



Castle Donington College

Exam Invigilators

Start date: As soon as possible

£12.65 - £12.85 per hour



Applicant Information Pack

Exam Invigilator

Dear Applicant,

Thank you for your interest in the post of Exam Invigilator at Castle Donington College. I hope the enclosed pack will be of interest to you and I look forward to receiving your completed application. This is a support staff role based in the Learning Support Department. We welcome submissions from people currently working in the education sector, those interested in a career supporting young people or those considering a future in teaching.

Castle Donington College is a small 11-16 school. In September 2021 we started with 650 students on role across five year groups (Year 7 to 11). The College is situated on the Northwest edge of Leicestershire on the Leicestershire, Derbyshire, and Nottinghamshire border and within 30 minutes' drive of Nottingham, Derby, Leicester, Loughborough and Burton, being close to the M1 and A50.

In January 2019 we received an Ofsted rating of 'Good' and we are very proud of our community and the pupils we serve. We chose to join the East Midlands Education Trust, a successful and thriving partnership of high achieving schools in January 2022. We have high aspirations for everyone in our community whether pupil or staff. We are therefore seeking to appoint a Receptionist who has a clear desire to contribute to the future success of the College and to support our young people to become the best they can be.

We are seeking to appoint Casual Examination Invigilators for external and internal examinations during the months of November/December and May, June and July.

This is an exciting and unique role providing the opportunity to support and encourage individuals to overcome their learning difficulties and to help them develop their skills and confidence to work more independently. The successful applicant will have excellent communication skills, be committed, enthusiastic and have the ability to inspire learners to recognise and achieve their aspirations. The post holder will be working with our most vulnerable pupils and those with special educational needs, which is very rewarding. We are looking for someone who can be flexible, respond effectively to the unexpected, interact positively with students as well as carry out, develop and enhance our existing support practise and procedures.

All our staff work collaboratively to support each other, share best practice and drive school improvement. In a recent staff survey 100% of respondents said that Castle Donington College was a good place to work. We are committed to a happy, purposeful and secure environment that provides the opportunity for all to grow and develop. Our staff are highly valued, well regarded and fully supported. We can offer a coherent programme of induction and we have a strong commitment to professional development. Your development will be a key priority for us, regardless of your experience.

The job description and person specification will give you further details about what we require.

To apply:

- Complete an online application form via East Midlands Education Trust website www.emet.uk.com/vacancies
- On the application form, please focus on a detailed 'supporting statement' considering the person specification and indicating why you would be the best person for us to recruit to this position. Set out your experience to date and what you feel you can contribute to the post; include information about your current expertise and experience.

Castle Donington College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding checks will be undertaken during the recruitment process.

We welcome applications from all who feel they have the qualities to contribute to this School regardless of age, gender, ethnicity or religion.

Please be aware, as the applicant, you are responsible for ensuring your application reaches us before the deadline/closing date. Late applications will not be accepted.



Job Description Examination Invigilator

Job Title:	Examination Invigilator	Reporting to:	Examinations Officer
Department:	Examinations	Contract	Casual

Safer Recruitment Statement

Castle Donington College is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment.

Responsibilities of all Casual/Support Staff

- Have a proper and professional regard for the ethos, policies and practices of the College and maintain high standards of punctuality and attendance
- Engage actively in the Appraisal process
- To have an understanding of and always act within, the statutory frameworks which set out your professional duties and responsibilities
- Treat all pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries as appropriate to their professional role within the College
- Having a regard for the need to safeguard pupils' well-being in accordance with statutory provisions. To ensure all pupils are safe at all times
- Show a tolerance of and respect for the rights and beliefs of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- To have proper and professional regard for the ethos, policies and practices of the College and maintain high standards in your own attendance and punctuality

Role of Casual/Support Staff:

To make the education of pupils your first concern. To be accountable for achieving the highest possible standards in work and conduct. Casual/Support Staff at the College act with honesty, integrity and work in the best interests of the pupils at all times.

All casual/support staff will:

- Promote the college aims values, codes, policies and procedures in all situations
- Keep themselves and others safe
- Apply the college policies and procedures consistently and appropriately
- Follow guidance regarding confidentiality issues as appropriate
- Participating in relevant college-based meetings and training activities within contracted hours
- Personally and collectively support pupils in becoming confident individuals, successful learners and responsible citizens
- Act as role models by demonstrating a professional level of dress, appearance and behaviour
- Treat all colleagues with respect

Specific Responsibilities and duties of an Examination Invigilator

Play a key role in upholding the integrity of the examination/assessment process.

Before exams

- To report to and be briefed by the Examinations Officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After exams

- To instruct candidates in finishing their exams and to collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the Examinations Officer

Other

- To attend/complete training (online and face to face) and update sessions as required
- To undertake, where required and where able, other duties requested by the Examinations Officer, for example:
 - supervision of clash candidates between exam sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks

Special Factors

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

A DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the job at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Castle Donington College is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.