



INFORMATION PACK

Exam Invigilator

Thank you for your interest in The Swan School, part of the River Learning Trust.

The Swan became Oxford's first completely new secondary school for over 50 years when it opened in September 2019.

When full, we will have approximately 1,200 students on roll, of whom around 300 will be in the Sixth Form. Our students are drawn from a local catchment area and the school will be at the heart of the community. Learning from the most successful approaches at the best schools, The Swan School provides a uniquely challenging and structured experience in a caring and disciplined environment.

The ethos is academic; we regard an excellent academic education as the entitlement of all young people, no matter what their background or previous experiences of learning. Our students are inspired and nurtured, acquiring the knowledge and skills to think critically and creatively.

They learn to be confident, resilient



and ambitious, and have high expectations in terms of their own achievements and their contribution to wider society.

To achieve these aims we draw on best practices proven elsewhere, including a longer school day on Tuesdays that enables enrichment activities to be embedded in the curriculum.

Students read and are read to and we expect all students to work to the best of their abilities and have excellent attendance and behaviour. If you have any questions or would like to speak to someone about this post, please contact our school office via office@theswanschool.org.uk or on 01865 416 070.

We very much look forward to hearing from you.

Emily Harris and Matthew Larminie,
Acting Headteachers.



A Unique Curriculum

The curriculum at The Swan School is tailored to provide a rigorous academic education. We have the highest expectations of what students can learn and encourage them to learn quickly and securely, while being considerate of different starting points. We know that giving all young people access to knowledge through which they can be successful promotes social justice and ensures students have a full range of opportunities open to them.

The subjects taught are broadly traditional, but all students are motivated to stretch themselves beyond what is normally expected in English, mathematics, sciences, a modern foreign language, history, geography and religious education. Alongside this, and seen as of equal value, is their learning in art, design and technology, and music, in which they are taught to both appreciate the achievements of others and to develop their own creative abilities. In all subjects, the emphasis is on expertly-designed learning with high levels of structure.

There is absolute clarity for all on what students are expected to know and do at each point. No time is spent on tasks that don't move students on. This is also evident in the provision of independent work – some of which is completed during supervised study periods, and some at home. This is purposeful, clear and useful, normally involving practice or learning by heart of material taught in lessons.



Electives

Our longer day on a Tuesday also means time for 'electives' every week. Electives are timetabled slots in which students choose from a range of enriching activities alongside the main curriculum. Currently these include specialised sport, music, drama, additional languages and volunteering.

Electives are a chance for students to explore existing passions and discover new ones.

They are a compulsory part of school life so that enrichment is an entitlement for all, not an optional extra for a few.

Everyone at The Swan School works hard, guided by the belief that, through effort and dedication, wonderful things can happen. Students are expected to show commitment, self-discipline and responsibility in their studies.

As a result, they produce work of the highest quality and learn to achieve more than they ever believed possible.

Co-curricular Activities

Students at The Swan School are able to access a wide range of activities outside the curriculum, helping them to develop confidence, curiosity and resilience, and ensure their development into well-rounded young people.

Students will be active participants in the school, local community and beyond. They learn consideration and kindness, and contribute to society. Swan students have 40 minutes of tutor time every day where we focus on their personal and social development.

Tutors and co-tutors guide their tutees through a centrally planned 'pastoral curriculum' that includes PHSCE topics, values-based activities, and opportunities to debate topical issues in 'Thought for the Week'. Tutor time also includes 'guided reading' where tutors read to their tutees for 20 minutes to help develop their literacy, love of reading, and cultural capital.

Support and Inclusivity

The Swan School is an inclusive school, where all students learn well, no matter what their previous experiences of learning, background or circumstances.

Our experience in schools confirms that all young people can learn challenging content. Therefore, our approach to teaching students with SEND or other barriers to learning is to ensure that classroom delivery and organisation is of the highest standard, and to intervene immediately when evidence shows that a student is falling behind.

If a student demonstrates lower than expected levels of literacy or numeracy in the early years, intensive teaching will be provided to ensure that this is, where possible, remedied. An outstanding learning support team and the extra-flexibility provided by the extended day allow us to make sure that no student falls behind or does not make good progress. Good schools do not give up on students.

Family Lunch

Students and staff sit and eat together every day to promote healthy eating, caring for others, maturity and conversation skills. This communal approach helps all our students to learn good habits, consideration for others, and also how to engage in discussions with confidence. Breakfast and healthy snacks at break are also available.



