

Advertisement

Exam Invigilator - BG5, N4 £13.05 per hour (Term time only, casual)

Dear potential colleague,

Thank you for your interest in the position of Exam Invigilator at Bridge Learning Campus Bristol. We are looking to add to their bank of dedicated Examination Invigilators, who will be employed on a casual basis to supervise students taking both mock and actual exams throughout the school year. Full training will be provided, and staff will be contacted prior to the exam period to discuss the invigilation schedule in relation to their own availability. We offer a full support and induction programme for all new staff and a commitment to continued professional development.

The successful candidate will need to demonstrate, patience, consistency and a priority for the safety of all pupils. You will be working as part of the Invigilator team, assisting the Lead Invigilator and Examinations officer in ensuring fair and proper conduct of examinations in an environment that enables a student to perform at their best. You will need to be empathetic and resilient but have a firm but fair approach, which in turn will provide you with job satisfaction, knowing you have made a difference.

Bridge Learning Campus has grown rapidly over the last four years, during which our Year 7 intake has increased by more than 50%. The impact of the pandemic is still being felt, especially by communities of comparatively high disadvantage. Attendance has not returned to pre-pandemic levels and the successful candidate will be joining an established attendance and welfare team at a school that prioritises and values the pastoral support we are able to provide for children and their families.

Working at Bridge Learning Campus enables all staff to actively participate in the transformative power of education. Our school mostly draws students from the areas of Hartcliffe, Whitchurch, Withywood, Filwood and Knowle West in which are some of the wards of highest deprivation in our city. We are committed to accelerating their progress and empowering them to be confident young adults.

Our pupils have ambition, manners, respect, loyalty and character. At times, they may find it difficult to demonstrate confidence and resilience but our vision, and that of our Trust, is to improve the personal development and outcomes for children and young people by promoting communities that trust in learning. Our curriculum aims to instil our students with the confidence, knowledge and skills they need for life in modern Britain and this is anchored around our commitment to reading, oracy and the development of our students' cultural capital.

Since 2018, Bridge Learning Campus has achieved significant and sustainable improvements in student outcomes, resulting from the hard work, skill and commitment of a great team of staff at all levels. Prior to the pandemic, we saw our Progress 8 score rise from -0.88 to -0.05 in two years and we have seen similar improvements in some of our primary results.

What We're Looking For

This post will suit somebody who is keen to work part time on a casual basis and be assured that their role will be supporting to improve the educational opportunities for young people within our community. It is not essential for experience to have been within a school setting, but the ability to support students and staff, and provide a patient, consistent and safe experience is key to this role being successful.

Key Responsibilities

To support the Lead Invigilators with the day-to-day operation of examination venues. This activity may include:

- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- Closely following and enforcing exam procedures and regulations;
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- Ensuring that candidates do not talk once inside examination venues;
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
- Checking attendance during examinations;
- Recording details of late arrivals and early leavers and collecting scripts from early leavers;
- Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
- Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- To assist Examination staff with other examination processes. This activity may include:
 - Assisting with the packing of examination papers, stationery (sometimes heavy) and equipment prior to the examinations and the delivery to and from venues as appropriate;
 - Assisting with the preparation of seating plans;
 - Scribing and/or reading for students with special needs.

What We Offer

We offer:

- Enhanced CPD, including access to professional networks across the Trust
- Paid induction and training suited to the role
- Confidential access to an Employee Assistance Programme
- Free parking
- Use of the Cycle Scheme
- Paid completion of a DBS check
- Flu vaccination vouchers
- Free eye tests (where the employee is desk-based)
- Where eligible, automatic enrolment to the relevant pension scheme
- Honouring of continuous service earned in the Local Authority

How to Apply

To apply, please read the 'How to Apply' section carefully in the Application Pack. If you have any questions about the role, or would like a discussion about how this role might suit your career plans, please reach out to recruitment@tila.school

Key Dates

Closing date: ongoing

Interview date: asap

Start date: asap

Trust in Learning (Academies) is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory vetting checks, including an enhanced DBS disclosure.

How to Apply

To apply please complete:

- **Online Application Form**

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form, unless the advertisement states otherwise. Referees' contact details must be included. If you have any concerns about references, please contact our recruitment team on recruitment@tila.school

- **A letter of application**

Add your letter of application to the end of the application form, or attach it separately, if this is easier. The letter of application should address how you are equipped to meet the person specification, showing us where your knowledge and experience, abilities and aptitudes, values and personal qualities will support you to carry out the job description. We are particularly interested in why you want to work in education, and why our trust. Most applicants write about two sides of A4 to show how they meet the person spec criteria.

Then send your application to recruitment@tila.school before the closing date as written in the job advertisement.

Interview Process

After the closing date, short listing will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application.

If you are invited to interview, please let us know prior to the interview day if we can provide any access arrangements to enable you to perform your best at interview.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

Job Description

Job title	Exam Invigilator
Location	Bridge Learning Campus
Salary	£13.05 per hour (Term time only, casual)
Reporting to	Exams Officer
Responsible for	NA
Role Summary	To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best
Responsibility for	To supervise students taking both mock and actual exams throughout the school year, and/or to support student with their approved access arrangements, such as reading, scribing.
Working pattern	Casual as required
Safeguarding	<i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Trust in Learning (Academies) are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i>

Person Specification

Key: A = Application form, I = Interview, R = Reference	Essential	Desirable
Qualifications and Training		
Pass qualifications (GCSE or equivalent) in English and Maths		A
A good general level of education is evidenced by qualifications/experience	A	
IT literate to complete online training		I
Relevant Experience		
Experience of working with young people in an education setting.		A, I
Abilities and Attributes		
An ability to be supportive, patient and understanding towards young people.	A, I	
Have a confident manner, ability to be firm where required.	A, I	
An ability to fulfil all spoken aspects of the role with confidence through the use of spoken English.	A, I	
Confident in leading in an exam room.		I
Commitment to inclusive approaches and belief that all pupils can succeed	A, I	
Commitment to continuing professional development and awareness of your own training needs	A, I	
Commitment to embedding equity and inclusion in all aspects of your work	A, I	
Allyship for diversity and an active commitment to anti-discrimination	A, I	
Excellent time management	A, I	
Commitment to building positive relationships with students and families	A, I	
Ability to maintain strict confidentiality of information received and processed as part of the job role.	A, I	

Child Protection and Safeguarding

The Trust is committed to Safeguarding and Promoting the Welfare of all of its pupils and students. Each pupil/student's welfare is of paramount importance.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust. The policy can be found on our website: www.tilacademies.co.uk

The five main elements of our policy are to:

- ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

Safer Recruitment:

Trust in Learning (Academies) is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' most recent Guidance.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, online checks, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

Fluency Duty

This role has been identified as falling within the definition of requiring fluency in spoken English. You will be required to speak English with confidence and be able to conduct a conversation and answer questions for extended periods of time using technical language where required.