



**GREENSHAW**  
LEARNING TRUST



**GLOUCESTER**  
ACADEMY



**Casual Exam Invigilator  
Recruitment Pack**

**ALWAYS  
LEARNING**

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Dear Candidate

Thank you for your interest in the role of Casual Exam Invigilator, at Gloucester Academy.

## Introduction

This role is an exciting opportunity to join Gloucester Academy and further contribute to the life chances of our young people in the school, and across the Greenshaw Learning Trust. It is a chance to be part of something very special. It can lead to becoming a fully qualified SendCo if this is a route the successful candidate would like to take.

Gloucester Academy ensures that students and staff can develop and learn in a disruption free environment with exceptional standards. Our school is dedicated to the achievement of all and as such we provide exceptional training and education not only for our students but also for our staff whom we value equally.

Gloucester Academy has an exceptional track record of improvement with results last year making us the 11th most improved school in the country. In our latest Ofsted inspection Gloucester Academy achieved Outstanding in Personal Development and Good in every other category putting it above the vast majority of schools in the area. Our Ofsted result is a testament to the dedication of all staff in the school, the students and the support of the community. Gloucester Academy is an exceptional and incredibly successful school and is looking for like minded individuals who are committed to making a difference.

This role open to both qualified teachers and applicants without QTS will support career development and equip you for a further promotion within the Academy and within our trust. We are based in central Gloucester which in itself is in a beautiful area of the country and provides access to the Cotswolds whilst maintaining close proximity to Bristol and Cheltenham. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and exciting challenges. At Gloucester Academy we make a real difference to the lives of all we serve.

Work life balance is a high priority at Gloucester Academy. To support this, we offer a highly visible and supportive senior leadership team. We have centralised planning within the school and across the trust with dedicated time in the day for departments to work collaboratively to adapt lessons. centralised detentions, disruption free learning, whole class feedback through a clear feedback policy, lesson's structure based on the Rosenshein principles, visualisers in every classroom, subject experts working together within a collaborative trust, highly bespoke CPD in a short weekly session i.e Teach Like a Champion focus each session.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise thirty six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person-specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Gloucester Academy is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information [cosment@gloucesteracademy.co.uk](mailto:cosment@gloucesteracademy.co.uk) . We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

I am looking forward to hearing from you.

Yours faithfully



Phillipa Lewis

**Headteacher**

## **Greenshaw Learning Trust – ‘Always Learning’**

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,700 people and educates over 23,500 students. Further information about our schools can be found [here](#).

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

## Terms and Conditions

<b>Line Managed By:</b>	Examinations Office and Data Manager
<b>Line Management:</b>	-
<b>Contract:</b>	Casual
<b>Salary:</b>	Salary calculated in line with the NJC Scale Range, Grade B, Scale Points 2, £23,656 FTE ( <b>£12.60 per hour plus an enhancement for holiday pay</b> ) .
<b>Hours of Work:</b>	Availability is required from 8.15am for morning exams and until 16.00pm for afternoon exams. Exams take place at various times throughout the school year, particularly during November/December, January, March, May, June and July. Prior notice of dates is given in advance.
<b>Place of Work:</b>	Gloucester Academy, Painswick Road, Gloucester, GL4 6RN
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report.
<b>Superannuation:</b>	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.or">https://www.lgpsmember.or</a>
<b>Holiday Entitlement:</b>	The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
<b>Right to Work Check:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

## Job Description

The **Casual Exam Invigilator** role is an exciting addition to the Gloucester Academy Team.

### Main purpose of the role

To supervise individual and/or groups of students undertaking school examinations in accordance with the legal and school requirements.

### Main Duties/Responsibilities

- To assist the Examinations Officer in the smooth and efficient administration and running of examinations.
- Being Available for additional Training Meetings if required.
- Closely following and enforcing the school and exam board procedures and regulations including being familiar with the “Instructions for the Conduct of Examinations” as provided by the Examinations Boards.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Ensuring candidates do not talk once inside the venue.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures.
- Checking attendance during examinations.
- Recording details of late arrivals and early leavers and collecting scripts from early leavers.
- Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues.
- Escorting candidates on toilet breaks and ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
- To ensure that any minor behaviour issues are dealt with in line with school policy and that any breaches of Examination Code of Conduct are reported to the Examinations Officer immediately.
- Collecting, collating and delivering scripts at the end of the examinations in accordance with strict procedures.
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

### Safeguarding Children

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school’s Safeguarding Policy in order to ensure the welfare of children and young persons.



### **Personal Responsibilities**

- To play a full part in the life of the school community and to encourage staff and students to follow this example.
- To actively promote school policies and procedures.
- To be responsible for your own continued professional development.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- To attend meetings scheduled in the school calendar punctually.
- To adhere to the School's Safeguarding Policy.
- All staff will be part of the school's appraisal scheme. You will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance.

### **Other Job Requirements**

All staff will be part of the school's appraisal scheme. You will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance.

## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:</b>		
	<ul style="list-style-type: none"> <li>● At least five GCSEs or equivalent which must include at least a C grade in Maths and English.</li> <li>● A good standard of education.</li> <li>● Ability to think quickly.</li> <li>● Good behaviour management.</li> </ul>	<ul style="list-style-type: none"> <li>● Evidence of personal commitment to CPD.</li> <li>● An understanding of examination processes.</li> <li>● Previous experience of working with children in an educational setting.</li> <li>● Experience of supporting SEN students in a mainstream classroom environment.</li> <li>● Successful experience of working in a secondary school.</li> </ul>
<b>Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:</b>		
	<ul style="list-style-type: none"> <li>● Understanding of the need for discretion, tact and confidentiality at all times.</li> <li>● Have a confident manner, ability to be firm where required.</li> <li>● Be able to work part of a team.</li> <li>● Resilience to work under pressure and at a motivated pace.</li> <li>● Ability to relate to and communicate effectively with students and staff alike.</li> <li>● Be dependable, able to follow instructions and respond to management directions.</li> <li>● Have a willingness to extend skills through appropriate training.</li> </ul>	

**Additional Requirements:** In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:

	<ul style="list-style-type: none"><li>● Demonstrable and consistent approach towards others in operating with confidence and integrity.</li><li>● Demonstrable methodical approach and strong attention to detail.</li><li>● A passion and desire to drive things forward.</li><li>● Commitment to working within the School's Safeguarding Policy and Procedures.</li><li>● Commitment to high standards and expectations.</li></ul>	<ul style="list-style-type: none"><li>● The confidence to take risks and do things differently.</li></ul>
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## The Recruitment Process

### 1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than Sunday 23rd February 2025 at midnight. Applications received after this date will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on Monday 24th February 2025. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

### 3. Interview Process

Interviews will be arranged as and when successful applications arrive, as the school reserves the right to conduct interviews prior to the closing date. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible.

### 6. Additional information

For further information, please contact Christine Osment, HR Manager on 01452 428800 or [cosment@gloucesteracademy.co.uk](mailto:cosment@gloucesteracademy.co.uk).

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.