



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

Casual Exam Invigilators

Archbishop Holgate's School

Required as soon as possible

Closing Date: Monday 27 January, 8.00am

Interview Date: Monday 3 February



Archbishop Holgate's School

A Church of England Academy Founded 1546

We are looking to appoint Exam Invigilators to work on a casual basis during both internal and external exams taking place during the school year.

Invigilators have a key role in upholding the integrity of the external exam/assessment process in accordance with JCQ regulations in order to ensure all candidates have an equal opportunity to demonstrate their abilities.

We believe that Archbishop Holgate's is 'no ordinary school' and is an excellent place to work, a view confirmed by Ofsted in our recent inspection, "Staff are incredibly proud to work here."

Our staff are friendly and supportive and our students are polite, hardworking and keen to succeed. As such this post represents an exciting opportunity to join a very successful, high-achieving, forward looking and fully-subscribed Church of England comprehensive, a school judged Outstanding in all areas by both Ofsted and SIAMS.

Successful candidates will be fully supported to develop in the role, benefiting from bespoke CPD opportunities both at Archbishop's and as part of the Pathfinder Teaching School Hub. In addition, colleagues will benefit from being part of the Pathfinder Trust Career Pathway and through working with colleagues across other Trust schools to develop skills and share innovative teaching and learning experiences.

Job Title

Casual Exam Invigilator

Reports to

Exams Officer

Grade

£12.20 per hour

This is a casual position and, due to the nature of the role, will provide flexible working hours at the convenience of both the school and invigilator. Further details available on request.

Additional Information

Completed application forms should be posted or emailed to:

Head's PA
Archbishop Holgate's School
Hull Road
York YO10 5ZA
jsissons@ahs.pmat.academy

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required.

As part of our due diligence process, an online search will be carried out on all shortlisted candidates. These checks are carried out to determine suitability to work with children and keep them safe. If you wish further information regarding these checks please contact 01904 806000.





Archbishop Holgate's School

A Church of England Academy Founded 1546

"Archbishop Holgate's School is an exceptional place for pupils to learn. The school's values of justice, compassion, forgiveness and trust are at the heart of every aspect of school life."

Ofsted, October 2021

Archbishop Holgate's is a flourishing school signified by outstanding examination results, high quality teaching and learning, an inspiring curriculum complemented by sporting and musical achievements and a wide, varied programme of extra-curricular opportunities. We are a school committed to ensuring that our students develop in all ways and at the heart of all we do is a commitment to 'Values, Care and Achievement':

Christian values that underpin all we do

Outstanding pastoral care that sees each student as an individual

Maximum achievement for all students, at all levels

We have excellent students and a talented staff, colleagues who are committed to ensuring that the young people in our care achieve and succeed. Collectively, as a school community, we seek to nurture aspiration and promote excellence. We enrich our students in many different ways and when they leave Archbishop's they do so as well rounded young people with the skills, qualities and relevant qualifications to help them shape their own futures and also to benefit the communities they serve.

In November 2021 the school was delighted to once again be awarded outstanding judgements in all areas of the Ofsted Inspection.

Prior to the pandemic the school has consistently enjoyed some of the best results nationally at both GCSE and Post 16.

At KS5 the sixth form has over the past decade consistently performed in the top 10% of Post 16 providers. The last set of official data placed the school in the top 2% of post 16 providers for student progress.

At KS4 the school consistently performs significantly above the national average for all groups of students. The last set of official data placed the school in the top 4% nationally with an Progress 8 figure of +0.79 and +0.23 for disadvantaged students.

The school regularly features in the top ten of the Times 100 best schools.

Extracts from Ofsted report (October 2021):

"Leaders have established a culture of respect, dignity and inclusivity that allows every pupil to thrive."

"Pupils' behaviour is excellent. At all times, pupils are calm, orderly, and respectful."

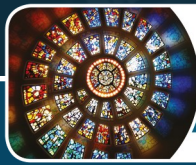
"The school's personal development programme is comprehensive. Pupils experience a range of trips and visits to broaden their cultural horizons."

"The support provided for pupils with special educational needs and/or disabilities (SEND) is exceptionally strong."

"The Sixth Form curriculum is exceptionally strong."

"All staff feel valued. They refer to being part of a special community. Leaders proactively consider the workload and wellbeing of their staff."





