The Orion Backbone

Mission & Values	Curriculum	Assessment & Feedback	Safeguarding & Attendance
All schools share the trust four critical questions. We exist to improve outcomes, transform lives and enable social mobility.	The curriculum within our schools is designed around our principles of focused, coherent, sequenced, and inclusive. Where we can enhance collaboration and reduce workload, we standardise some elements. However, teachers do adapt the curriculum based on the needs of the students in their class.	Our assessment and feedback calendar captures the rhythm of our assessment and data collection. Data driven instruction and responsive teaching ensure that formative assessment is central to pedagogy.	Safeguarding is the responsibility of all. Our standardised approach to safeguarding and the support that we give our schools ensures that all children are kept safe. External reviews scrutinise the work that we do.
Quality Assurance	CPD	Workload	Teaching
Our school workflow captures the rhythm of the work that we do. We undertake regular cycles of structured monitoring to ensure that our schools are accelerating the progress of the students in their care.	We allocate 7 training days to the teachers in our schools. All our teachers take part in instructional coaching. In addition, we provide enhanced levels of training for our leaders to develop their expertise in their current role and to prepare them for their next role.	Schools are expected to streamline workload as much as possible. We limit the number of assessment points within our calendar and ensure that teachers do not undertake unnecessary administrative tasks.	Teaching is responsive to the needs of pupils. Our lesson framework based on the Rosenshine principles helps teachers to frame learning. However, we understand that each lesson will be different and will be designed to meet individual needs of pupils with adaptive teaching.
Behaviour & Routines	SEND	Performance & Appraisal	Operations
It is essential that we have the highest expectations of behaviour within our schools. Good discipline and order are the foundation upon which pupils learn. Our common culture rubric and our behaviour, along with a codified approach to routines ensures that our schools are great environments in which to learn and teach.	Adaptive teaching is at the core of our approach to meeting the individual needs of pupils. We share best practice and undertake annual reviews of SEND to ensure that pupils make progress. All our schools are open and welcoming places for pupils with SEND.	We share a common approach to performance management and appraisal by providing a highly supportive and professional environment. Our talent programme ensures that colleagues who are talented and ambitious to progress are supported to do so.	We take pride in running our schools well. Governance, IT, estates, finance, communications, and marketing are all within our Backbone.

The Orion Backbone provides clarity on the elements of our schools that are standardised or aligned.

## Our Schools

There are currently four secondary schools and four primary schools within the Trust. Four of the primary schools and three of the secondary schools are located within Bromley, South East London. A further secondary is close to Canterbury in Kent. These schools include:

### Secondary Schools



11 - 18



11 - 16



11 - 18



11 - 18

### Primary Schools



4 - 11



4 - 7



4 - 11



4 - 11

## Candidate Charter

Orion Education wants every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

### Our Commitment to You

- **Transparency** we will treat you with respect, honesty and fairness
- **Protecting your privacy** we'll ensure your information is secure and handled sensitively
- **Understanding** you'll be given everything you need to make informed decisions
- **Showcasing** talent we'll provide a good opportunity for you to share your skills, experience and potential
- **Feedback** we will provide constructive feedback professionally and promptly
- **Listening** we welcome feedback and we'll act on what you have to share
- **Inclusivity** our hiring decisions align with our commitment to create a high quality, diverse workforce

### We Will

- Provide you with clear, accurate and timely information
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need
- Respond to enquiries promptly and usually within 24 hours during the working week
- Adopt a fair and consistent assessment process
- Make sure you have all the documentation and details you need for an interview, well in advance
- Provide you with real insight about what it's like to be part of our team
- Ensure all offers are fair and equitable
- Seek feedback on your experience at every opportunity, so we can continue to improve

### In Return We Ask that You

- Be honest and upfront about your experience, aspirations and motivations
- Provide open and accurate information when submitting an application
- Always give yourself the best opportunity to succeed - research who we are and how we work
- Let us know if situations change in relation to your interest - and help us understand why
- Prepare yourself for interview and let us know how we can support you

## Your Wellbeing at Orion Education

We know that, to achieve our vision, it is our people who will make the big difference. That is why we are continuously reviewing our wellbeing offering through the implementation of our wellbeing strategy.

### Wellbeing Strategy

Our strategy aims to represent a commitment to an integrated approach to staff wellbeing that creates:

- a sense of belonging
- an environment and culture based on our vision, mission and values
- an environment where staff wellbeing is integrated into day-to-day practices
- an environment that recognises skills and encourages personal development
- encouragement and support for employees to develop and maintain a healthy lifestyle
- support for people with manageable health problems or disabilities to maintain access to or regain work
- improved staff satisfaction, recruitment and retention.

