



## Alsop High School



# APPLICATION PACK

<b>ACADEMY:</b>	Alsop High School
<b>ROLE:</b>	Exam Invigilator
<b>START DATE:</b>	October 2024
<b>HOURS:</b>	Casual (dependent on needs of the service)
<b>SALARY:</b>	£11.59 per hour(+14.5% holiday pay accrual). Paid by hours worked.
<b>GRADE:</b>	Grade 2, point 2



“I have worked at Alsop High School since 2000, when I started my career in education, as a PE Learning Support Assistant. It was working with such a passionate and enthusiastic staff team that inspired me to complete my PGCE and return as a member of the teaching staff in 2002. I have taken advantage of every opportunity and experience Alsop has offered, which has led me into my current role of Assistant Headteacher.

Alsop is a very special and unique school and our students and families are at the centre of all we do. We ensure everyone has the opportunity to be the very best that they can be, both personally and academically. I am immensely proud to work alongside my amazing colleagues to help shape the generations of families we serve within the school community and beyond”.

**Kathy Begley**

**Assistant Headteacher**



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# MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Alsop High School, part of Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan Borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable students to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.



The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In recent months we have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in every school Ofsted Inspection.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,



Mr Christian Wilcocks  
**CEO Omega Multi-Academy Trust**





# MESSAGE FROM EXECUTIVE PRINCIPAL

It is my pleasure to welcome you to Alsop High School.

I am delighted that you are considering joining our community. Alsop High School is the largest secondary school in the vibrant city of Liverpool, with 1500 students across Key Stage 3-5. We have been at the heart of the Walton community for over 100 years.

As the Executive Principal of this warm and wonderful school, which is part of Omega Multi-Academy Trust, I feel both proud and privileged to lead our mission of 'Achieving Excellence Together.' At Alsop High School, excellence means seeking 1% improvements every day in all that we do, for both staff and students. We are looking for talented, committed and passionate colleagues to join us on this journey to excellence.

New colleagues often highlight the support from others and the team ethos is a real strength of our school. Built upon our three core values of *Ambition*, *Respect*, and *Community* and aligned with the Omega Multi-Academy Trust mission, we strive to provide the best possible school experience for every child and to be the best employer we can be. We consider the workload and wellbeing of our staff to be our greatest resource, which means that we place a high value on managing the amount of work given to staff and ensuring that their overall wellbeing is considered.

I will always expect our staff to treat the children in our care as they would their own. One of my favourite quotes is, "children's learning is not a rehearsal; they never get a second chance." We want ambitious staff who are passionate about maintaining the highest standards every day to ensure that every moment of students learning is as effective and enriching as possible.

We aim to cultivate a warm, family-like work environment and seek to recruit and retain dynamic and inspirational staff who share our vision and commitment. As part of the Omega Multi-Academy Trust, colleagues benefit from strong collaboration, network opportunities and a broad and varied professional development programme at every level. We plan to "train staff so well that they can leave but treat them so well they don't want to."

We can offer flexible working arrangements and a wide range of CPD opportunities for staff. While we love working in education, we recognise its challenges, which is why your wellbeing is always a priority for us, from emotional support to regular workload management.



As part of a trust, we offer all staff exclusive access to our wellbeing and benefits app “Omega MAT Plus+.” This app provides a gateway to a wide range of exciting benefits, including an Employee Assistance Programme with 24/7 health and wellbeing support, access to GP video appointments and discounts and savings at many high street stores and big brands.

We believe that a diverse and inclusive workforce is essential, drawing from a range of talents, backgrounds and experiences and striving to represent the community we serve. Ultimately, it is the children and young people who will benefit the most, so this is the perfect opportunity to work in an innovative and creative school. We strongly encourage all potential applicants to visit us or get in touch for an informal conversation prior to the interview. We are happy to welcome visitors for an informal tour at any time.

I look forward to meeting you.

Yours faithfully,



**Mr J Kerfoot**  
Executive Principal





# Alsom High School

## JOB DESCRIPTION

<b>Academy:</b>	Alsom High School
<b>Job Title:</b>	Exam Invigilator
<b>Salary:</b>	£11.59 per hour (+14.54% added on top of this to take holiday pay into account) – paid by hours claimed.
<b>Grade:</b>	Grade 2, Pt 2
<b>Hours:</b>	Casual hours dependent upon the needs of the service
<b>Accountable to:</b>	Exams Officer
<b>Contract type:</b>	Casual
<b>Closing date:</b>	Friday 4 <sup>th</sup> October 2024 at 9am

You will join a team of support staff dedicated to making a positive impact on the learning environment of our students. Responsible for the conduct of an examination session in providing efficient and effective invigilation duties to support the Examinations Manager, in line with school internal examination procedures and JCQ & Awarding Bodies.

Hours are variable on a casual basis (generally during December/January, March/April and May/June) to meet the operational needs of the school and the availability of the individual.

