



**Hazel Wood**  
High School



Casual Examinations  
Invigilator Vacancies  
Candidate Pack



Part of the

**Oak**



Learning Partnership

Please visit our school website for further information.  
<https://www.hazelwoodhigh.co.uk/>

# Welcome from the Headteacher

Dear Candidate,

**I am the Headteacher of Hazel Wood High School and, during my time here, I have overseen a necessary period of considerable change since becoming a part of a Multi-Academy Trust in April 2019.**

I am immensely proud of our recent Ofsted inspection, which graded Hazel Wood High School as "Good" in all areas. This outstanding achievement is a testament to the dedication, hard work, and commitment of our exceptional staff, students, and parents/carers who collectively contribute to our school's success. The Ofsted report commends our school for its calm and purposeful learning environment, carefully thought-out programme that promotes personal development, good student progress, and positive school ethos. Our talented and passionate teaching staff consistently go above and beyond to provide stimulating and engaging lessons, having high expectations and fostering a love for learning within our students. The report highlights the outstanding support and guidance our staff provide to every student, ensuring they receive the tailored attention they deserve.

The cumulative impact of all our school improvement work has resulted in us being the most improved school in our area. Attainment and progress indicators at Key Stage 4 have dramatically improved and our Progress 8 score is now above average; student numbers are healthy across all year groups, attendance levels have dramatically improved, and exclusions are falling. Our school has a good reputation for being caring and inclusive and is highly regarded by its local community. We have high expectations of our staff and a great emphasis on pupil care, which includes a particular focus on outstanding quality teaching and learning, with the aim of achieving excellent outcomes for all students. At Hazel Wood, we place emphasis on effective behaviour management and high-quality teaching and we support staff to actively apply these within the classroom every day. This, in turn, facilitates the students' ability to understand and meet our expectations.

We believe that all our students deserve the very best education that we can provide, and our teaching staff aspire to raise the standards and quality of teaching and learning. This is encouraged through inspiring, and supporting, colleagues with bespoke CPD; and by ensuring that best practice is shared and embedded. Having the right team in place is essential to this. Therefore, we thank you for reading through our application pack and considering us as the next step in your career.

As a part of the Oak Learning Partnership, we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Hazel Wood High. This appointment will form a key element in the next phase on our journey to outstanding. If you would like to join our excellent team, then we would like to hear more about you.

Visits to the school, prior to application, are both welcomed and encouraged. Please contact the school on **0161 797 6543** or by e-mailing the HR Department at [recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk) to arrange an appointment.

I hope that, when you have read the information enclosed, you will be encouraged to apply for this very important post. We look forward to receiving your application.

Please visit our school website for further information.  
<http://www.hazelwoodhigh.co.uk>

Paul Greenhalgh  
**Headteacher at Hazel Wood High School**







**"Pupils are happy to attend this school. They wear their uniform with pride. Leaders have high expectations of pupils' behaviour. In the main, this ensures a calm and purposeful learning environment for pupils. Pupils benefit from being part of a diverse and respectful school community".**

Ofsted Report 2023

# Casual Exams Invigilator

**Salary:** Grade 3, £11.59 per hour

**Hours:** Zero Hour Contract

**Closing Date:** 9.00am, Monday 26<sup>th</sup> February 2024

**Interview Date:** Friday 1<sup>st</sup> March 2024

## Required for May 2024

The trust, on behalf of Hazel Wood High School, are seeking to expand their pool of a highly motivated and enthusiastic Casual Exam Invigilators. You will be part of an excellent team and provided with extensive support that will enable you to develop to your full potential both in this role and beyond.

Examinations can be extremely challenging for students, the role of exams invigilator is to help ensure they are conducted smoothly, so that all processes are followed robustly. Our team of invigilators contribute to efficient delivery of examinations by providing an orderly environment, offering clear instructions and a calming presence at a time of heightened anxiety for students.

The post would be ideally suited to applicants who are highly organized, vigilant and reliable, have excellent attention to details and have the ability to remain calm under pressure and the flexibility to be called at short notice.

Experience of being an exam invigilator is desired however full training will be provided.

