

**Empowering futures:  
for a better tomorrow**



Join a school where we work hard to help young people be the best version of themselves.

**Join us as an Exam Invigilator at Teignmouth Community School.**

Play a key role in ensuring calm, secure, and smooth-running examinations, helping every student show what they can achieve.

Casual Contract – Term-time only  
£12.85 p/h plus holiday pay





## Welcome

Here at Teignmouth Community School we are driven by our belief that we are all capable of being a slightly better version of ourselves tomorrow than we are today. This is underpinned by the values that, we believe, will ensure that we are all always working to be the **best version** of ourselves.

By **working hard and never giving up** we remain open to limitless opportunities for progress. We firmly believe that you have not failed until you stop trying.

As a community we have a responsibility to **be kind and care for each other**. We don't need to agree with everyone, we don't even need to understand everyone but there is absolutely nothing, other than our own fear, that stops us from accepting everyone.

And only by **joining in** can we **develop and grow**. Our characters are like muscles: if we don't exercise them, if we never push ourselves beyond that which is comfortable then we will never grow.

Our unwavering commitment at Teignmouth Community School is to challenge and support every member of our community to be the **best version** of themselves.

If this sounds like the kind of community you would like to belong to then please apply.

Everything we do across our family of eight schools in our Trust is focused on our mission to deliver a high-quality and inclusive education for our pupils.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

# The role: Exam Invigilator

Do you value integrity and enjoy supporting young people during important moments?

Your role will help ensure a calm, well-organised exam setting where students can confidently show what they've learned.

## About the role

As an Exam Invigilator, you will play a vital part in ensuring our examinations run smoothly and with integrity. In our supportive and inclusive setting, you'll help maintain a positive atmosphere, uphold exam regulations, and give every student the opportunity to succeed.

The busy exam periods are during Nov, Dec, March and May - July. Working hours are variable depending on the school's requirements, but dates and hours are negotiable.

## What makes us special

What sets our school apart is our unwavering commitment to both excellence and inclusion. We are a vibrant, forward-thinking community where every student is valued, supported, and encouraged to thrive—regardless of their background or starting point. Our recent progress in raising educational standards is matched by our dedication to creating a welcoming environment where difference is celebrated and every voice is heard. Here, staff and students work together to build confidence, nurture talents, and ensure that everyone feels a true sense of belonging. By joining us, you'll become part of a team that believes in the power of education to transform lives and in the importance of making that transformation accessible to all.

## We're looking for someone who:

- Shares our commitment to fairness, integrity, and inclusive education
- Has high expectations for all students and supports them to perform at their best during examinations
- Remains calm under pressure and can maintain a focused, orderly exam environment
- Is open to feedback and committed to developing their own practice
- Has experience working with young people, ideally in a school or similar setting
- Is observant, patient, and an effective communicator
- Is organised, proactive, and works well as part of a team
- Acts as a positive and professional role model at all times
- Values being part of a dedicated team committed to high-quality exam provision
- Is committed to safeguarding and upholding exam regulations

## In this role you will:

- Carry out all invigilation duties in line with the JCQ *Instructions for Conducting Examinations* (ICE)
- Assist with preparing exam rooms, ensuring they meet all regulatory requirements
- Ensure candidates enter and exit the exam room according to exam board regulations
- Distribute the correct question papers and materials to all candidates
- Be aware of individual candidate needs and respond appropriately within exam regulations
- Collect and organise exam scripts in candidate number order, maintaining security until they are handed to the Exams Officer
- Ensure candidates follow all exam rules, including restrictions on mobile phones, watches, notes, and other prohibited items
- Deliver all required pre-exam information and communicate any erratum notices clearly
- Maintain a quiet, disruption-free environment once the exam has begun
- Ensure all candidates are seated before opening question papers
- Supervise exams without offering any form of assistance with the content
- Follow correct procedures in the event of an emergency evacuation
- Support the wider exams team with additional tasks as reasonably required

## We offer:

- A role where your work really matters and we listen to your voice
- The opportunity to work in a forward-thinking team who are invested in growing the potential of others and who are committed to continuous improvement
- Ongoing professional development

## How to apply

If you'd love to help create a calm and caring atmosphere where children thrive – we'd love to hear from you.

