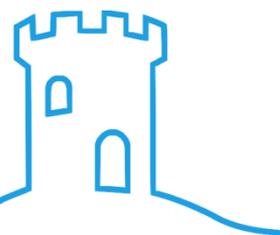


Buxton Community School





## WELCOME TO BUXTON COMMUNITY SCHOOL



Welcome to our school which is part of the Embark Federation. We are proud to be part of a family of 19 schools across Derbyshire who believe that by working together as a team we can create schools that 'stand out' at the heart of their communities. Our trust has four core beliefs; **Family, Integrity, Teamwork** and **Success**, which are integral to everything we do.

We have high standards across our schools but want to ensure that the school experience for our children is a magical time. Our purpose is to enable everyone in our Embark family to be able to '**Love Learning, Love Life.**'

We are a successful, supportive and high achieving secondary school based in the heart of the Peak District with over 1,000 students on roll. As an 11-18 provider, we play a key part in providing the highest quality education and support for our students across a broad range of subjects at KS3, KS4 and KS5.

Our approach with the students involves acknowledging and rewarding positive behaviours and achievements whilst challenging and supporting students to be the best version of themselves. Our values, **Ready, Respectful** and **Safe** are instrumental in achieving our vision.

We have a clearly defined plan and commitment to improving learning and support for students. Our outcomes have shown significant improvement over several years as our developments to teaching and learning have taken hold.

Our principles for learning are focused on learning for the long term and developing deep understanding. We have developed a clear strategy that underpins what happens in our classrooms. Teachers who join our school will find well-resourced and planned schemes of learning. However, they are not prescriptive, we believe the professional in the classroom is

the subject expert and the champion of the needs of the children in their classes. Staff wellbeing is of utmost importance to me, and we have adopted a number of approaches in order to support in this area of school life. For example, we support all our staff by providing additional non-contact time above that of most schools to allow them the chance to prepare and assess effectively.

I am keen to appoint subject specialists who are passionate and demonstrate true excitement for their subject. We want staff who are positive, energetic, enthusiastic and deeply committed to supporting our young people, and who are prepared to go that extra mile to contribute to our whole school improvement.

We want the best for our staff and young people, and we will not let it get more complicated than that.

A handwritten signature in cursive script, appearing to read 'S. S. Jones'.

Samantha Jones

Headteacher

## **Casual Exam Invigilators**

At Buxton Community School we are looking to add to our pool of Exam Invigilators who play an important role in our school. Our Invigilators work casually (as and when needed) during the exam periods throughout the year.

You will supervise our students taking examinations, preparing exam rooms and help to distribute and collect exam papers.

As a colleague you will need to be organised, vigilant, and reliable and be able to work at short notice. Full training will be given.

If you interested in becoming part of our team please apply through My New Term; the link is available on the School Vacancy Page. Please contact [recruitment@buxton.derbyshire.sch.uk](mailto:recruitment@buxton.derbyshire.sch.uk) if you have any queries about the post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, medical clearance and satisfactory references.

## JOB DESCRIPTION

<b>Job Title</b>	Exam Invigilator		
<b>Department</b>	School Examinations	<b>Responsible for:</b>	N/A
<b>Level/ Salary Range</b>	Grade 4	<b>Reports to:</b>	Examinations Officer
<b>Hours per week</b>	As required	<b>Weeks per annum:</b>	As required

### **Safer Recruitment Statement:**

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

### **Purpose of the role:**

To implement examination procedures and ensure the proper conduct of examination candidates.

### **Accountabilities / Responsibilities:**

#### Duties and Responsibilities

- To assist with setting up examination rooms by laying out stationery, equipment and examination papers in accordance with strict procedures.
- To be fully aware of and enforce exam policies, procedures and regulations.
- To assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination rooms.
- To ensure candidates do not communicate in any way once inside examination rooms.
- To actively invigilate during examinations, observing students, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures.
- To report immediately any concerns to the Lead Invigilator/Exams Officer/SLT.
- To check attendance during examinations.
- To record details of late arrivals.
- To record exam start and finish times
- To complete the attendance register and seating plan as required.
- To escort candidates from rooms during the examination as required and supervise candidates whilst outside examination rooms.
- To escort candidates on toilet breaks, ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
- To collect in all resources and ensure they are returned to the appropriate place.
- To collect, collate and deliver scripts at the end of the examination in accordance with strict procedures.
- To supervise candidates leaving examination rooms, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensure that candidates leave rooms in an orderly and quiet manner.
- To assist Examinations staff with other examination processes, ie assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from rooms as appropriate.
- To be aware of school policies relating to safeguarding, confidentiality and security.
- To be aware of the school's evacuation procedure in the event of an emergency.

**Other :**

- To undertake training and development activities relevant to the position.
- To carry out any other duties requested in line with the level of the post.
- To co-operate with the school in complying with relevant health & safety legislation, policies and procedures.
- To carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
- To support the aims and ethos of the school.
- To maintain confidentiality and observe data protection and associated guidelines, where appropriate.
- To maintain an awareness of Safeguarding Children
- To ensure that the postholder is aware and complies with the school's values statement.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.
- To ensure our school continues to be a place where staff are valued and enjoy coming to work for the good of our young people.

All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.

Note: The Headteacher has a responsibility to revise and amend all job descriptions, as necessary. This will normally be by consultation and agreement with the postholder and, to this end, all job descriptions will be kept under regular mutual review.