

Exam Invigilator (Casual supply) Candidate Information

Various - multiple interview dates throughout the year
Various - interviews scheduled following sufficient applications
Negotiable
casual – variable hours dependent on school requirements
£15.35 per hour



Thank you for your interest in Coombeshead Academy and the position we have available. We are delighted that you are considering joining our team and we hope that this information pack, along with the school website, gives you all the information that you need to apply for the post.

Required throughout the school year to invigilate exams. This role is on a casual basis depending on the needs of Coombeshead Academy.

What we can offer you:

- The opportunity to work in a school where all staff are viewed as part of the family.
- Somewhere where leaders look after you as well as encourage you to pursue your aspirations and goals.
- A school where the classroom and the learning experience for young people is the centre of everything that we do.
- Shared schemes of learning and resources which support your workload.
- A school with a healthy view of the work life balance needed to be a great teacher.
- The freedom to experiment in your own classroom.
- A sensible and balanced approach to marking and feedback.
- A clear behaviour policy which supports you to be able to teach with enthusiasm and freedom to a receptive audience.
- Opportunities to share your practice and learn from others across the trust and South West Teaching School Alliance.

If you have a genuine desire to do the best for young people, then we would welcome your application. Applications must be made by completion of an application form. ESW is committed to safeguarding and protecting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure via the Disclosure and Barring Service. If you are selected for interview, safeguarding will feature in the interview programme.

We will be accepting applications for this position throughout the school year. If you are shortlisted, you will be contacted for an interview date.



Examinations Invigilator

Job Description

Rate of Pay	£15.35 per hour
Responsible to	Examinations Officer
Hours of work	As Required

This job description is not a comprehensive definition of the post.

Main Purpose of Post

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

Duties and Responsibilities

- Adhere to the Joint Council for Qualifications (JCQ) Instructions for conducting examinations – ICE Book at all times.
- 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
- Give full attention to conducting the examinations properly
- 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
- Supervise and observe candidates at all times and be vigilant throughout
- 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
- 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, question papers and materials to the exams officer
- Undertake annual training as required

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process.

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	GCSE C grade or higher (or equivalent) in English & Maths		Application form Certificates
Skills and Abilities	Ability to lead an exam when necessary Accuracy and attention to detail Ability to work to predetermined instructions Effective communication skills and good interpersonal skills Ability to work as part of a team and also alone as necessary Ability to be firm but fair at all times. Ability to remain positive and enthusiastic when working under pressure Ability to give instructions and manage situations involving different groups of people Have basic IT skills (familiar with use of email, mobile phone messaging etc.)	Be confident and a reassuring presence to candidates in the exam room Previous experience of exams invigilation	Application form Interview
Experience	Experience of working with young people	Experience of working in an educational setting	Application form
Knowledge and Understanding	An understanding of safeguarding and child protection	Joint Council for Qualifications Examination Regulation	Application form Interview
Other Requirements	Able to work calmly under pressure and withstand stress Able to work flexibly, is reliable and readily available during main exam periods Have complete discretion Be reliable and punctual		Interview

How to apply



Application deadline

Recruitment for this position will be continuous throughout the school year. For further information regarding the role, please contact Dominica Sinclair: Dominica.SINCLAIR@coombesheadacademy.org.uk

Completing your application

Candidates are asked to complete all the standard information required on the application form via MyNewTerm.

The Governors are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure via the Disclosure and Barring Service.

It is the Governors' Policy to ask to see original certificates for all qualifications of A Level or equivalent, and above, at interview.

Discussion and visits

Informal discussions with the Assistant Headteacher are welcomed, as well as visits to the School. Please arrange a suitable time with Caroline Battong caroline.battong@educationsouthwest.org.uk. Telephone: 01626 248971

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are informed of the need to respond within the timescale set. In all cases, at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.

THE DEPARTMENT

The department consists: a Deputy Head (Raising Standards Leader), an Exams Officer and Invigilators.

THE POST

Required to start before the busy exam period in May/June to be part of the Exams Team. You will receive invigilation training and all necessary materials will be provided.

Welcome from Education South West

Dear Candidate,

Thank you for your interest in Education South West - we are always on the lookout for exceptional talent to join us and contribute to our team of creative education professionals.

At Education South West we believe that education makes children's lives better, it is as simple as that; it enables them to lead great lives in every sense of the word. We believe that every child has the right to achieve all that they are capable of and more, regardless of their background or raw ability.

Across all our schools our staff aim to provide an educational experience which is outstanding; our schools all believe strongly in the power of a broad and balanced curriculum. Sport, art, technology drama and music play a key role in all our schools.

We encourage innovation, creativity, and individuality. By sharing this individuality and creativity we believe that schools and communities become stronger through unity and collaboration.

We are caring and compassionate. Every individual in our schools matters and we believe strongly that children and staff should enjoy their time at school, and work. A positive can-do attitude to their work and study is necessary. The happier and more stimulated a person is the more motivated they are to improve.

We believe in developing a positive attitude to learning and to life, in having clear goals and in providing a supportive environment to help the realisation of these.

We support and challenge our school leaders and the staff in our schools to be the best they can, leading effective teams at every level, growing future leaders, and working together to provide an exciting education for all.

We welcome and support aspirational and ambitious teachers and classroom support staff, dedicated to supporting children through their time at school.

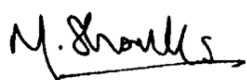
We offer excellent opportunities and professional development through in-school CPD, our Research School status, through our teaching schools and through our links with the wider education community. We are ambitious for our children and our employees and always looking to support, challenge and develop talent, whatever stage you are in your career.

When recruiting staff to work with children we place immense importance on:

- people who go the extra mile.
- a commitment to professional development and a desire to continue learning, via research, private study and in learning from others.
- a desire to ensure that everything that is done within schools is the best it can be.
- a firm commitment to the philosophy that we work in education to improve young people's lives and improve society; we serve our communities and the wider populace.
- the ability to develop positive relationships with pupils, students, and parents.
- good interpersonal and communication skills when liaising with stakeholders.
- a good sense of humour.
- a commitment to working in partnership with others and sharing selflessly best practice within and outside of ESW.

Your journey with ESW starts here and I look forward to meeting you in the future.

Yours faithfully,



Matthew Shanks
CEO



**Blackawton Primary School * Christow Community Primary School * Coombeshead Academy * Dartmouth Academy
East Allington Primary School * Kingsbridge Community College * Kingswear Primary School * Rydon Primary School
Stoke Fleming Primary School * Teign School**

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