Please do take the opportunity to learn more about the role by viewing the detailed job description included on the following pages. To apply please complete our application form and take the opportunity to share with us how your skills and experience meet the person specification in the job description. To learn more about the school please visit our website by clicking [here](#)

Alternatively, if you would like to discuss the role further or arrange for a tour of the school please contact Sarah Goodman, Exam Officer via email:

[Sarah.Goodman@teignmouthschool.co.uk](mailto:Sarah.Goodman@teignmouthschool.co.uk)

Interviews will be arranged once your application has been received and reviewed, so please submit your application as soon as possible.



Dear applicant,

First, I would like to say a huge thank you for your interest in working at Teignmouth Community School.

When I started as Headteacher in September 2022 the school was in a very different place than it is now. In fact, I would go so far as to say that it is unrecognisable. The groundwork has very definitely been laid and we are well on track to being the school that the community of Teignmouth deserve. This transformation has only been possible through the power of 'team'. I am now looking for a new member of that team to continue to drive improvement in both the quality of curriculum and delivery alongside the love of learning of languages.

As a staff, our mission is to provide *all* our students with the best possible educational experience that we can; an experience that supports, challenges and inspires them to achieve their potential and develop into well rounded, kind, resilient and responsible young people, who have a deep love of learning and a curiosity about the world in which they live. We have the highest expectations and standards in all that we do; nowhere more so than in the classroom, where lessons are consistently high-quality, inspiring and engaging because all our teaching staff deliver lessons within Teignmouth Community School Teaching Sequence that is based on the work of Lemov, Sherrington and Rosenshine.

Our curriculum is now academically aspirational but also provides the right balance of challenge, support and personalisation to ensure every child succeeds. We ensure, both inside and outside the classroom that we maximise the opportunities we provide our students, so that they in turn can achieve beyond what they thought was possible. We do this by offering a broad range of extra-curricular clubs, trips and visiting speakers. A holistic approach to education is one of our key drivers.

We treat everyone in the Teignmouth Community School community with care and compassion, providing a supportive and collaborative environment so together we create a strong culture and community that everyone plays a role in. It is a community that is built on our values of Work Hard – never give up; Be Kind – care for each other and Join In – develop and grow, values that we expect everybody to embrace and embody.

We offer our staff disruption free classrooms built on a whole school framework of behaviour for learning expectations; centralised behaviour systems; a fortnightly coaching programme for all staff (because, in the words of Dylan Williams, 'every teacher needs to improve, not because they are not good enough, but because they can be even better'); opportunities for in-house career progression, access to our Trust leadership development programme and a leadership team who always prioritise staff wellbeing. We have very strong pastoral and Business Support teams, who together play a vital part in helping us provide our students with the best possible educational experience we can.

If you share our passion and commitment to developing the best version of yourself and our students then I welcome your application.

A handwritten signature in black ink that reads 'R Wickham'.

Rachel Wickham  
Headteacher

## Job description

<b>Post title:</b>	Exam Invigilator
<b>School:</b>	Teignmouth Community School
<b>Working hours:</b>	Casual Hours
<b>Salary grade:</b>	£12.85 per hour plus holiday pay
<b>Contract type:</b>	Casual Hours (Term-time only)
<b>Responsible to:</b>	Examinations Officer

### Key purpose of job:

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

### Main duties

- To understand and carry out all invigilator duties in accordance with the JCQ Information for Conducting Exams (ICE) booklet, updated annually
- To assist in the setting up of examination rooms
- To ensure candidates enter and exit the examination room in accordance with exam board regulations
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the exams officer, in accordance with exam board regulations
- To ensure candidates obey the regulations of an examination room as laid out in the exam board regulations
- To maintain security and confidentiality
- To ensure no inappropriate items are brought into the examination room, such as mobile phones, watches, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them



- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure all candidates are seated before opening the question papers
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper
- To ensure correct procedures are followed in the event of an emergency evacuation
- To assist in other activities as may reasonably be requested by the centre from time to time

### Support Team:

- To support the achievement of the School's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.