Employees of Hazel Wood High School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

### **In return we can offer you:**

- An opportunity to work within an inclusive and values driven organisation.
- Extensive support to develop your potential in this forward-thinking trust at an exciting time in our development.
- An opportunity to be part of a team of welcoming, dedicated and hardworking individuals.
- A true commitment to Continuing Professional Development with access to over 180 courses via the National College.
- Healthcare in the palm of your hand with Medicash, a Health Cash Plan that is paid for by the Trust and gives access to a range of benefits to support your wellbeing including:
  - Covering the costs towards optical, dental and alternative therapy treatments such as Reflexology, Reiki and Indian head massage.
  - Health screening, discounted gym memberships and a large range of retail discounts.
  - Support with mental health, including access to 8 in person counselling sessions.
  - Virtual GP - Accessible by smart phone or computer, same day appointments available at a time that suits you.
  - Children can be added for free and share your Medicash benefits.



# How to Apply

**Closing Date:** 9:00am, Monday 26<sup>th</sup> February 2024

Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.

We are committed to **equality of opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please note, we reserve the right to close this vacancy early if we receive sufficient applications for the role.

We ask that you do not send CV's, and applications are to be completed via our vacancy portal:

**[Vacancies at Oak Learning Partnership \(oaklp.co.uk\)](http://oaklp.co.uk)**







**“Leaders have identified the important knowledge that they want pupils to know and remember. They have ordered learning carefully to allow pupils to build their knowledge logically over time. Teachers are experts in their subjects, and they use their subject knowledge well to devise appropriate learning activities for pupils. Teachers’ consistent application of leaders’ behaviour policy means that learning is rarely disrupted by poor behaviour”.**

Ofsted Report 2023

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## Job Description

**Normal place of work:** Hazel Wood High School, although you may be asked to contribute towards Trust wide projects.

**Normal working hours:** Exams take place in the morning and afternoon (Monday to Friday), you will be required to attend as and when you are available. Timetables are issued prior to the exam season beginning.

**Responsible to:** Exams Officer and School Business Manager.

### PURPOSE OF THE POST

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Hazel Wood High School regulations and instructions.
- To have an awareness of the JCQ regulations in regards to Access Arrangements and Special Consideration and ensure that identified pupils have these arrangements implemented when required.
- To have a key role in upholding the integrity and security of the examination/assessment process.

### DUTIES AND RESPONSIBILITIES

#### Before Exams:

- Report to and be briefed by the exams officer/lead invigilator prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Ensure exam rooms are set up according to the requirements.
- Distribute the correct question papers and exam materials to candidates.
- Admit candidates into exam rooms under formal exam conditions.
- Identify candidates and seat candidates according to the required arrangements.
- Instruct candidates in the conduct of their exams.
- Deal with candidate questions.
- Start exams.

### **During Exams:**

- Supervise and observe candidates at all times and be vigilant throughout exams.
- Keep disruption in exam rooms to a minimum.
- Deal with emergencies or irregularities effectively.
- Report/record any incidents, disruption or irregularities.
- Complete attendance registers.
- Deal with candidate questions according to the regulations.

### **After Exams:**

- Instruct candidates in finishing their exams and collect exam scripts and exam materials, check nothing is left behind.
- Dismiss candidates from the exams room.
- Check candidates' names on scripts, match the details on the attendance register.
- Securely return all exam scripts and exam materials to the exams officer.

### **Other Tasks:**

- Undertake training, update and review sessions as required.
- (Prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example;
  - Supervision of exam timetable to ensure candidates exam sessions do not clash
  - Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'



# Casual Exams Invigilator Person Specification

## CRITERIA

**Qualifications, knowledge, experience and CPD:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:

## ESSENTIAL

- GCSE Maths and English at Grade 4 or above (GCSE C or above or equivalent) – previous relevant experience will be considered
- Methodical with good attention to detail
- Flexible approach to work
- Excellent communication skills with an ability to relate to candidates yet maintain an air of authority
- Able to work constructively as part of a team
- Able to communicate clearly and accurately
- Able to work to pre-determined instructions
- Good organising, planning and prioritising skills
- Able to work as part of a team or along necessary
- Reliable and punctual
- Willingness to participate in development and training opportunities
- Safeguarding and Child Protection training or willingness to attend training

## CRITERIA

**Personal Qualities and Safeguarding:** In their statement of suitability and during the selection process, candidates will explain how they demonstrate their personal qualities and how they meet the safeguarding criteria:

## ESSENTIAL

- Ability to be fair but firm at all times
- Ability to judge when a decision is not theirs to make
- Ability to keep calm under pressure or during unexpected circumstances
- Two references which confirm no issues evident in terms of child protection, discipline or capability and position relationships with learners, staff and parent/carers
- Commitment to safeguarding young people, appropriate DBS record
- Suitable to work with young children
- Able to form and maintain appropriate relationships and personal boundary with children and young people

# Inclusion is at the heart of our trust

## Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Hazel Wood High School, which is a member of Oak Learning Partnership Trust.

