

# Briefing Pack for Applicants Exam Invigilator



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.**



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***May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.***

## Section 1: Post Advertisement

**Post:** Exam Invigilator  
**Pay scales:** Exam Invigilators- Grade 2- £9.99  
Senior Invigilators- Grade 3- £10.39 per hour  
**Contract:** Casual, as needed  
**Start date:** October 2022

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost. High Storrs School joined the Trust in March 2018.

High Storrs is a high-performing 11-18 secondary school on the South Western outskirts of Sheffield that has benefitted from a £27m refurbishment of our Grade II listed building. Serving a multi-cultural learning community with high expectations and high aspirations, we are an over-subscribed school.

We are seeking to appoint invigilators to assist the Examinations Officer in the smooth and efficient administration of examinations, specifically the invigilation of students and related tasks. **In this instance we are specifically looking for invigilators that would be comfortable reading and scribing for candidates on a 1 to 1 basis.**

***The closing date is Friday 2<sup>nd</sup> September 2022 at 9am with interview dates to be confirmed.***

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check.

**Further details** can be found on our website <https://highstorrs.co.uk/our-school/vacancies/teaching-vacancies>.

**To apply**, download an application form <https://highstorrs.co.uk/our-school/vacancies/teaching-vacancies> and send all electronic applications addressed to The Headteacher via email [recruitment@highstorrs.sheffield.sch.uk](mailto:recruitment@highstorrs.sheffield.sch.uk). **ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.** Please provide telephone numbers and email addresses for yourself and referees.

## Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils. In September 2020, Chapeltown Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary School became the first primary school to join the Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews  
**Chief Executive Officer**

### Section 3: Letter from the Headteacher – Claire Tasker

Dear Candidate,

Thank you for your interest in this role and in our school. High Storrs is a very successful high-performing 11-18 comprehensive school in the south west of Sheffield that has benefitted from a £27m refurbishment of our Grade II listed building. We are a large and happy school with 1697 students (483 in the Sixth Form). Serving a multi-cultural learning community with high expectations and high aspirations, we are an over-subscribed school and are part of the Minerva Learning Trust.

We are most proud of our excellent exam results. In summer 2019, (the last time formal examinations were held), students both attained highly and made outstanding progress from a wide range of starting points at GCSE and A level. Our outcomes for many measures at GCSE and A level are the strongest or amongst the strongest in the city. However, we also take great pride in all the others successes and efforts of our students and staff – the school productions, the dance and music performances, the staff panto, sporting endeavours, Pride events, charity events and all the times that members of the wider community comment on the decency and kindness of members of our school.

High Storrs is a happy, creative, focused and aspirational community that is built on the strong foundations of our broad curriculum, our inclusive ethos, our highly qualified and knowledgeable staff and our enthusiastic students. The beautifully refurbished old building is symbolic of our tradition and the multitude of alumni proud to have attended High Storrs. Our new building, full of excellent facilities, is symbolic of our bright future as a school that marries academic success with the education of the whole child.

A great deal of this success is down to the pastoral care and support at High Storrs School. Our House System really helps our youngest students to settle and, as they grow, to thrive. Our Houses celebrate the successes, challenge the mistakes and support the learning. The House teams all appreciate the power of partnership with parents and carers and of open communication. Support and care are equally important for all members of staff. We have a well-developed CPD programme at High Storrs that is now supported further by the growing CPD offer from the Trust. Wellbeing is also rightly high on our agenda. We have clear well-being principles in place that guide our work in school and an annual action plan full of suggestions made by staff.

Every day at High Storrs starts with either form time in a vertical (i.e. mixed age) form linked to a House or in a Year 12 or Year 13 form. The day may start with an assembly or a 'form discussion' about current affairs, the power of sleep, understanding stress or our all-important High Storrs 'Attitude to Learning' and learning behaviours for success. Then students are off to study a myriad of subjects (a much wider choice for GCSE and A level than many schools) before lunch in the deli bar, sandwich room, dining room or outside. This is mostly followed by clubs and fresh air! There are two more one-hour lessons in the afternoon before formal lessons end at 2.55 pm and sport, dance, music, drama, art, STEM and other extra-curricular activities or CPD begin. It is always a full day for staff and students at High Storrs School!

I look forward to receiving your application,



Claire Tasker

## Section 4: About High Storrs

## OUR ETHOS

We welcome everyone and pride ourselves on our inclusive practice. Combined with this, we deliver academic success, specialisms in Maths and Computing and Performing Arts and a wide range of extra-curricular activities.

Our students are treated with respect and are expected to respect school rules and each other. This enables everyone to enjoy a positive working environment where the most productive learning can take place.

Our school-wide values statement was written following a consultation with over three hundred stakeholders – amongst them parents, students, staff and governors. It articulates the positive attributes and characteristics we expect from, and see on a daily basis in, our community: **We are High Storrs. We are here to learn, succeed and thrive. We are respectful, safe and responsible.** This language is seen around our school and used in and out of lessons. This language is articulated to students to express what we want from our community.



## ABOUT US

We are firmly committed to a holistic approach that combines academic delivery with strong pastoral support. We place a high value on maximising all opportunities for learning, providing exceptional development opportunities in a supportive and forward-thinking culture. In November 2013 the school was graded 'Good' by Ofsted with Outstanding for the Sixth Form and student behaviour. Ofsted Inspectors commented: 'Well done. It has been a joy to be here, teachers are such positive role models'.