### School ethos and culture:

- To conduct oneself in a manner befitting a member of staff working in education at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the school.

### Other duties

- Place the safeguarding of all children in the school as the highest priority.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- Make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our school.
- Maintain an understanding of and work within Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equality and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- Conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## Person specification

We are particularly looking for the following qualities and experience:

	Essential	Desirable
Assessment criteria - evaluated from application form (A) and / or interview (I)		
<b>Qualifications:</b>		
Educated to GCSE grade C level (or equivalent) in both Maths and English (A)	✓	
Relevant qualification or training in administration (A)		✓
Educated to A Level or above (A)	✓	
<b>Experience:</b>		
Proven successful track record in administration (A/I)	✓	
Proven successful track record in examination administration (A/I)		✓
Proficient in a range of ICT packages, including Microsoft Office (A/I)	✓	
<b>Knowledge:</b>		
Working knowledge of ARBOR, particularly Exam Organiser (A/I)		✓
Working knowledge of processes, procedures and systems within an educational environment (A/I)		✓
Knowledge of Awarding Body regulatory requirements (A/I)		✓
Customer focused environment (A/I)	✓	
<b>Skills:</b>		
Ability to recognise and understand the need for confidentiality (A,I)	✓	
Openness to innovation and improving own practice, ability to act on feedback and be open to coaching (A,I)	✓	
Excellent planning and organisational skills (A/I)	✓	
Ability to organise and prioritise work effectively and to deadlines (A/I)	✓	
Demonstrate high standards of personal and professional conduct (A/I)	✓	



	Essential	Desirable
Assessment criteria - evaluated from application form (A) and / or interview (I)		
Understanding of safeguarding issues and promoting the welfare of children and young people	✓	
Flexible and adaptable with the ability to work calmly and professionally under pressure (I)	✓	
Ability to form and maintain appropriate professional relationships and personal boundaries with pupils (I)	✓	
Ability to work as part of a team and on own initiative to meet own and shared objectives (I)	✓	
Willingness to participate in training/ development as/when identified by line manager (I)	✓	
Understanding of safeguarding issues and promoting the welfare of children and young people (I)	✓	
Suitability to work with children (I)	✓	
Demonstrates an understanding of the importance of maintaining a healthy work–life balance. (I)	✓	
Willing to contribute to a positive staff culture that values mutual support, flexibility, and wellbeing (I).	✓	

We are committed to the safeguarding and welfare of all our pupils, and we expect you to be too. We follow safer recruitment statutory guidance (Keeping Children Safe in Education). If you're successful, you'll be required to complete thorough pre-employment checks, including an Enhanced DBS check and references that are satisfactory to our Trust. All posts in our Trust are exempt from the Rehabilitation of Offenders Act (ROA) 1974.



## Our Trust



### Our Schools

We support 8 schools/colleges, (5 primaries and 3 secondary schools) across Teignbridge in South Devon. Each of our schools has its own identity and character. Choice and variety in educational provision is important to us.

Connected not just by our geography, we work closely across our schools and with partners to share ideas, resources, best practice and learning. We are constantly working to improve and develop our provision.

Cockwood Primary School	
Kenn Church of England Primary School	
Kenton Primary School	
Starcross Primary School	
Teignmouth Primary School	
Dawlish College	
Newton Abbot College	
Teignmouth Community School	

Our vision and mission define our purpose.

Our vision: **‘Empowering futures; for a better tomorrow’**

Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

Our why:

Our mission describes why Ivy exists: **‘To deliver an ambitious, high-quality, inclusive education’.**

Our how:

Our values are what makes us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.



## Being Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

### Courage

- Be bold
- Take changes
- Seize opportunities
- Take ownership

### Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

### Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

### Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.

*At Ivy Education Trust we are committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. All employees are expected to undergo an Enhanced Disclosure and Barring check and pre-employment checks.*

*Please note – our Trust operates a Smoke-Free Policy, and all staff and workers are prohibited from smoking in any of the Trust buildings, Trust sites including enclosed spaces within the curtilage of buildings, and Trust vehicles.*