### Our Commitment

- development of the Orion Education wellbeing charter
- protected time for PPA
- needs based flexible approach
- improving working lives through employment policies such as flexible working, absence management, menopause, mental health and dignity at work
- creating a safe place to work through health and safety strategy and initiatives
- ensuring that all line managers support staff through regular line management meetings
- decreasing the interval between treatment and return to work through occupational health referral and advice
- career development through continual professional development (CPD)
- personal support through the Employee Assistance Programme counselling service
- adherence to the rarely cover policy
- reducing workload through sharing best practice and agreeing smarter ways to work in line with the backbone.

## Why work for us

### Competitive salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do with automatic pay progression for main scale teachers. Pay ranges are reviewed annually with our recognised unions.

### Pension Scheme

All contracted members of staff will be automatically enrolled into a career-average pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or National Insurance on your contributions and Orion Education adds a generous employer contribution, which varies depending on your salary.

### Professional Development

Key to our ongoing success our development programmes are second to none.

Our commitment to instructional coaching ensures a consistent approach to teacher development across our schools.

Our Trust conference, online CPD modules and in-school service training supports you to achieve your goals whatever they might be.

Additionally, our programme of Trust Twilights provides our teachers with opportunities for deliberate practice and curriculum development planning.

Our early career teachers benefit from weekly mentoring and coaching, alongside a thorough training programme and additional Trust-wide events.

We also have opportunities for practitioner research and access to an NPQ programme through National Institute of Teaching.

### Benefits

For a full list of our benefits, please visit our website [Orion Education - Staff Benefits](#)

# Welcome from the Principal

*Welcome to Coopers, a successful secondary that ensures that all members of our community are focused on creating strong outcomes for our young people.*



**Ms Claire Bessa**  
Principal

At Coopers we place our pupils learning at the heart of everything we do to ensure that we strive to constantly improve and drive progress. The most important lever to improving outcomes, transforming lives and enabling social mobility is our staff body. We are a coaching school and focus on developing the expertise and practice of all teachers and leaders regardless of their starting points.

Our Trust values reflect our school values of trust, respect and resilience. These values guide our attitudes and behaviours in everything we do. Within our school culture, we know that trust is crucial in creating positive and productive relationships between staff and students. This is the cornerstone of our approach to behaviour and pastoral care. Respect ensures equity; all members of our community demonstrate consideration and kindness towards each other. Equity is equality of opportunity, and all young people deserve the opportunity to learn and flourish. We see it as our moral purpose to level the playing field for our under resourced pupils every day in every classroom. Finally, we understand that learning is a journey and pupils need to exhibit resilience and determination to reach their goals and achieve success. This commitment is matched by our dedicated teachers that are adaptive and responsive in their teaching and support of our young people.

We believe in a holistic education where the academic curriculum is supported and enriched through extra-curricular opportunities and experiences. Pupils leave Coopers School with the skills, knowledge and experiences necessary to embark on the university or career of their choice. Our staff are fundamental in making this vision into a reality.

# About our School

***Coopers is a welcoming and thriving secondary school located in Chislehurst. It is part of Orion Multi-Academy Trust. Set in 33 acres of beautiful parkland it offers extensive educational facilities. Coopers is a community that inspires ambition, resilience and success for all.***

In Coopers School we have high expectations of all members of the community; we push each other to be the best versions of ourselves. This is best demonstrated in our ambitious curriculum for all pupils which matches and exceeds what is expected nationally. We have a strong team of creative and enthusiastic teachers who support and stretch pupils in their learning. We have a shared understanding of what great teaching looks like and support this through bespoke training and coaching. As a teacher at Coopers you will receive exceptional professional development to enable you to develop your skills set and progress. We are committed to developing opportunities for our staff to grow in their roles and into roles within the school and across the Trust

We have clear behavioural expectations that ensures our school is calm and orderly and learning comes first. Clear systems mean that pupils are rewarded and encouraged whilst behaviour that does not meet expectations is consistently challenged. Working alongside our classroom teachers, we have a dedicated pastoral team that support within each year group and across the school. Our recent Ofsted in 2023 commented that "Pupils are safe around the large school site. They know that bullying is not tolerated, and that staff swiftly intervene to resolve any issues. Staff build positive working relationships with pupils and listen to any worries that they may have. Pupils are kind and respectful to others, including to new arrivals to the school. Sixth-form students act as role models for their younger peers."

