

# INFORMATION FOR APPLICANTS

## Exam Invigilators (Casual)



Dear Candidate

Welcome to All Saints Academy Dunstable.



I feel extremely proud to be the Principal of All Saints Academy and I intend to work alongside the students and staff to create a school that all can feel proud to attend. The summer results were the best in five years demonstrating the rapid progress All Saints is making.

At the Academy it is important to us that all children make the best progress possible regardless of their academic starting point. We understand that the best progress is only achieved when teachers know their students well and plan lessons with expertise, ensuring all students make progress. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest expectations for all our students.

The Academy has had a turbulent time over the last two years but in early January 2016 Ofsted stated *'Leaders and managers are taking effective action towards the removal of the serious weaknesses designation.....In a short period of time you have acted robustly to bring stability and strong leadership to the Academy.'* As a result of this judgement, we start 2016 with the excitement of knowing we have taken the first steps on our journey towards 'Outstanding'.

If you feel you want to be part of our journey to Outstanding and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber  
**Principal**

### **INFORMATION ABOUT THIS VACANCY**

At All Saints Academy our vision is “Living Well Together with Dignity, Faith and Hope”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

The post advertised is an additional role which will complement services already offered by the Examinations Team.

### **INFORMATION ABOUT THE EXAMINATIONS TEAM**

As the successful candidate you will work within a team of colleagues who are dedicated to giving our students the best possible opportunities to learn, grow and develop into mature young people who can aspire and strive to be all that they can be and achieve their full potential.

Currently, the Team consists of an Exams Manager, Exams Assistant and a bank of casual invigilators. The Exams Manager and Exams Assistant have a shared office.

### **ACADEMY FACILITIES**

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard, as well as new furniture.

Across the Academy as a whole the accommodation includes:

- Five Science labs and a Science Studio Room
- Five Maths classrooms and a Maths Lecture Theatre
- Six English classrooms
- Three MFL classrooms
- Five Humanities classrooms
- Four labs for the teaching of Business Studies and ICT
- A further four rooms equipped with ICT
- A Modern Library with 30 computers

- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music
- A Recording Studio
- An amazing A Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area

# JOB DESCRIPTION

## Examination Invigilator



### **Responsible to:**

Examination Officer

### **Core purpose:**

To supervise public examinations and internal Academy examinations.

### **Job description:**

The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

### **General duties and responsibilities:**

- To supervise candidates taking examinations according to regulations determined by the Academy and Examinations Boards.
- To help supervise the arrival and seating of candidates, and hand out question papers according to instructions issued by the person in charge.
- To perform any duty relating to the efficient conduct of the exam if requested by the person in charge, such as taking a register or filling in a seating plan as required.
- To continually invigilate candidates writing the examination, and report any irregularities, such as communication between candidates, or the use of unauthorised material during the examination, to the person in charge immediately.
- To conduct him/herself in a way that does not distract or interfere with candidates' concentration while sitting the exam.
- To respond to candidates who have put up their hands, without assisting in the answering of any questions on the exam paper, e.g. to supply paper tissues or retrieve pens that have fallen from a candidate's desk.
- To remain in the examination room for the entire length of the exam, or obtain permission to leave the room, for whatever reason during the exam, from the person in charge.
- To assist in the collection of exam scripts and departure of candidates at the end of the examination according to instructions issued by the person in charge.
- To ensure as far as possible that no document is removed from the examination room at the end of the exam.
- To assist with the collection and processing of the exam scripts.

- To arrive punctually according to the individual timetable notified to you.
- To inform the Academy as soon as possible of any planned absence, which would necessitate a change in the invigilation timetable.
- To carry out all duties with due regard to the policies of the Academy.

I confirm that I have read and I understand my job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

|                              |                      |
|------------------------------|----------------------|
| .....<br><b>Post holder</b>  | .....<br><b>Date</b> |
| .....<br><b>Line Manager</b> | .....<br><b>Date</b> |
| <b>Position</b> .....        |                      |

### **Safeguarding**

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

# PERSON SPECIFICATION

## Invigilators (Casual)

|  | Essential   | Desirable  |
|--|---|--|
| <b>Education/Qualifications</b>        | <ul style="list-style-type: none"> <li>Educated to GCSE level English &amp; Maths at Grades A*-C or equivalent</li> </ul>   | <ul style="list-style-type: none"> <li>5 A*-C GCSE Grades including English and Maths</li> </ul>   |
| <b>Experience</b>                      |   | <ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Experience of working as part of a team</li> </ul> |
| <b>Knowledge, Skills and Aptitudes</b> | <ul style="list-style-type: none"> <li>Good organisational skills</li> <li>Good interpersonal skills</li> <li>Ability to work independently and to take direction</li> <li>Empathy with young people</li> <li>Ability to take a non-confrontational approach to resolve difficult situations</li> <li>Understanding of professional conduct between support staff, teachers and students</li> </ul> |  |
| <b>Personal Qualities</b>              | <ul style="list-style-type: none"> <li>Ability to remain calm in challenging situations</li> <li>Flexible</li> <li>Hard-working</li> </ul>  |  |
| <b>Motivation</b>                      | <ul style="list-style-type: none"> <li>Willingness to be flexible</li> <li>Willingness to undertake further training as appropriate</li> </ul>  |  |
| <b>Other</b>                           | <ul style="list-style-type: none"> <li>Commitment to safeguarding the welfare of young people in the Academy</li> <li>Understanding of appropriate and inappropriate physical intervention with students</li> </ul>   |  |
| <b>Personal Qualities</b>              | <ul style="list-style-type: none"> <li>Ability to remain calm in challenging situations</li> <li>Flexible</li> <li>Hard-working</li> </ul>  |  |
| <b>Motivation</b>                      | <ul style="list-style-type: none"> <li>Willingness to be flexible</li> <li>Willingness to undertake further training as appropriate</li> </ul>  |  |
| <b>Other</b>                           | <ul style="list-style-type: none"> <li>Commitment to safeguarding the welfare of young people in the Academy</li> <li>Understanding of appropriate and inappropriate physical intervention with students</li> </ul>   |  |

## ARRANGING A VISIT TO THE ACADEMY

We encourage prospective candidates to visit the Academy before making an application. Please contact Michelle Arnold, HR Manager if you would like to arrange to have a look around.

## HOW TO APPLY

Please submit your application form, together with a letter of application (no more than two sides of A4), outlining your reasons for applying for this post. In your letter please make reference to information in the pack, particularly the person specification, and explain why you would be an ideal candidate for All Saints Academy and what qualities you will bring to the Team. Please do not send us a general letter; we really are looking for someone who is prepared to respond to us as an individual Academy. You can be sure that we will take time and care in reading your letter as we appreciate how much energy goes into it.

Please return your application and letter by email to [jobs@allsaintsacademydunstable.org](mailto:jobs@allsaintsacademydunstable.org) or by post to

Michelle Arnold  
PA to Principal and HR Manager  
All Saints Academy  
Dunstable  
Beds LU5 5AB

If you have any questions, please contact Michelle Arnold, PA to Principal and HR Manager, on 01582 619700.

We will acknowledge receipt of your application form and let you know as early as possible if you have been shortlisted for interview.