RIVER LEARNING TRUST

The Swan School is part of River Learning Trust (RLT), a multi-academy trust responsible for primary and secondary schools and a school-centred initial teacher training provider across Oxfordshire, Berkshire and Wiltshire.

OUR VISION

Education has the power to change lives, communities and society for the better.

At the River Learning Trust we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone.

All of the schools in the River Learning Trust are united by a common belief in the benefits of working together, and by our commitment to our shared principles. Our vision is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

Our 'Why?' is that children and young people 'only get one go' in school and our schools should improve faster and be better as part of RLT to ensure the best possible 'go' for our pupils.

Our 'How' is through the highest possible support and challenge for our schools and each other, underpinned by our three principles. We use the principles of 'aligned autonomy' to empower colleagues in schools to perform well; we rarely direct from the centre but rather support leaders and other colleagues to do their work exceptionally well in their own context.

The schools and SCITT are united by their commitment to the principles of the trust and a common belief in the benefits of everything that is gained by working together.

WHAT MATTERS TO US

The River Learning Trust is a community of children, young people and adults with shared principles.

These principles are:

- Commitment to Excellence; striving for the best educational experience through continuous improvement.
- Everyone Learning; creating and taking opportunities that enhance lives through evidence-based practice supporting adult and pupil learning.
- Respectful Relationships; acting with care, integrity, and fairness in all we do.

THE POWER OF PEOPLE

High-performing organisations have the right organisational culture, effective processes and well-trained, motivated colleagues in the right roles.

We focus a great deal on people and the importance of continuous professional learning and development.

THE TRUST'S SCHOOLS

We currently educate around 14,500 pupils and have around 2,000 colleagues working in the trust. The SCITT trains around 110 trainees across some 40 schools in Oxfordshire, Berkshire and Wiltshire.

SECONDARY SCHOOLS

Cheney School
Chipping Norton School
Gosford Hill School
Gillotts Secondary School
Kingsdown School
The Cherwell School
The Marlborough CofE School
The Oxford Academy
The Swan School
Wheatley Park School

PRIMARY SCHOOLS

Barton Park Primary School
Bayards Hill Primary School
Beckley CofE Primary School
Charlbury Primary School
Cutteslowe Primary School
Edith Moorhouse Primary School
Edward Fields Primary School
Garsington CofE Primary School

Horspath CofE Primary School
Larkrise Primary School
Madley Brook Primary School
Middle Barton Primary School
New Marston Primary School
Rose Hill Primary School
Sandhills Primary School
Seven Fields Primary School
Tower Hill Primary School
Witney Community Primary School
Windrush CofE Primary School
Wolvercote Primary School

SCITT

OTT

TEACHER SCHOOL HUB

Oxfordshire Teaching School Hub



JOB DESCRIPTION

Title of Post:

Exam Invigilator

Contract Terms:

Casual Agreement / Flexible Hours

Grade:

Grade 5 Point 7

Accountable to:

Examinations Officer

PURPOSE OF THE POST

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

General Requirements

Invigilators are required to:

- declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Bodies and The Swan School regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

Before Examinations

- 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 examination 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 Examinations

- Supervise and observe candidates at all times and be vigilant throughout examinations
- Give full attention to conducting the examinations properly
- Keep disruption in examination 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 Examinations

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

Other Tasks

- Undertake relevant online invigilator training, update and review sessions as required
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of examination timetable clash candidates between examination 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'

NOTES

While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

SUPPORT FOR THE SCHOOL

- Where appropriate, attend regular whole school and team meetings
- Undertake appraisal, training and mentoring
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- To flexibly work with the Line Manager concerning time arrangements

The Swan School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

PERSON SPECIFICATION

CRITERIA

ESSENTIAL

DESIRABLE

Education

Educated at GCSE level or equivalent

Qualifications & Training

Willingness to complete invigilator training and Generalist Safeguarding training

- Completed invigilator training
- Completed Generalist Safeguarding training

Knowledge & Skills

- Effective verbal & written communication skills
- Excellent interpersonal skills
- Basic IT skills
- Ability to work as part of a team or alone as necessary

- Knowledge of JCQ regulations

Personal Qualities

- Be reliable
- Be flexible & readily available during the main examination periods
- Be confident and reassuring
- High degree of integrity
- Seek to achieve competence in the role & a rigorous understanding of the JCQ regulations



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www.theswanschool.org.uk