Pathfinder

Multi Academy Trust

About Pathfinder Multi Academy Trust

Providing an excellent education from age 2 to 19



Setting the course



Leading the way



Serving and inspiring

Formed in August 2016, Pathfinder is a successful well-established Multi Academy Trust serving more than 6,000 children and their families.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high

quality teaching and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our pupils. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

Pathfinder Multi Academy Trust schools



**ACOMB
PRIMARY
SCHOOL**



**Archbishop
Holgate's School**
A Church of England Academy Founded 1546



Badger Hill
PRIMARY SCHOOL



**Clifton with
Rawcliffe**



Hempland
Primary School



Heworth
Church of England Primary School



Huntington
PRIMARY ACADEMY



Malton School
A Specialist Science School



New Earswick
Primary School



Poppleton Road
Primary School



Rufforth
Primary School
· Inspire · Care · Grow ·



St Barnabas
CHURCH OF ENGLAND PRIMARY SCHOOL



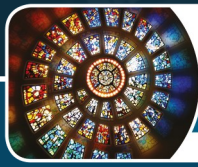
St Lawrence's
CHURCH OF ENGLAND PRIMARY SCHOOL



Tang Hall
Primary School



Welburn
COMMUNITY PRIMARY SCHOOL



Job Description

Main purpose of the job

The examinations invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process in accordance with JCQ regulations in order to ensure all candidates have an equal opportunity to demonstrate their abilities. Full training will be provided on appointment.

Main responsibilities, tasks and duties

Examination Invigilation is likely to include the following core elements to be carried out in strict accordance with JCQ regulations:

- To check that the arrangements of the examination room remain in compliance with the regulations and to ensure a calm environment which will give students the best possible opportunity to be successful in their exams.
- To issue the regulatory notices to candidates at the start of the examination.
- To maintain the security of examination papers, materials and candidate scripts whilst in the Examination Invigilator's possession.
- To start, conduct and finish the examination in accordance with the regulations.
- To complete the attendance register with due attention to the identification of candidates.
- To supervise candidates with due vigilance during the working of the examination.
- To respond to any questions from candidates about process and procedures.
- To deal with any immediate problems or emergencies according to the examination centre or school's policies or procedures and in accordance with the examination regulations.
- To refer to the Examination Officer if it is suspected that malpractice is taking place.
- To collect completed scripts in order and by candidate number after the examination has ended and return them to the designated place/person.
- To report back as appropriate using the agreed referral procedures on any issues arising.
- To assist with administration as requested.
- To ensure students do not leave an examination (unless escorted for exceptional reasons: always check with the Examination Officer).
- In the event of any discrepancy or irregularity in the process of an examination to give a verbal report to the Examination Officer.
- To attend training, refresher or review sessions as required.
- To undertake, where required and where able, other duties requested by the Exams Manager/Officer, for example:
 - Supervision of clash candidates between exam periods
 - Providing support for candidates with access arrangements e.g. as a reader, scribe
 - Exams-related administrative tasks.

Management/supervision of others

Supervision of a group of students during the examination.

Creativity and innovation

Work is straightforward and carried out under set procedures and guidelines. Matters of concern are referred directly to the Examinations Officer or Senior Leadership Team, leaving no opportunity for creativity.

Decisions

Discretion—Work is carried out within clearly defined policies and procedures; advice on any queries should be sought from Examinations Officer or Senior Leadership Team.

Consequences—Impacts would be on students sitting examinations; issues are likely to be easily identified and remedied.



Resources

Responsible for collecting, maintaining and safe handover of examination papers and related items. Responsible for distribution of examination stationery and equipment, such as pens and calculators, to candidates, and its safe collection at the end of the examination.

Work environment

Work Demands—Examinations are set within clearly defined deadlines and rules; the post-holder is unlikely to be dealing with conflicting priorities.

Physical Demands—Periods of 2-3 hours sitting, standing and walking around examination room. Carrying of stationery boxes, examination papers and related items which may be heavy.

Working Conditions—Work is carried out in a well lit/ventilated environment.

Knowledge and skills

Post-holder should be literate and numerate and educated to at least GCSE standard.

General

The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post. The post-holder is required to carry out duties in accordance with school policies and procedures at all times.