Our pastoral and associate staff teams are key in delivering our educational goals. As a community we are committed to the professional development of all staff. Therefore, we offer a comprehensive Associate Staff programme of training and development which allows members to enhance their experience and skills through a broad range of opportunities.

Joining Coopers now means that you will be part of our exciting journey on this next stage of our development. We look forward to welcoming you into our community.

## About The Role

### Exam Invigilator

Based at Coopers School Chislehurst.

Orion Education is a values-led organisation, driven by a determination to create welcoming and open schools for the local community, where every person thrives, makes excellent progress, and succeeds. We are committed to improving outcomes and transforming lives, realising social mobility, and the transformative power of education. We value the difference in all our schools while seeking to bring them together around a framework that delivers an enriching experience and a great education for the young people within our care.

We want the very best for all our young people. Our plan to ensure that we deliver great schools is underpinned by our shared values of trust, kindness, and endeavour. Our schools and our staff are collaborative, and we seek to create consistency and quality throughout. Our leaders create improvement in schools that is robust and sustainable. We are as enthusiastic about developing and nurturing our staff, as we are about developing our young people. Our professional development programs and our approach to school improvement provide quality and rigor while creating a depth of experience and learning for our staff.

In joining Coopers School and the family of schools within Orion Education you will gain access to an unparalleled level of support and development in a forward-thinking school and trust. Are you available on a part time or ad hoc basis? Maybe you have a few spare hours around your studies or another job?

We are looking to expand our pool of casual invigilators to work within the Examinations Office to join our friendly team in the running of all public and internal examinations at the school throughout the academic year. These opportunities would be ideally suited to applicants who are highly organised, vigilant and reliable, have excellent attention to detail and have the ability to remain calm under pressure, and the flexibility to be called in at short notice. Duties include supervising students taking public and internal examinations, supervising clash candidates between exam sittings, preparing exam rooms, and distributing and collecting exam papers in accordance with the JCQ regulations. Full training will be provided. This is a casual contract and working hours will be negotiated for each exam period.

This position offers £12.50 per hour, variable hours which will be agreed in advance. Interviews may be conducted on a rolling basis and the successful candidate will then join us as soon as possible on an ad-hoc basis.



## Job Description

<b>Job Title</b>	Exam Invigilator
<b>Closing Date</b>	31 <sup>st</sup> March
<b>Salary</b>	£12.50 per hour
<b>Contract Type</b>	Temporary
<b>Working Hours</b>	Casual / Part Time
<b>Location</b>	Coopers School, Chislehurst
<b>Reporting To</b>	Examinations Manager

## Job Purpose

### Key Accountabilities and Key Responsibilities

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Coopers School regulations and instructions from the Examinations Manager
- To have a key role in upholding the integrity and security of the examination/assessment process
- Assist with the setting up of the examination room, including putting up posters, distributing name labels and examination material.
- Assist as directed with the movement of students – ensuring order is kept outside the room and silence is maintained within the room and admit candidates into exam rooms under formal exam conditions.
- Supervise students to and from the toilet.
- Ensure a seating plan and attendance register are completed for every examination.
- Instruct candidates in the conduct of their exams.
- Supervise and observe candidates at all times and be vigilant throughout exams.
- Assist with the collection of papers at the end of the examination in exam number order.
- Ensure the examination room is left in a reasonable state ready for the next examination or class.
- Ensure the security of question and answer papers at all times. They should be taken directly to the Examinations Manager at the end of the examination.
- Undertake training, update and review sessions as required.

## Person Specification

### Skills, Capabilities and Experience

- Be reliable, flexible, and readily available during main exam periods.
- Work well as part of a team.
- Respond quickly and decisively to unplanned situations, sometimes without support from colleagues.
- Supervise large numbers of students in a calm but authoritative way.
- Be confident and a reassuring presence to candidates in exam rooms.
- Have experience in dealing with confidential information.
- Be able to undertake routine clerical tasks to a high level of accuracy.
- Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.
- Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation.
- Ability to listen to stakeholders and understand their needs.
- Ability to tailor your approach to each conversation to be appropriate to the stakeholder, responding clearly with fine shades of meaning, even in complex situations.
- 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.
- Positive attitude to use of authority and maintaining discipline.

### QUALIFICATIONS

- GCSE C & above

\*We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application. We look forward to hearing from you.

**Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.**

**Orion Education**  
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