



SHENFIELD HIGH SCHOOL

EXAM INVIGILATOR

Information for candidates

L E A R N I N G F O R L I F E

EXAM INVIGILATOR

The role

We are looking to recruit a creative, enthusiastic, inspiring individual. S/he will be a key contributor to this hugely successful, popular and oversubscribed Academy whose ethos is underpinned by the school motto '*prepared for a future of lifelong learning*'. It has never been more important that our young people enter society able to make sense of the world and their place in it. The successful candidate will be a professional Exam Invigilator or if new to the profession, will have the potential to be so, with the ability to inspire and/or assist young people.

Our School

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

The school is conveniently located close to Shenfield mainline station on the line into London Liverpool Street and home to the eastern terminus of the new cross rail Elizabeth Line. The school's location attracts outer fringe London allowance.

We can offer you:

- Employee Assistance programme
- Gym and swimming pool access
- Supportive onboarding
- An all-inclusive and diverse organisation
- A chance to be part of the school's drive to increase and support student engagement
- Discounted childcare during half-terms
- On-site parking

If you would like an informal discussion about this position and/or a pre-application visit please contact the Headteacher's PA, Mrs Watson: c.watson@shenfield.essex.sch.uk

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This appointment is subject to an enhanced disclosure check and positive references.

EXAM INVIGILATOR

Job details

Salary:

£12.71 - £14.21 dependent on experience. *Plus, holiday pay.*

Contract type: Casual – 0 hours

Reporting to: Exams Officer

Interviews:

Please apply using the application form and a cover letter that outlines how your experience and skills fulfils the job description and person specification; CVs are also welcome in the first instance.

Application forms found on the school website - www.shenfield.essex.sch.uk.

Please Note - Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be requested prior to interview.

Shenfield High School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

EXAM INVIGILATOR

JOB DESCRIPTION

Reporting to: Exams Officer by proxy of Headteacher

Liaison with: SLT, invigilation team and students

Overall Purpose of Post

All staff are accountable to the Headteacher through their Line Manager. The purpose of this role is to ensure that candidates have an equal, safe and secure environment in which to sit their examinations in accordance with the Joint Council for Qualifications guidelines for conducting examinations.

Main purpose

- To supervise candidates into examination rooms;
- To direct candidates to their designated seat;
- To make sure candidates are aware that they are under examination conditions;
- To open and distribute exam papers to candidates;
- To start an examination and read out any erratum notices;
- To complete an attendance register;
- To make sure that candidates are aware of the start and finish time of the examination;
- To ensure that the examination regulations laid down by the Examination Boards & Joint Council are observed;
- To be vigilant, but not intrusive throughout the period of the examination;
- To distribute additional paper/equipment as required;
- To finish an examination;
- To collect exam papers and exam scripts at the end of the examination;
- To supervise the orderly exit of candidates from the examination room;
- To return completed exam papers, exam scripts and exam stationary to a secure area at the end of an examination.

The Invigilator's Role

The Joint Council for Qualifications (JCQ) has an instructions document for conducting examinations. The JCQ document describes the role of an invigilator and this is listed below:

- An invigilator is the person in the examination room responsible for conducting the exam. They have "a key role in upholding the integrity of the external examination/assessment process".

Invigilator's should:

- Ensure all candidates have an equal opportunity to demonstrate their abilities;
- Ensure the security of the examination beforehand, during and afterwards;
- Prevent possible candidate malpractice;
- Prevent possible administrative failures.

EXAM INVIGILATOR

Invigilator: Access Arrangements

- Candidates who require adult support on a one-to-one basis may need to sit their exam separately to other candidates.
- The role of invigilator can be combined with the role of prompter, reader and/or scribe. Where a candidate is accommodated separately, an independent invigilator is needed if the candidate requires:
 - *An oral language modifier;*
 - *A practical assistant;*
 - *A reader/computer reader;*
 - *A sign language interpreter;*
 - *Scribe/speech recognition technology.*
- Pastoral Care and Welfare of Students
- Liaise with relevant members of staff regarding pastoral concerns/issues relating to student wellbeing.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school;
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the SENCo, to support achievement and progress of pupils Attend and participate in regular meetings.

General

- To attend and participate positively in team and other meetings as required;
- To provide cover for the work of other team members in their absence as required;
- To participate positively in training and Performance Management;
- To comply with Health & Safety within the workplace to ensure the safety of all stakeholders;
- To be smart and presentable at all times, complying with the dress code;
- To maintain at all times a courteous, helpful and polite response to all stakeholders;
- To undertake any other duties appropriate to this area of work and consistent with the level of the post as may be required from time to time
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Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Attendance Office will carry out. The postholder may be required to do other duties appropriate to the level of the role.

EXAM INVIGILATOR

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• English and Maths at GCSE grade 4 (previously known as C) or equivalent
Experience	<ul style="list-style-type: none">• Working with or caring children of relevant age• Understanding of relevant policies/codes of practice and awareness of relevant legislation
Skills and knowledge	<ul style="list-style-type: none">• Literacy/Numeracy/Accuracy skills• Effective communication skills• Ability to liaise effectively with staff at all levels• Ability to work as a member of team and on own initiative
Personal qualities	<ul style="list-style-type: none">• Understanding the importance of maintaining confidentiality• Understanding the importance of safeguarding in your role• Motivation to work with students/young people• The ability to form and maintain appropriate relationships and observe personal and professional boundaries with students/young people• Emotional resilience in working with challenging behaviours



SHENFIELD HIGH SCHOOL

ABOUT US

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and a commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

We offer a broad and rich curriculum from years 7 to 13 with a full commitment to the traditional academic, creative and the physical. Our reputation for sport, both elite and recreational and for our creative arts is second to none for a state comprehensive school. Through the efforts of our highly engaged staff the curriculum runs strongly through into the extracurricular with clubs and activities offered in all areas.

The whole school community has devoted significant time in the most recent years revisiting the school values and the House System.



SUPPORT

Our greatest asset is our staff, 'Team Shenners'. Our teaching staff are very experienced and committed to Shenfield High School and they are complimented by a group of newer entrants to the profession who bring fresh ideas and energy to the school. The teaching team works hand in hand with the highly qualified and experienced support staff who are integral to the daily functioning of the school.

At Shenfield High School we recognise that starting at a new school whether a new entrant to the profession or more experienced can feel daunting and comes with added pressure. The evaluation extract below highlights some of the key actions taken this year in support of staff wellbeing.

Shenfield High School is a strong community of staff, students, and their parents. Parents are very supportive of the school and recognise the uniqueness of some of the opportunities their children are afforded by attending the school.

As a standalone academy it is our governing body that works in partnership with the Headteacher and senior team in setting the strategic direction of the school. Our governors come from a variety of backgrounds and professions and are very supportive of the school.



SHENFIELD HIGH SCHOOL

THE APPLICATION PROCESS

The best way to find out about our school is to visit our website and come for a guided tour of the site.

- Please visit our website for an application form [Job Vacancies - Shenfield High](#) or email our HR Manager Mrs Kirk e.kirk@shenfield.essex.sch.uk.
- In the personal statement please give your reasons for applying for this post and say why you believe you are suitable for the position. Please take note of the person specification and keep your statement to no more than two sides of A4.
- CVs are welcome in the first instance.

Interviews are a two-way process, please ask as many questions as you have and make sure you feel this is the school for you.

If your interest in our school has been piqued by anything you have read here then we would love to hear from you.

We wish you well in your search.

Clare Costello
Headteacher

