



Casual Exam Invigilator

Job Application Pack



Role: Casual Exam Invigilator

Reporting to: Exams Officer

Hourly Rate: £12.09 (includes annual leave)

Location: Alvaston Moor Academy, Brackens Lane, Derby, DE24 0AN

Contract Term: Casual

Start Date: As soon as possible

Closing Date: Tuesday 5th November 2024 at 9.00 am

Interviews: Monday 11th November 2024



Join us on our amazing adventure to make THE difference

“The school provides high quality pastoral care” - Ofsted 2023

Are you driven by a passionate belief that excellent schooling is the right of every child?

Do you believe that we must never accept that personal circumstances, socio-economic background or prior attainment will inevitably limit young people’s potential?

Are you committed to the transformational power of education to shape lives and futures?

If so, we want to hear from you!

We are looking to appoint an enthusiastic and reliable Casual Exam Invigilator to provide support and assist in the process of both internal and external examinations within the school. This is an exciting opportunity for motivated, well-organised and flexible individuals to work with our Exams Officer, Data Manager and school staff to provide the best service for our young people.

Invigilators are given advance notice of the examination dates and may be asked to work whole or part days during the exam series. The role is offered on a casual basis and the working hours will vary in accordance with the exam timetable. There are typically three series of internal “mock” exams and one series of external summer exams in a year, each lasting for two or more weeks.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at Alvaston Moor Academy, but the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.

Finding Out More and How to Apply

It is important that potential applicants are able to find out as much as possible about both our academy and the role as they consider making an application. We welcome visits and can be flexible around timings of the day to suit. We are committed to doing all we can to support those interested in researching more about what it is like to work in our proudly inclusive, ambitious academy as part of our AMA team. Pre-application visits are therefore very welcome. We can also arrange a phone call with our Principal or other suitable members of staff. To arrange such an informal discussion ahead of and around making an application, please contact Gemma Swann, Executive Assistant to SLT. Contact details can be found below:

T: 01332 576 777

E: gswann@alvastonmoor.co.uk

Early enquiries and applications are encouraged as we may interview suitable candidates sooner.

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

Please find the job description, job specification, our commitment to safeguarding and information about Archway Learning Trust attached.



Safeguarding

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Alvaston Moor Academy adopts a rigorous Safer Recruitment Policy which is followed for every appointment.

If you are invited to interview, your suitability to work with children will be explored. As such you will be asked to declare any convictions, cautions or reprimands which you have incurred.

Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

Staff will be expected to take part in an induction day which has a safeguarding focus.

Staff will be expected to undertake CPD Safeguarding Training throughout every academic year.

There is a clear policy for staff conduct which all employees must adhere to.

We are an equal opportunities employer.



Job Description

POST TITLE: Casual Exam Invigilator

HOURLY RATE: £12.09 (includes annual leave)

RESPONSIBLE TO: Exams Officer

JOB PURPOSE

This post holder will work under the supervision of the Exams Officer:

- To ensure that all rules and regulations relating to the conduct of exams, especially the JCQ booklet "Instructions for the Conduct of Examinations" (ICE), are strictly applied
- To deal with examination irregularities in accordance with procedures
- To ensure that candidates have an equal, safe and secure environment in which to sit their examinations.
- To prevent possible candidate malpractice and prevent possible administrative failures.
- To be aware of and comply with policies and procedures (in particular fire procedures for pupils during an exam) relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.

GENERAL RESPONSIBILITIES

- Being available from 8.30am for AM exams and 12.30pm for PM exams to assist the Exams Officer with preparation and tidying of exam rooms. Placing posters according to the ICE Booklet, distribution of exam equipment (e.g. pens, pencils and mathematical instruments).
- Checking the exam room meets the correct standards.
- Ensure candidates get to their correct seats, escalating any exceptions and advising them about possessions permitted in exam rooms.
- Distribution and collection of exam papers.
- Check for and take into account Access Arrangements for candidates where appropriate.
- Completing the attendance register as required.
- Starting the exam and reading out any notices.
- Work to the timing of the exam advising candidates of the start and end times.
- Record any late arrivals or early leavers and any other issues.
- Invigilate during the exam by ensuring the regulations, as defined in the Instructions for Conducting Examinations (ICE) booklet are complied with at all times, dealing with queries raised by candidates and dealing with examination irregularities in accordance with documented procedures.
- Maintaining exam conditions throughout by ensuring students are silent and they do not communicate with others.
- Reporting and record all exceptional events or situations.
- Collecting and collating exam papers at the end of the examination as requested and returning them to a secure area or pass them to the Exams Officer.
- Supervise the orderly exit of candidates leaving the exam room.

- In the case of an emergency, e.g. evacuation, following the instructions of the Exams Officer/SLT, to escort the candidates from the exam room as per the Exams Evacuation policy.
- Rearrange/tidy the exam room to leave it in a suitable state.
- Complete timesheets for work carried out and submit in a timely manner.
- Attend termly invigilation training sessions and update meetings.
- Invigilate candidates with special arrangements e.g. extra time, readers, scribes etc. Additional guidance will be given if this is the case.
- Be familiar with the contents of the JCQ booklet 'Instructions for the Conduct of Examinations'. Training will be given to ensure these criteria are achieved.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust. You will work to the trust values of "inclusion," "collaboration" and "excellence."
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.



