



Exam Invigilator

Salary: NJC £14.18 per hour

To start: To be confirmed (during exam season)

Recruitment Information Pack

Bradford Forster Academy
Fenby Avenue, Bradford BD4 8RG

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Exams Invigilator

Dear Colleague

Thank you for taking an interest in joining our staff team here at Bradford Forster Academy. Bradford Forster has an excellent team of staff and this is an exciting time to join us.

Bradford Forster Academy is an 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has approximately 1000 students on roll. Within BDAT there is an exciting opportunity to work across a variety of growing and diverse schools.

Bradford Forster Academy is a student-centered place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to provide the best education possible and our strapline underpins all we do: 'Everything is possible for one who believes' (Mark 9:23). The academy serves a multicultural community in which many of our students experience high levels of economic and social disadvantage. As Principal, I am fortunate to work with a talented staff team who demand the highest standards from themselves and our students and deliver this with great commitment and enthusiasm. We believe that valuing all members of staff is how we get the very best out of everyone. Every member of staff has their own part to play in ensuring that our school is a special place to be.

There is a strong emphasis on relationships between staff, students, and parents; the Form Tutor is the first point of contact with the family. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD (CONTINUED PROFESSIONAL DEVELOPMENT) programme consisting of internal and external courses and training, which are intended to develop staff expertise. We are committed to growing our own, and we know that excellent CPD for all staff will ensure that staff can progress within our own academy.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy. If you share our enthusiasm for making a difference and would like to visit us, then please get in touch.

I hope the enclosed information is helpful and will encourage you to apply; I look forward to meeting you and reading your application.

With all good wishes

Mrs Gemma Earles, Principal

Vision and Ethos

'Everything is possible for one who believes' (Mark 9:23)

The vision for the Academy is to further raise the hopes, aspirations and ambition of our students, their families and the local community, by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, the best student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles, enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promoting self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.

We set high standards and have high expectations for both learning and personal development. We strive to set our children on the best path for their future, by instilling self-belief and self-confidence in what they can achieve.

Ethos and Culture

In creating a successful ethos, culture and climate in the Academy, the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff, there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.

The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day. Whilst our student-centred learning is founded on a Christian ethos, Christian values and Christian principles underpin our work, our students are supported to explore their own spirituality and to recognise and understand the beliefs of others.

Application Process

Applications must be made via [MyNewTerm](#)

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

All appointments will be subject to an enhanced criminal records check.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Bradford Diocesan Academies Trust (BDAT)

Bradford Forster Academy is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness, and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE." To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop, and retain our staff. The faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice.

By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

Job Description

Role Profile	Exam Invigilator
Job Purpose	To ensure, under the direction of the Exams Officer and alongside other Exam Invigilators and staff, the smooth running of the examination process.
Hours of Work	You should be available for all sessions throughout the main exam season in Summer (May and June) and at least 3 days a week during internal exam seasons. Morning sessions start at 8am and afternoon sessions start at 12pm.
Accountabilities (Actions)	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> • Conducting the exam in accordance with JCQ regulations and in accordance with exam board rule of conduct. • Ensuring the integrity and security of the examination before, during and after the examination. <p>Before exams</p> <ul style="list-style-type: none"> • 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 all necessary exam materials to candidates - ensure that only official examination stationery is used by the candidates and that no other stationery, including paper for rough work is provided. • Ensure that calculators meet the examination board requirements. • Instruct candidates in the conduct of their exams • Deal with candidate questions • Start exams <p>During exams</p> <ul style="list-style-type: none"> • 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

	<p>After exams</p> <ul style="list-style-type: none"> • 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 <p>Other tasks</p> <ul style="list-style-type: none"> • Undertake training, update and review sessions as required (prior to 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: <ul style="list-style-type: none"> ○ 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 exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check' ○ Provide general administrative support to the school including the Exams Officer, as appropriate e.g. photocopying, laminating, filing etc. as required. • Assist with the setting out and clearing of the examination room.
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Empathy • Service orientation • Team work and collaboration • Responsible • Reliable • Punctual • Calm • Organised • Flexible • Approachable

Person Specification

Post Title: Exam Invigilator

Summary of post as outlined in attached Job Description

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications and Knowledge		<ul style="list-style-type: none"> • 2 A levels, NVQ level 3 or equivalent experience 	Application Interview
Experience	<ul style="list-style-type: none"> • To have experience of general administration 	<ul style="list-style-type: none"> • To have experience as an Exam Invigilator. • To have experience of working with students 	Application References Interview
Training	<ul style="list-style-type: none"> • Willingness to undertake training in relevant areas • Participation in relevant school based training 		Application Form Interview
Professional Skills	<ul style="list-style-type: none"> • To be able to communicate effectively and accurately both orally and in writing to students, parents / carers and other visitors / callers to the school • To be hard working, determined, emotionally resilient, flexible, able to work under pressure and able to prioritise • To be able to work as part of a team and independently demonstrating good time management • To be well organised, use initiative and be able to manage time well • To be calm yet assertive and to be able to deal with conflict • To be confident with students, staff and other members of the academy • To be reliable, honest, trustworthy, discrete, and capable of handling confidential information and maintaining confidentiality 		Application Form Interview References

	<ul style="list-style-type: none"> To be committed to following appropriate safeguarding practice to protect children and vulnerable adults 		
Personal Circumstances	<ul style="list-style-type: none"> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). Commitment to practice Christian values in a wider school context and the community. Will not require holiday leave during term time. No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/finance. 		Application and sight of appropriate documentation as specified in interview letter
Christian ethos	<ul style="list-style-type: none"> Commitment to promoting the Christian ethos, values and truths in all elements of Academy life and education 		Application form Interview
Disposition and Attitude	<ul style="list-style-type: none"> Ability to deal effectively with unexpected situations Demonstrate sound judgment Highly organised individual To have excellent attendance and punctuality To be well presented To be self-motivated Use initiative 		Interview and reference

This person specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the person specification.

Exam Invigilator

Casual contract

Start Date: TBC (during exam season)

Salary: £14.18 per hour

Bradford Forster Academy is an 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has capacity for 1050 students on roll in years 7-11. The school is forward-thinking, providing high quality CPD and there is an exciting opportunity to work across a variety of growing diverse schools within the Trust.

We are looking to recruit Exam Invigilators to ensure the smooth running of the examination process under the direction of the Exams Officer.

Successful candidates will invigilate at Bradford Forster Academy and will be called upon for internal exams - usually October, December, March and July and external exams - 5 weeks in May/June. The exams officer will contact invigilators to ask their availability for each examination period. The role is flexible to suit people who have other commitments and may only be available for part of the day / week when exams are taking place.

If you are looking to join our team, then we want to hear from you.

For full details, and to apply, please visit [MyNewTerm](#)

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).