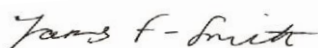
Our trust is a cross phase partnership which consists of primary, special and secondary schools. We have a vision to create a family of world-class schools who transform the lives of young people. The shared principles of our schools have aligned ways of working whilst still retaining their individuality. We are ambitious, supportive of one another and we look to achieve excellence in inclusive education. 'Inclusion is at the heart of our trust'.

Our schools work closely with one another: they collaborate with purpose, support each other, and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

One of our shared principles is 'our people matter', we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we are a values driven organisation and we are passionate about doing things in the right way with deep integrity.

If you want to make a difference to young people, want to work in a values driven environment, and this role applies to you, we would love to hear from you.



James Franklin-Smith  
CEO of Oak Learning Partnership

**Oak**   
Learning Partnership

[oaklp.co.uk](http://oaklp.co.uk)





# Our Shared Principles

We expect all staff at Oak Learning Partnership to embrace our Shared Principles:



## Values-Driven

We are a deep-rooted values-driven organisation and we are passionate about working with integrity and honesty, showing respect and kindness for everyone while ensuring we deliver the best education for our pupils. We understand that by creating environments with strong core values everyone thrives.

All of our schools have their own core values which are taught and lived. These are important to us as they feed into our values-rich wider trust family. We also recognise that each school's core values are an important part of their individual identities.



## An Exceptional Education for All

Central to our vision as a partnership of schools is our aim to run exceptional schools which deliver excellent outcomes for all learners. We are an organisation which is a beacon for strong inclusive practice. We share a common language around the curriculum and pedagogy. Our schools tailor their approach according to their context. We provide a framework of educational support centrally which helps our schools in their improvement journey. The staffing structure allows us to be flexible in the models of support which we can offer, and we can create new models of support that work for individual schools.



## Identity and Individuality

We are passionate about working in partnership as a group of schools, working together to increase capacity and creativity for all. We recognise the collective benefits that this collaborative approach brings. We are also committed to each of our schools having autonomy in many aspects of their work and we are resolute that each school will retain its own identity and protect its history. Leaders in our schools are well-supported and we understand that their autonomy and accountability are vital factors in securing the strong performance of their schools.



## Our People Matter

We ensure that our people are highly valued. We are committed to developing people at all levels. Whilst experience and qualifications can be important, our priority is recruiting people who want to make a difference, who share our values and vision, and who have the right attitude. We invest in the professional development of our people, offering opportunities across our schools. We value all of our people; our passion for inclusion is reflected not only across learners but across staff and we ensure that we support their well-being.



## Collaborate with Purpose

Our strength comes from our alliance of primary, secondary and special schools and we look to learn from one another. Our schools are committed to collaboration both within our group of schools and outside, and where approaches are having an impact these are shared and applied to other contexts within the partnership. Our schools actively support one another and so all benefit from the partnership. Strong central systems provide high quality support for all schools.

