

# Applicant Pack

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To be read in conjunction with our 'Joining our staff' brochure



## Job Advert



Westfield School, an 11-16 comprehensive secondary with over 1,170 students, is on the cusp of achieving great things.

It joined Chorus Education Trust in 2018 and welcomed a new Headteacher, who has been working with staff to raise aspirations and provide the very best teaching for students. Within two years the school has become oversubscribed for places in Year 7.

Formerly a sports college, the school sits in generous grounds in the south-east of Sheffield not far from the M1 motorway. The modern building has the full range of educational resources, as well as a gym and indoor pool (available free to staff).

Westfield School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: [www.westfield-chorustrust.org](http://www.westfield-chorustrust.org)

### **Exam Invigilator - Casual** **Grade 2 SCP 4 £9.81 per hour plus holiday pay** **To start: Ongoing**

#### **About this vacancy**

Westfield School is seeking to recruit Exam Invigilators to work with the existing team in the running of all internal and public examinations at the school, including public exams for 14-16 year olds (GCSE).

The post would be ideally suited to applicants who have experience of working with young people, can be a role model to students and who are able to work flexible daytime hours. Full training will be provided and working hours will be allocated for each exam period.

Unfortunately, due to conflicts of interest, parents of Y11 students at Westfield School are not eligible to apply.

#### **To apply**

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Trish Hughes (Westfield HR administrator) at: [recruitment@westfield.chorustrust.org](mailto:recruitment@westfield.chorustrust.org)

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with Loren Campbell – Exams Manager or email [lcampbell@chorustrust.org](mailto:lcampbell@chorustrust.org).

Closing date 31 March 2022. Please submit your application as soon as possible as we will invite candidates to interview periodically throughout the application window.

Applicants may visit the school in advance of application. This can be arranged by contacting Julie Wilson, PA to the Head of School on 0114 248 5221 or email: [jwilson@chorustrust.org](mailto:jwilson@chorustrust.org)

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

## Job Description: summary

<b>Post title:</b>	Exam Invigilator
<b>Profile:</b>	
<b>Grade:</b>	2
<b>Grade spinal point range:</b>	4
<b>Accountable SLT post:</b>	Deputy Head Teacher
<b>Line Manager of post holder (if different):</b>	Exam Manager
<b>Staff to be supervised or line managed by post holder:</b>	N/A
<b>Post holder will work with:</b>	Students Other teaching and support staff
<b>Holiday and sickness relief by/for:</b>	N/A
<b>Purpose of job:</b>	To assist the Examinations Manager in the smooth and efficient administration of examinations, specifically student invigilation and related tasks.
	This post may work across the Trust schools.
<b>Version revised:</b>	September 2020

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

### Specific duties and responsibilities

#### Supporting for the Examination Process:

- To work with the Examinations Manager/team to ensure the successful operation of the examinations process in school.
- To be familiar with the guidance for invigilators and instructions provided for conduct of the examination by the Examinations Manager and/or relevant Examination Board.
- To supervise the admission of candidates into the examination room and to help them find their allocated seats quietly and efficiently.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To assist in the efficient timekeeping of the examination and ensure that a clock, visible to all candidates, is in the examination room and examination board instructions for candidates are displayed in line with legal requirements.
- To ensure any minor behaviour issues are dealt with in accordance with school policy, report any breaches of the Examination Code of Conduct to the Examinations Manager/team immediately and make a record of the problem in the examinations incident book.
- To ensure the examination room is clear and tidied for the next session and to check examination desks for any graffiti.

#### Support For Candidates:

- To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To respond to candidates' queries in accordance with examination regulations.
- To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations.
- To escort and supervise candidates who may need to leave the examination room in an emergency.

### Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: Exam Invigilator**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience of working with students in an educational environment		✓	A
Excellent Communication skills	✓		A/I
Understanding of the exams process		✓	A
<b>Qualifications</b>			
Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience	✓		A
<b>Other skills</b>			
Ability and willingness to undertake professional development.	✓		A/I
Ability to use own initiative to work flexibly and respond positively to a range of situations	✓		A/R
Ability to work effectively as part of a team.	✓		I/R
Maintain strict confidentiality of information	✓		A/I
Ability to foster good relations with a range of colleagues at all levels	✓		A/I
<b>Child protection</b>			
Understanding and awareness of Safeguarding procedures and practices, along with a commitment to promote the safety and wellbeing of young people	✓		I/R