Person Specification

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

	Essential	Desirable
Qualifications		
5 GCSE at grade C or above including Mathematics and English (or equivalent level 2 qualifications).		✓
Skills/Abilities/Competencies		
Ability to co-operate and collaborate with school staff.	✓	
Ability to follow written procedures to carry out tasks.	✓	
Awareness of data protection issues.	✓	
Meticulous attention to detail.	✓	
Personal Qualities/Attributes/Attitude		
High level of security/confidentiality awareness	✓	
High level of customer care awareness	✓	
Flexibility over working hours	✓	



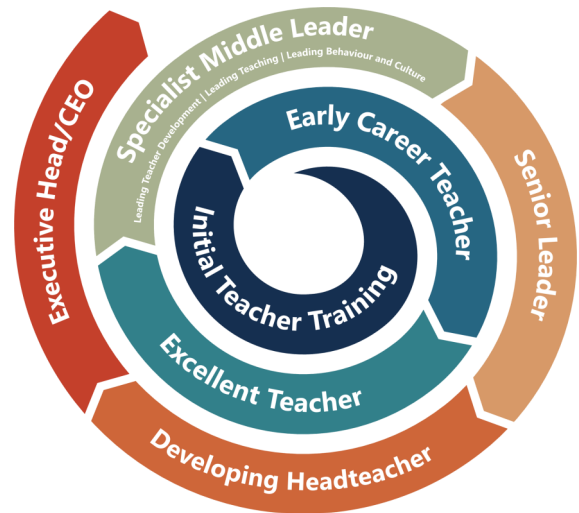
Staff development

We are committed to the professional development of all our staff and have created a bespoke career pathways programme to ensure we recruit, develop and retain the very best colleagues.

Career Pathways

For our teaching staff we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher/CEO. At Pathfinder we:

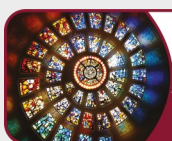
- create a bespoke pathway to develop each person’s individual talents and ambitions.
- provide our staff with the highest quality research-proven CPD training.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.
- provide capacity for in-school practitioners to model and coach.



Learning, Training and Development

Support staff in our schools benefit from our Learning, Training and Development programme which aims to ensure that all staff are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder our support staff will:

- be confident in fulfilling all aspects of their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to their colleagues.
- identify any training and development needs for themselves and staff they manage.
- be guaranteed an interview for roles within the Trust in they fulfil the job criteria.
- be given support and advice to develop their skills to progress to posts at the next level.



Staff in our schools are able to benefit from a wide range of training and development opportunities delivered through the Pathfinder Teaching School Hub, based at Archbishop Holgate’s School. As well as providing the full range of National Professional Qualifications, the Hub and its key partners deliver an extensive programme of development opportunities for teachers at every stage of their career across the Ryedale, Scarborough and York region. For more information, visit the teaching school website: www.pathfinder-tsh.co.uk.



Benefits of working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Staff benefits platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place. Vivup also provides exclusive benefits through their platform, including discounts from major retailers as part of the lifestyle savings benefit and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



Lifestyle savings

Save on everyday essentials, enjoy money off at the movies and browse frequently updated deals across retail, food, shopping, travel, family essentials, dining out, leisure activities and much more. The lifestyle savings benefits include:

- Frequently updated discounts from the UK's leading retailers
- Updates to offers and discounts sent directly to your email
- New offers, brands, retailers and discounts added on a weekly basis

Home and electronics

Spread the cost of purchasing a range of tech, homeware and essential appliances from Currys, John Lewis and more with payments taken automatically from your salary. The home and electronic benefits include:

- An alternative to expensive credit cards and pay day loans with no deposit or credit check required
- Spread the cost of essential items via fixed monthly salary reductions
- Access a huge range of products for the home and garden including the latest tech products
- Fast home delivery within days of authorisation

Cycle to work

Save up to 42% on the latest bikes, high-vis clothing and safety accessories for your commute to and from work. The cycle to work benefits include:

- Staying fit, healthy and focused
- Avoid expensive petrol, parking and public transport costs
- A huge range of tax free bikes and safety equipment from one convenient location
- Spread the cost throughout the year with manageable reductions direct from your salary

TES Magazine subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



Pension Scheme

As an employee of Pathfinder Multi Academy Trust you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings):

Support Staff Pension Scheme

Pathfinder contributes an additional 20.5% of your salary

Teachers' Pension Scheme

Pathfinder contributes an additional 23.68% of your salary

Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their worries, the Employee



Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Specialist information on work-life balance
- Financial and legal advice
- Management consultation to support those responsible for managing others
- Up to six sessions of face to face or telephone counselling
- Access to online Cognitive Behavioural Therapy (CBT)
- Information on local services such as elder care and childcare

Discounted bus travel

As part of the First Bus Commuter Travel Club, Pathfinder staff benefit from discounts on work and leisure travel using First Bus services. The benefits of the Commuter Travel Club include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel within your chosen zone
- Mobile tickets delivered straight to the free First Bus App
- Automatic monthly ticket renewal
- Spread the cost of annual travel
- Price frozen for 12 months