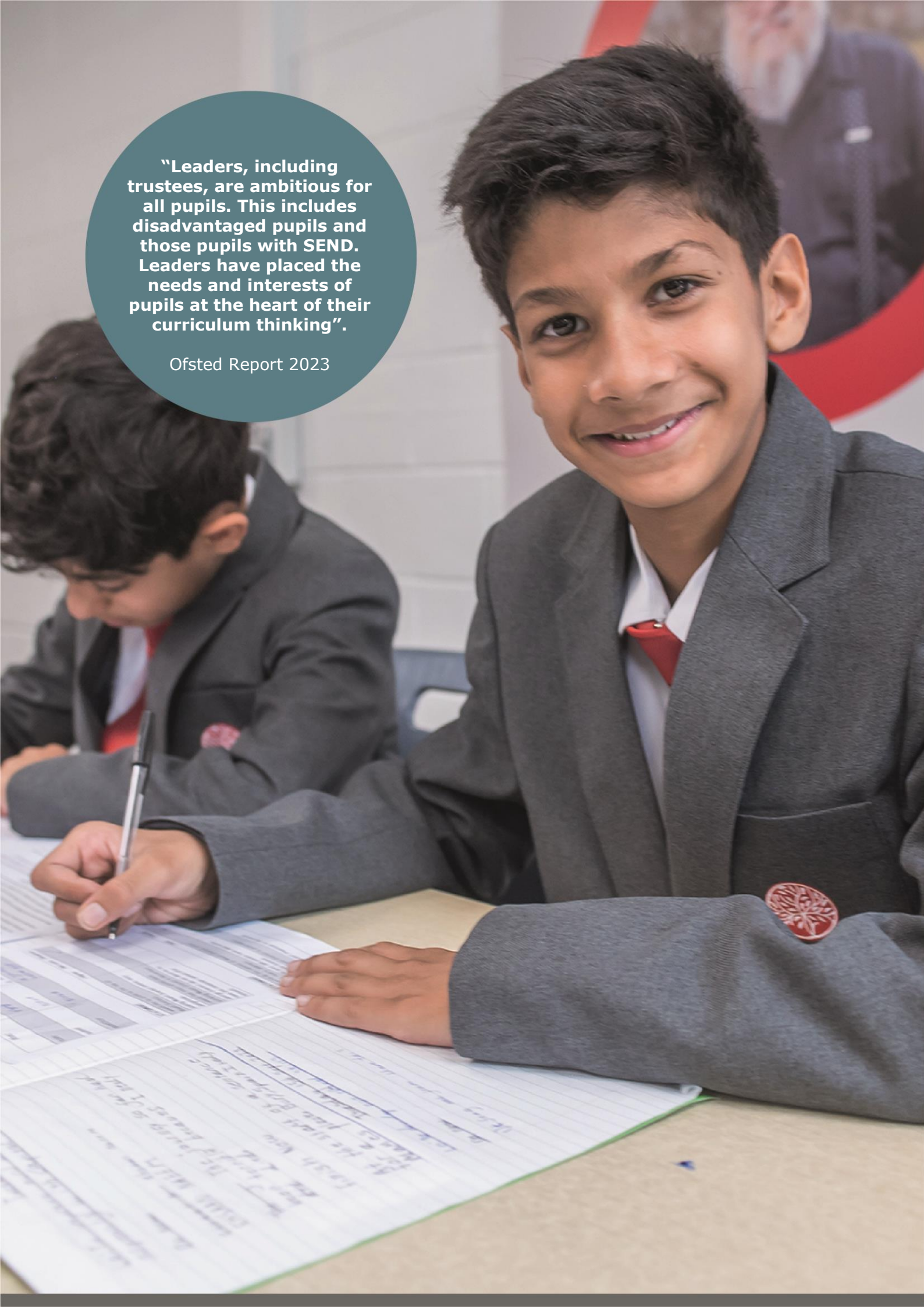


## Focus on Impact

We concentrate on the things that work rather than merely ticking boxes. We recognise that more often than not, keeping things simple and doing them consistently well makes the biggest difference. Our centralised support around business functions allows school leaders to focus on their core purpose - delivering an exceptional education.

**“Leaders, including trustees, are ambitious for all pupils. This includes disadvantaged pupils and those pupils with SEND. Leaders have placed the needs and interests of pupils at the heart of their curriculum thinking”.**

Ofsted Report 2023







# Workload Charter

As a trust, we are committed to supporting the wellbeing of all our staff, this starts with ensuring that the culture across all of our schools is one where staff feel well supported, cared for and part of a community. We also understand there needs to be practical steps in place to ensure workload can be managed and reduced. Our workload charter sets out what staff can expect as part of their role within the trust.



## Email Embargos

No expectation that emails should be responded to out of working hours.



## Working Practices

PPA arrangements; Working Time Directive; ECT Time.



## Investment in Staff

Clear career progression and funding available for CPD.



## Induction

Agreed programme of induction for all staff.



## Open Door Policy

Open door policy allowing easy access to senior leaders.



## Staff Rooms

Are comfortable, dedicated, physical space within school where staff can take time out.



## School Calendar

Planned and managed by SLT and issued at the beginning of the academic year.



## Systems

Adapt systems to make the process effective and free up more time.



## Communication Strategies

Agreed protocols in each school for communication.



## Staff Training Days

Lunch provided for staff on day long training events.



## Staff Voice

Annual Staff wellbeing Survey and regular feedback drop-in sessions.



## Wellbeing Directory

(Trust-wide)



## Staff Christmas Dinners

All staff are provided with a Christmas Dinner.



## Residential Payback

Staff received time back following their involvement in residential trips.



## Instructional Coaching

Is adapted by all trust schools allowing staff to practise and develop their skills.



