

INVIGILATORS

Application Pack

Deadline: Thursday 21st November 2024 at 12pm



Dear Colleague

Thank you for your interest in Edgar Wood Academy, a new school serving the local community in Middleton and Heywood. Opening in temporary accommodation in September 2021, the school moved to its permanent location in September 2022, a state-of-the-art building, with stunning views of the local countryside. Helping our students realise their potential lies at the heart of everything we do. By promoting our values of Resilience, Empathy and Responsibility and a culture of mutual respect and compassionate rigour, we aim to inspire and engage all pupils, regardless of prior attainment or social background.

By joining our school, you will be part of an exciting journey, building the school from its early foundations and helping to create and embed its ethos, values and culture. We believe in creating a purposeful and calm environment which allows our teachers to teach and our students to learn. As a result, we will improve student achievement through high-quality teaching in a safe and caring environment. We value each individual child in our school and recognise that each has different talents and gifts, which will be nurtured over the course of their time with us. We also support every student to develop personally and academically, so that they have the knowledge and skills to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

Hopefully it is already clear from reading this letter that our aims are simple: to help students realise their potential through a culture of mutual respect, positive behaviour, and high standards. Our aim is to have students do the right thing because they should, rather than because they must. We aim to inspire and engage all students, regardless of prior attainment or social background.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague. You must be willing to share and learn. We wish to appoint someone who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

It is important to note that Edgar Wood Academy benefits from being a part of the Altus Educational Partnership. The Trust currently comprises of four academies - Rochdale Sixth Form College, Edgar Wood Academy, Kingsway Park High School and Bamford Academy.

The Trust's mission and vision are to:

- Advance education in the borough of Rochdale so that young people go on to live happy and fulfilling lives and make positive differences to their communities and society.
- Create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough.

I look forward to your application and if you have any questions, or wish to visit the school prior to interview, please do not hesitate to contact my PA, Debbie Barlow on 0161 676 9620.

Yours sincerely



Paul Jones (Headteacher)

Making your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to recruitment@altusep.com.

Deadline

The deadline for the post is **Thursday 21st November 2024 at 12.00 noon.**

Interviews are expected to be held on **Tuesday 26th November 2024.**

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

Salary

The post is paid at the Real Living Wage – £12 an hour.

Start Date

January 2025

For an Application Pack

1. Visit www.edgarwood.org or www.altusep.com
2. Contact the HR team at recruitment@altusep.com

Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

Background Information

Altus Education Partnership

Edgar Wood Academy is currently one of four institutions in the Altus Education Partnership (a Multi-Academy Trust) alongside Kingsway Park High School, Bamford Academy and Rochdale Sixth Form College (“TES 6th Form College of the Year 2021” and “Ofsted Officially Outstanding 2022”). Edgar Wood Academy and the Trust have a very strong educational reputation in the local community and are in a financially robust position. The Trust works as a partnership of equals, where all Academies are distinctive institutions working together for the benefit of all students, within which, Headteachers and local Governing Bodies have delegated authority and associated autonomy. The Trust expects to expand further in the next few years, working with Academies in the Primary and Secondary phases to improve the quality of education across the borough.

Altus Education Partnership are committed to supporting all children in their Academies to progress to a successful career, life and employment path of their choice.

All our Academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our Academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders and Teachers will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all Academies in the Trust.

Altus Education Partnership Values

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.
- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and results of our students – ‘if one fails, we all fail’.


The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.



Company No. 10578239


Resilience • Empathy • Responsibility

 Edgar Wood Academy
Heywood Old Road,
Heywood, OL10 2QN

 0161 676 9620

 info@edgarwood.org

 www.edgarwood.org

- 
- Be able to celebrate their success and that of others.
 - Have developed the confidence to overcome barriers to success.
 - Be articulate, creative, and prepared for future growth and learning.
 - Be happy!

Shared Objective for all Staff

"To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

Role Description:

| | |
|----------------------|---|
| Job Title: | Invigilator |
| Reports to: | Systems and Operations Manager |
| Additional: | As Assigned |
| Remuneration: | Real Living Wage – Currently £12 per hour |
| Contract: | Casual |
| Start Date: | January 2025 |

Invigilator

Overall Purpose of the Post

- To provide invigilation and administration assistance to the examination's office in accordance with the JCQ awarding body and Edgar Wood Academy.
- To provide support as an invigilator for students on an individual or small group basis.
- To work flexibly during the peak examination seasons.

Key Duties

- Under direction of examinations staff, to take responsibility for the conduct of examination sessions in the presence of candidates
- To ensure at all times the safe custody of question papers and other examination materials
- To ensure that examination rooms are adequately prepared for examination purposes and ready to admit candidates at a scheduled time
- To ensure all rules and regulations relating to the conduct of examinations are strictly applied and followed
- To deal with any emergencies that arise during the examination
- To undertake supervision of clash candidates
- To assist in collating scripts for sending to Awarding Bodies
- Any associated duties that may be assigned by the examination team

Support for the College

The Invigilator will:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background;
- Attend and participate in meetings as required;

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly.

Other

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. RSFC is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Person Specification

| | | Assessed by: | |
|---------------------------|--|--------------|-----------|
| No. | CATEGORIES | App Form | Interview |
| ESSENTIAL CRITERIA | | | |
| 1. | Educated to a good standard in Mathematics and English Language e.g GCSE or equivalent qualification. | √ | |
| 2. | Good written and oral communication skills | √ | √ |
| 3. | Ability to issue instructions to a wide range of examination candidates in a confident manner | √ | √ |
| 4. | Willingness to maintain confidentiality on all college matters | √ | √ |
| 5. | Ability to work effectively and supportively as a member of the college team | √ | √ |
| 6. | Willingness to work flexibly until all exams papers have been collated and are ready for posting | √ | √ |
| 7. | Well-presented and professional manner | √ | √ |
| 8. | Demonstrable commitment to equal opportunities | √ | √ |
| 9. | Willingness and ability to adapt to a wide range of duties in response to changing circumstances | √ | √ |
| 10. | Flexibility in working hours throughout the peak exam series | √ | √ |
| DESIRABLE CRITERIA | | | |
| 11. | Experience of supporting students in a classroom environment, including those with special educational needs | √ | √ |
| 12. | Committed to continuing personal and professional development | √ | √ |

EDGAR WOOD

academy



Edgar Wood Academy
Heywood Old Road
Heywood
OL10 2QN

Tel: 0161 676 9620
Email: info@edgarwood.org
www.edgarwood.org

Altus Education Partnership
Suite F4
No. 2 The Esplanade
Rochdale
OL16 1AE

Tel: 01706 769999
Email: info@altusep.com
www.altusep.com