Person Specification

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
A minimum of 5 GCSE's / O Levels (grade A-C or 9-5) or equivalent including English and Maths	*	
KNOWLEDGE		
Experience of working with young people	*	
Experience of working in an educational establishment	*	
Experience of working in a supervisory capacity		*
EXPERIENCE		
Previous experience of administrative computer systems	*	
Previous experience of working within an educational setting		*
Previous experience of working within a busy office environment.		*
Significant experience of administrative processes	*	
PROFESSIONAL SKILLS		
Ability to set and maintain high standards	*	
Ability to prioritise tasks, manage time effectively and meet deadlines	*	
Ability to cope with the pressure of a fragmented day	*	
Ability to relate to and work with young people	*	
Ability to keep calm under pressure or during unexpected circumstances	*	
The ability to work with accuracy and attention to detail	*	
PERSONAL QUALITIES		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Academy roles and responsibilities and your own position within these.	*	
Resilience and ability to build and maintains effective relationships with colleagues.	*	
To be professional and confidential with the ability to deal with complex student matters.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Academy	*	
Suitability to work with children. Enhanced DBS check.	*	

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Trust's.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

Our Schools

Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



Bluecoat Aspley
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



Bluecoat Beechdale Academy
Believe. Belong. Achieve

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



Bluecoat Primary
believe in yourself, in others, in God

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



Bluecoat SCITT Alliance
Nottingham

Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



Bluecoat Bentinck Primary Academy

Bluecoat Bentinck Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck
Primary Academy

Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook
Academy

Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.

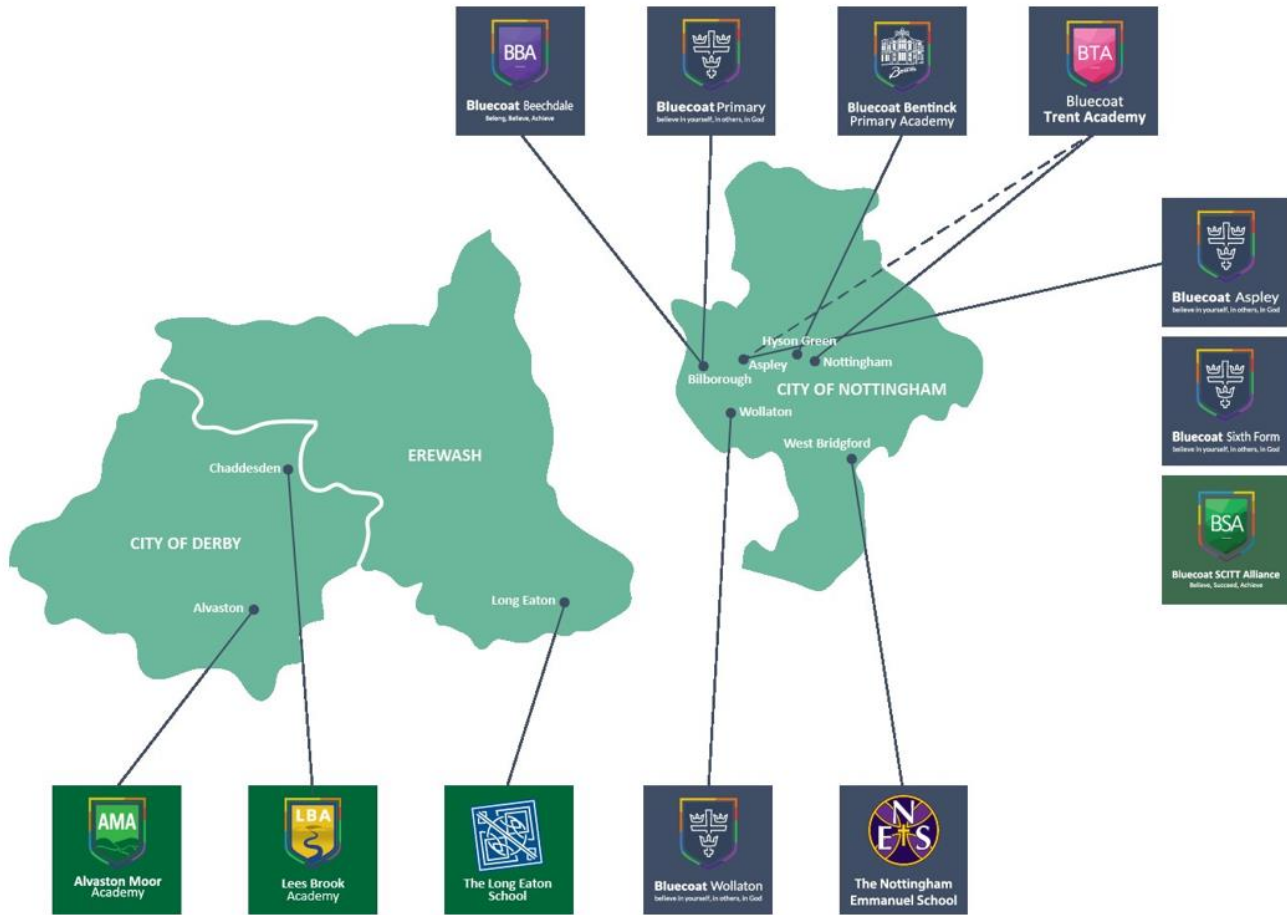


Alvaston Moor
Academy

The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.





Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working Together, Transforming Lives