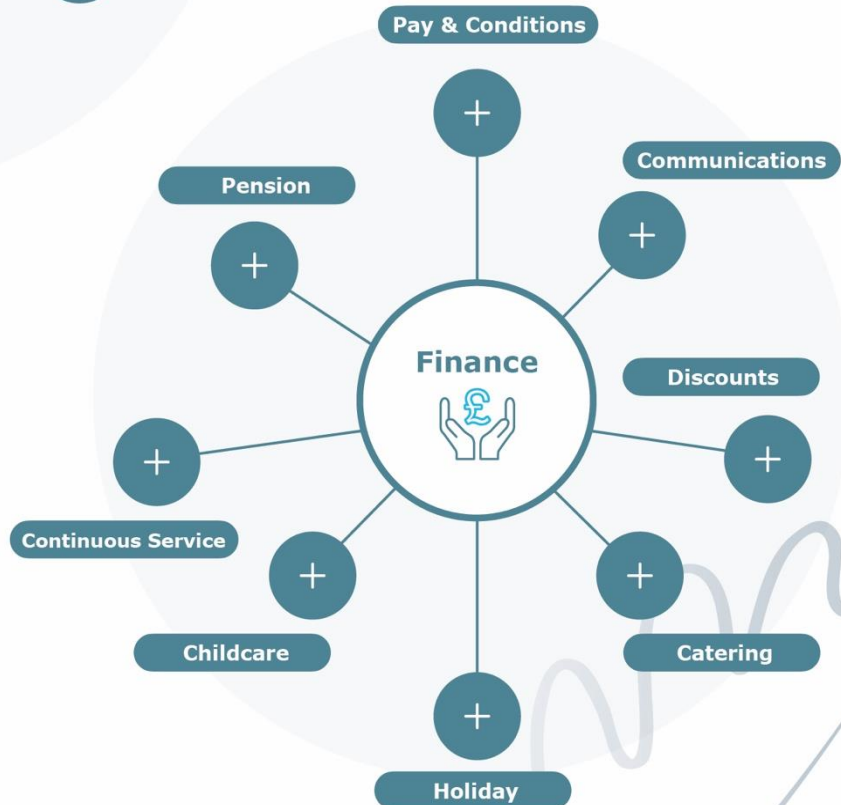
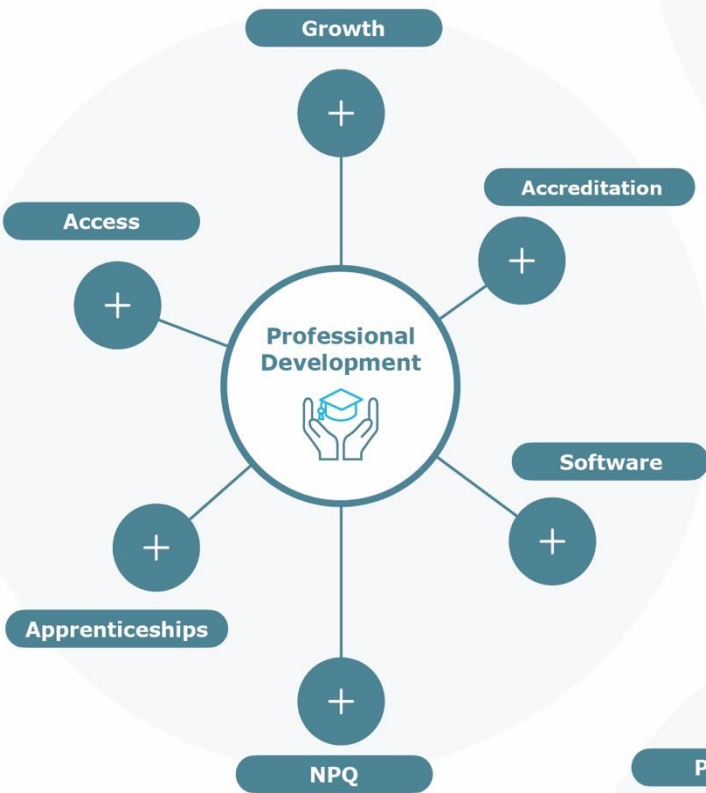
## Being Flexible

Flexible Working policy and practises available.



# Staff Benefits

In order to attract the strongest talent, we offer a competitive reward and benefits package







**Hazel Wood**  
High School

**Hazel Wood High School**

Hazel Avenue  
Bury  
Lancashire  
BL9 7QT

0161 797 6543

[recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk)

[www.hazelwoodhigh.co.uk](http://www.hazelwoodhigh.co.uk)



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