Our school website [www.highstorrs.co.uk](http://www.highstorrs.co.uk) will provide further details about our curriculum and more (including the full Ofsted report). You will also be able to read our school action plan and understand our priorities for this year and beyond. Our action plan is inspired by our 'five keys to success' and the notion of unlocking the potential in every student and member of staff. The High Storrs blogs and social media accounts will give you a further flavour of school life!

We look forward to your application and thank you for your interest in our school.

## Section 5: Job Description



# Minerva Learning Trust Job Description



***Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

<b>POST TITLE</b>	Exam Invigilator
<b>GRADE/SALARY</b>	Exam Invigilators- Grade 2- £9.99 Senior Invigilators- Grade 3- £10.39 per hour
<b>HOURS/WEEKS</b>	Casual, as needed
<b>LOCATION</b>	High Storrs School
<b>RESPONSIBLE TO</b>	Exams Officer
<b>RESPONSIBLE FOR</b>	The conduct of pupils in examination rooms under the supervision and guidance of the Exams Officer and appropriate staff. With a special responsibility for exam rooms facilitating access arrangements for pupils with special educational needs including social, emotional and mental health needs. <b><u>In this instance we are specifically looking for invigilators that would be comfortable reading and scribing for candidates on a 1 to 1 basis.</u></b>
<b>PURPOSE OF THE JOB</b>	To assist the Examinations Officer in the smooth and efficient administration of examinations, specifically the invigilation of students and related tasks.
<b>RELEVANT QUALIFICATIONS</b>	

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

## **MAIN DUTIES:**

### **SUPPORT FOR THE EXAMINATION PROCESS**

- 1.** To work with the Examinations Officer to ensure the successful operation of the examinations process in the school including the running of exam rooms that facilitate access arrangements for pupils with special educational needs including social, emotional and mental health needs.
- 2.** To be fully familiar with the guidance for invigilators and instructions provided for conduct of the examination by the Examinations Officer and/or relevant Examination Board.
- 3.** To supervise the admission of candidates into the examination room and to help them find their allocated seats quietly and efficiently.
- 4.** To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- 5.** To ensure specified pupils are provided with the access arrangements that they are entitled to under the direction of the Examination Officer.
- 6.** To collect and collate completed scripts in candidate order at the end of the examination.
- 7.** To assist in the efficient timekeeping of the examination and ensure that a clock, visible to all candidates, is in the examination room and all the examination board instructions for candidates are displayed in line with legal requirements.
- 8.** To ensure any minor behaviour issues are dealt with in accordance with school policy, report any breaches of the Examination Code of Conduct to the Examinations Officer immediately and make a record of the problem on the examinations incident sheet.
- 9.** To ensure the examination room is clear and tidied for the next session.



## **SUPPORT FOR CANDIDATES**

1. Reading and scribing for candidates on a 1 to 1 basis.
2. To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
3. To respond to candidates' queries in accordance with examination regulations.
4. To relate to candidates with special educational needs in a supportive manner that takes into consideration their specific difficulties and differences.
5. To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations.
6. To escort and supervise candidates who may need to leave the examination room in an emergency.
7. To provide access arrangements specified for individual pupils.

## **CONFORMING WITH SCHOOL REQUIREMENT AND EXPECTATIONS**

1. Be aware of and comply with school policies and procedures especially relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of, and comply with, the school's Staff Code of Conduct e.g. wearing suitable clothing, no smoking or alcohol on site etc.
3. Appreciate and support the role of other professionals
4. Attend and participate in relevant meetings as required

Participate in any training, information and update activities as required and/or necessary.

## **ADDITIONAL DUTIES FOR THIS POST**

To be prepared to undergo any other duties and responsibilities appropriate to the grade and role.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

## Section 6: Person Specification



# Minerva Learning Trust Person Specification



**Post title: Exam Invigilator**

Minimum Essential Requirements	Method of Assessment
<b>QUALIFICATIONS AND TRAINING</b>	
Willingness to undertake any appropriate training	AF/I
<b>KNOWLEDGE AND EXPERIENCE</b>	
Comfortable reading and scribing for candidates on a 1 to 1 basis.	AF/I
Ability to understand verbal instructions	AF/I
Ability to work as a member of a team or alone	AF/I
Awareness of Council's Equal Opportunities Policies and Health and Safety Policy	AF/I
Ability to use initiative	AF/I
<b>PROFESSIONAL DEVELOPMENT</b>	
Develops own knowledge and skills to improve service area performance	AF/I
<b>SKILLS</b>	
Ability to communicate effectively with other employees and young people in clear and accurate English	AF/I
Ability to relate to young people with special educational needs including social, emotional and mental health needs	AF/I
Reliable and punctual	AF/I
Flexible, prepared to undertake other tasks associated with the post	AF/I
<b>QUALITIES AND ATTRIBUTES</b>	
Physically fit	AF/I
Able to work in conditions related to schools	AF/I
Prepared to work hours required by school	AF/I
Maintain confidentiality	AF/I
<b>EQUAL OPPORTUNITIES AND SAFEGUARDING</b>	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Can demonstrate a working knowledge of current legislation relating to the role e.g. GDPR	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

**Key:** AA = Assessed activity  
AF = Application form  
I = Interview  
R = Reference

## Section 7: The Appointment Process

These notes are intended to guide you when making an application.

### 1. The Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

### 2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

### 3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

### 4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

### 5. Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

### 6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

### 7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

### 8. The Interview

Candidates will be invited to an interview process at the school during which time they will have the opportunity to meet staff and students and see the school at work.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to [recruitment@highstorrs.sheffield.sch.uk](mailto:recruitment@highstorrs.sheffield.sch.uk) by the closing date.