### KEY RESPONSIBILITIES:

- To ensure the examination room meets board requirements (e.g. clock and the school centre number are clearly visible to all the candidates)
- To ensure all candidates have an equal opportunity to demonstrate their abilities
- To ensure that all the correct silence and warning notices are prominently displayed
- To ensure that all candidates have the correct examination stationery and equipment
- To distribute examination papers and any associated materials as directed
- To collect examination scripts as directed and collate/check these against the official attendance registers
- To ensure that the integrity and security of the examination is in accordance with both examination board requirements and the school's internal procedures
- To oversee the commencement and completion of the examination
- To prevent possible candidate malpractice and possible administration failures
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- Any other clerical duties that are in accordance with the purpose and grade of the post, as directed by the School. This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder.





“Beginning my teaching journey in Alsop High School is an experience I am truly grateful for. Having been an Alsop student myself, I have always admired the dedication, hard work, and heart of the staff body. Throughout my training year, I was given the utmost support and felt inspired daily. That inspiration is something I endeavour to share with our students. I aspire to create an environment in which all students believe in themselves and encourage them to see what I see in them.

The continued professional development from Alsop and Omega Multi-Academy Trust during my ECT year have been invaluable. I have been encouraged and guided to become a reflective practitioner and undoubtedly, this has had a positive impact on my confidence and classroom presence. My experience since joining Alsop High School has enabled me to see the true heart of our school and I am enjoying the privilege of positively contributing in any way I can.”

Eve McArdle

**English Teacher**

# PERSON SPECIFICATION



**Alsom  
High School**

**Academy:** Alsom High School

**Job Title:** Exam Invigilator

E= Essential D=Desirable

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

Measured by:

A=Application Form T=Test/Exercise

P=Presentation I=Interview

R=Reference

QUALIFICATIONS		
<b>E</b>	Good Standard of Education, including GCSE Math & English at Grade C or above or equivalent	A
EXPERIENCE		
<b>D</b>	Experience of working as an Invigilator	A/I
<b>D</b>	Experience of working in a school or with young people	A/I
<b>D</b>	Knowledge of the Education sector	A/I
<b>D</b>	Experience of working with students with learning difficulties and disabilities	A/I
PERSONAL QUALITIES & SKILLS		
<b>E</b>	A flexible approach to work	A/I
<b>E</b>	Excellent record of attendance and punctuality	A/I
KNOWLEDGE/UNDERSTANDING		
<b>E</b>	Effective organisational & communication skills	A/I
<b>E</b>	Ability to relate well with staff and students	A/I
<b>E</b>	Ability to work with complete confidentiality	A/I
<b>E</b>	Handwriting skills are neat/legible with the ability to write and process information at speed	A/I
<b>E</b>	Ability to work as part of a team or as an individual	A/I
<b>E</b>	Excellent listening skills to support the scribe/reader role	A/I
<b>E</b>	Willingness to undertake training relevant to the role	A/I
PRE-EMPLOYMENT CHECKS		
<b>E</b>	Positive recommendation from all referees, including current employer	R
<b>E</b>	DBS Clearance post appointment	N/A





**Alsom  
High School**

# THE SELECTION PROCESS

## HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy Trust then you should:

- If you would like to discuss this role please email [hr@omegamat.co.uk](mailto:hr@omegamat.co.uk) with your request.
- Download and complete the Omega Multi-Academy Trust application form
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible). There must be no unexplained gaps in your career history.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Great Sankey High School. CVs cannot be accepted.
- Email completed application forms to [recruitment@omegamat.co.uk](mailto:recruitment@omegamat.co.uk) by the deadline below

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

## TIMETABLE FOR THE SELECTION PROCESS

**Closing date for applications:** Friday 4<sup>th</sup> October 2024 9am

**We reserve the right to close this advertisement early if we receive a high volume of suitable applications**

**Start date:** October 2024



“From the first minutes of starting my role as pastoral support officer, Team Alsop has always made me feel welcome, valued and supported. In my role, I count myself lucky to be able to forge excellent relationships with the students and their families. The role brings me great job satisfaction in assisting students to become the best, happiest and most successful versions of themselves.

Alsop has always supported me with my own continuing professional development, encouraging me to take part in both whole school and individual projects and this has given me opportunities to further my own knowledge and expertise in my role. I am proud to be part of such a supportive and caring team of staff, who work tirelessly to ensure the students stay at the center of everything we do.”

Dave Taylor  
**Pastoral Support officer**

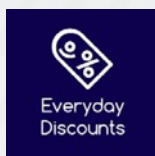




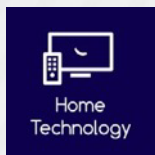
# STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

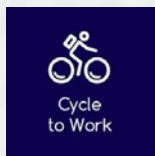
Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK



# STAFF WELLBEING & BENEFITS



Online Health Portal

Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



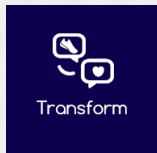
Online GP

Video or phone consultation with a GP at a time that suits you.



Employee Assistance Programme

Legal, money advice and personal support and guidance.



Transform

Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.





## ALSOP HIGH SCHOOL

**Alsop High School**  
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