



Recruitment

Casual Exam
Invigilators

*Everyone can...
be exceptional.*

Dear Candidate

I am delighted that you are interested in applying for the role of Casual Exam Invigilators at Eggbuckland Community College.

Eggbuckland is a wonderfully caring and positive College who put students at the centre of everything we do. We have extremely high expectations of our students and pride ourselves in our 'Everyone Can' ethos. We firmly believe that every student deserves a great education, regardless of their starting point and are committed to enabling all students to flourish academically and develop into exceptional young people.

At Eggbuckland, we have extremely strong systems and routines, coupled with excellent pastoral care; this enables our students to thrive. In lessons, students are encouraged to develop a love of learning, to think for themselves and to work hard so they maximise their full potential. As part of Westcountry Schools Trust, we work collaboratively within our family of schools to ensure that all students and staff have the best possible experiences and opportunities. I look forward to reading your application.

Yours faithfully

Heather Lilley



*Heather Lilley
Principal*



Our Mission, Vision and Values

Our Mission

At Eggbuckland, we *will* foster:

A climate where *effort* prevails, above all else;

A curriculum which inspires *curiosity*: accessible and ambitious for all;

A community where *difference* is celebrated and *character* is shaped.

Our Vision

To be recognised as a great school where students receive a great education, regardless of their starting point.

Graduates of Eggbuckland will have the power to understand themselves and the world around them and have the confidence to realise their ambitions; they will be exceptional.

Our Values



Tenacity

“I have a goal and work hard to achieve it”

“I seek challenges to improve myself”

“I view setbacks as an opportunity for learning”



Integrity

“I am strong and stand up for what is right”

“I am honest”

“I am guided by strong moral principles”



Compassion

“I allow the voice of others to be heard”

“I accept people for who they are”

“I relish opportunities to improve the fortune of others”



Knowledge

“I am committed to instilling knowledge to my long term memory”

“I value the link between knowledge and increasing my learning and life chances”

“I utilise all opportunities to increase my wider knowledge”



From the Trust

Welcome to Westcountry Schools Trust (WeST); a tight-knit family of schools based around natural geographical proximity in the South West.

Initially formed as a small multi academy trust of only two schools in 2011, the Trust has experienced several iterations of growth and change.

In essence, WeST as we recognise it today, was launched in September 2017 with the ambition of delivering exceptional education for 2-19 year olds with the additional ability to provide postgraduate study through The WeST Training Institute (WTI).

The WeST family now extends to 31 schools of which 8 are secondary and 23 primary. All 23 primary schools naturally transition children into a WeST secondary school, an area of work we wish to further strengthen as our work matures.



Rob Haring CEO
Westcountry Schools Trust

WeST holds a firm belief in giving each child every opportunity to learn and succeed in all that they do. Whilst we are a family of schools who share common values and beliefs, all our schools are unique and hold their own identity. We believe that by working collectively, sharing what works well and jointly developing best practice, we are stronger together and can provide the very best education for our children in our geographical area.

We have a pride in our schools, staff and children, and thrive on the constant challenge to do better. All our children are our collective responsibility.

At WeST we are committed to equality, diversity and inclusion, starting with ensuring that our recruitment process is inclusive and accessible for all.

Trust Vision, Mission and Values

While all our schools retain their own identity, we are a united family who share a common Vision, Mission, and Values. We believe that by working collectively, we are stronger and can provide the very best education for our children.



Vision
Every child in a great school



Mission
Empowering children to impact positively on society



Values
Collaboration, Aspiration,
Integrity, Compassion



WESTCOUNTRY
SCHOOLS TRUST

Job Description

Job title	Casual Exam Invigilators
Responsible to	Exams Manager
Grade	Plymouth Legacy Grade B points 3—4 FTE Salary: £24,796—£25,185 Actual Salary: £12.85 + 12.07% holiday pay
Hours	Casual—as required

The following is only an outline of the duties and responsibilities of the post, which may change from time to time. This job description may be altered from time to time following consultation with the post holder in line with the changing needs of the Trust. In all its activities the Trust follows a policy of continuous improvement.

The main duties of the post are as follows. In all its activities the post holder will not attempt to carry out tasks beyond his/her competence and/or training.

