



Sedgehill Academy

The best in everyone™

Part of United Learning

Candidate Application Pack

Exam Invigilator

Start Date: ASAP



Principal: Clare Cassidy

Sedgehill Academy is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

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Message from the Principal



Dear Candidate,

Thank you for your interest in Sedgehill Academy, it is an extremely exciting time to be joining us as a colleague. Sedgehill Academy is an ambitious, thriving community school in the heart of Southeast London.

Our values, as a United Learning Academy, are of **Hard work, Integrity, Kindness** and **Excellence** and they sit at the heart of everything we do. We aim to ignite these values in every student through teaching that empowers and inspires; a calm and disruption-free learning environment; and a strong character education programme.

As an integral member of the IT team, you will provide excellent support to our teachers and students to ensure that they're able to deliver the excellent teaching and learning our students deserve.

We pride ourselves on ensuring that every member of staff is supported to also be the very best that they can be in whichever role they have in our College. We have several core benefits which include competitive rates of pay when compared to the maintained sector; access to a contributory pension scheme relevant to your role; access to a Health Cash Plan; a designated personal day each year for you to use as you wish; Westfields Rewards scheme; enhanced parental leave policies; and tailored Continuous Professional Development (CPD) for every role.

I look forward to meeting you in person.

Clare Cassidy, **Principal**

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Working at Sedgehill Academy

We are proud to be part of United Learning Trust; our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, group-wide intranet, own curriculum, and online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a Group our staff are better rewarded: with good career opportunities, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing; it's our core ethos which we call 'the best in everyone'.

Central Office staff work closely with schools, offering a wealth of expertise to underpin our knowledge. The specialist departments, including HR, finance, technology, strategy and performance, estates, and marketing, work alongside dedicated school improvement teams.

We serve more than 64,000 pupils and support around 10,000 staff in our schools, and we offer a growing range of additional services, including teacher training, professional development programmes, and a full curriculum package for schools. Everything that we do is geared towards improving life outcomes for young people. 'We also believe in offering our staff 'more pay, more time and more support'.

Committed to having a diverse and representative team

We welcome applications from everyone committed to our ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit.

Flexible Working

At United Learning, we value the dedication, professionalism and hard work of our teachers, support staff and school leaders, and strongly believe that everyone should be able to do their job without sacrificing a family life or compromising their well-being. We are committed to encouraging and

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enabling flexible working opportunities throughout our schools wherever possible and will support employees seeking to work more flexibly.

Find out more about working with us at <https://www.sedgehillacademy.org.uk/work-with-us>

Important information

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

All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check. We also kindly request permission to seek references ahead of the interview process.

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Exam Invigilator Job Description

Role Title: Exam Invigilator

Reporting to: Exams Manager

Responsible for: To assist with the conduct of internal and external exams.

Salary Range: £15.50 per hour, term-time only

Key Responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Sedgehill Academy regulations and instructions
- To play a key role in upholding the integrity and security of the examination/assessment process

Specific Duties

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

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Other tasks

- Undertake training, update and review sessions as required (before invigilating any exam in a new academic year)
- Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example
 - Centre supervision of exam timetable clash candidates between exam sessions
 - Facilitating access arrangements for candidates, for example, as a reader, scribe etc. (full training will be provided)
 - Other exam-related administrative tasks, including maintaining question paper security by supporting the 'second pair of eyes check'

General

- Experience of invigilation is not required, as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- Be reliable, flexible and readily available during main exam periods
- Have effective communication skills and good interpersonal skills
- Work well as part of a team
- Be confident and a reassuring presence to candidates in exam rooms
- Be able to give instructions and manage situations involving different groups of people
- Have basic IT skills (familiar with use of email, mobile phone messaging etc.)

This job description is not intended to be all-inclusive, and the successful candidate is expected to be flexible and proactive in meeting the needs of the school and willingly undertake any further duties required that are commensurate with the role.

Safeguarding

United Learning is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo DBS checks and safeguarding training.

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Exam Invigilator Person Specification

	Essential	Desirable
EDUCATION/QUALIFICATIONS		
NVQ Level 3 or equivalent		X
5 GCSE's including grade C in English and Maths	X	
KNOWLEDGE AND EXPERIENCE		
Good organisational and time-keeping skills.	X	
Ability to prioritise own workload.	X	
Good inter-personal skills, including mediation and conflict resolution.	X	
Demonstrable awareness of legislation relating to school attendance.	X	
Understand child protection legislation.	X	
Full understanding of the Data Protection Act.	X	
Demonstrable awareness of legislation relating to the welfare and protection of children.	X	
Demonstrate awareness of risk.	X	
Experience of working in an educational and/or social care setting with young people.	X	
Effective communication with children, carers and other professionals.	X	
Ability to display an understanding of social/welfare issues as they affect children, families and schools.	X	
Ability to work on own initiative within departmental protocols/procedures.	X	
Ability to deal with difficult situations.	X	
Ability to work under pressure.	X	
A positive attitude to personal development and training.	X	

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Ability to prepare and write reports and produce factual and statistical information as required.	X	
Ability to analyse and interpret large volumes of data.	X	
Knowledge and understanding of the school's database and lesson monitor.	X	
Experience in working within statutory/voluntary agencies dealing with children and families.	X	
IT Literate, fully familiar with Word and Excel.	X	
Flexibility in work pattern may be required occasionally.	X	
SKILLS, BEHAVIOUR AND QUALITIES		
Excellent written and verbal communication skills.	X	
Ability to maintain good working relationships with colleagues.	X	
Ability to stay calm and work under pressure.	X	
To be reliable and organised in your approach to work.	X	
To be able to prioritise workload.	X	
Ability to show attention to detail and to work without direct supervision.	X	
Excellent attendance and punctuality record.	X	
Commitment to equal opportunities in service delivery and employment.	X	
Flexible approach to supporting children and families.	X	
Ability to maintain a professional manner in challenging situations.	X	

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