Duties and Responsibilities to include:

1. assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
2. closely following and enforcing exam procedures and regulations;
3. assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
4. ensuring that candidates do not talk once inside examination venues;
5. invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
6. checking attendance during examinations;
7. recording details of late arrivals and early leavers and collecting scripts from early leavers;
8. escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
9. escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
10. collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;
11. supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

To assist examinations staff with their examination processes. This activity may include:

1. Reading for students with special needs
2. Scribing for students with special needs

Other Responsibilities

1. Handle all confidential correspondence with discretion and in line with the Trust and College Data Protection protocols.
2. Use appropriate ICT packages as required.
3. Set up files and up-date where necessary
4. Undertake any other duties of a similar level and responsibility as may be required, as directed by the line manager.

Safeguarding

Eggbuckland Community College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate and satisfactory references before commencing the post.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

Signed: _____ Date _____

Signed: _____ Principal _____ Date _____

Person Specification

E = Essential, D = Desirable

	Essential or Desirable	Application Form	Interview or other selection Activity
Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.			
Qualifications			
Good numeracy and literacy skills	E	✓	
Willing to undertake personal development through training and other learning activities	D	✓	✓
Experience			
Experience of working in a school or similar environment	D	✓	
Understanding of Keeping Children Safe in Education and the wider safeguarding agenda, and the welfare of children and young persons you are responsible for or come into contact with	E	✓	
Knowledge, Skills and Abilities			
Ability to follow instructions but to use common sense and initiative when required	E	✓	✓
Accuracy and attention to detail	E	✓	✓
Good timekeeping	E	✓	✓
Ability to relate and work effectively with people at all levels	E	✓	
Up to date knowledge of Data Protection and GDPR requirements	D	✓	✓
Up to date knowledge of child protection and safeguarding	D	✓	

Further requirements			
A proactive and professional approach	E	✓	
Ability to work under pressure ensuring all deadlines are met.	E	✓	
Ability to work with sensitive data and maintain confidentiality	E	✓	

WeST VALUES-BASED BEHAVIOURS:			
Compassion:			
Recognising need in others and acting with positive intention to promote wellbeing and improve outcomes	E		✓
Aspiration:			
Working to high expectations, modelling the delivery of high-quality outcomes	E		✓
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		✓
Integrity:			
Acting always in the interests of children and young people	E		✓
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		✓
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		✓
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skillfully influence and engage others	E		✓

Additional Information

Westcountry Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Equal Opportunities

In fulfilling its aims and objectives, Westcountry Schools Trust actively seeks to achieve equality of opportunity and treatment for all members of the school community.

We will continuously strive to ensure that everyone is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability. The school works actively to promote equality and foster positive attitudes. WeST is committed to combatting all forms of discrimination by implementing positive policies and practices in compliance with the Equality Act 2010.

Procedures

All appointments are subject to pre-employment checks. That means:

- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our Child Protection Policy & Safeguarding Policy is available at: <https://www.westst.org.uk/attachments/download.asp?file=2101&type=pdf>
- Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc. in line with the Asylum and Immigration Act 1996
- Original documents relating to all the qualifications you have listed on your application form must be supplied
- Your employment history will be thoroughly examined and clarification will be sought where there are gaps or other discrepancies arising from information provided either by you as the candidate or your referee
- References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up and these references will be requested before the interview. References should cover the last 3-5 years' work history, as a minimum
- An online search of shortlisted candidates will be conducted in accordance with Part Three 'Safer Recruitment' of Keeping Children Safe in Education statutory guidance.
- The identity of referees and information relating to disclosures will be verified
- You will be required to provide details of any relevant unspent or spent convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986
- An enhanced Disclosure and Barring Service (DBS) check will be requested. This check will be cross referenced against the Protection of Vulnerable Adults list (PoVA), the Protection of Children Act (PoCA) list and List 99. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children. Applicants will be challenged where inconsistencies exist. Please be aware that a firm offer of appointment will only be made after receipt and verification of all satisfactory checks. Westcountry Schools Trust will carry out these checks and should you fail these checks, our offer of employment will be withdrawn.



