



Hazel Wood
High School



Exam Invigilator (Multiple Vacancies)

Candidate Pack



Part of the

Oak



Learning Partnership

Exam Invigilator (Multiple Vacancies)

Welcome from the Headteacher

Dear Candidate,

I am privileged to be the Headteacher of Hazel Wood High School. This is a truly inclusive and diverse community where we foster a culture of mutual respect, responsibility and aspiration.

I am immensely proud of our most 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.



Exam Invigilator (Multiple Vacancies)

Welcome from the Headteacher

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.

We are seeking to expand our highly motivated and dedicated Exam Invigilators who are committed to providing high quality support to our pupils.

Exams can be extremely challenging for students, the role of 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 organised, 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.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you.

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 is an exciting opportunity to work in a forward thinking school, to make a contribution towards shaping its future and build on its successes. This appointment will form a key element in the next phase on our journey to outstanding.

Visits to the school, prior to application, are both welcomed and encouraged. Please contact the school on **0161 797 6543** or by e-mailing enquiries@hazelwood.oaklp.co.uk to arrange an appointment.

I encourage you to visit our website to discover more about our values, ethos, and the amazing work we do at Hazel Wood. www.hazelwoodhigh.co.uk

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

Adele Hulton

Headteacher at Hazel Wood High School



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,
March 2023.**

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, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

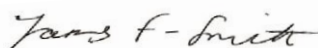
Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure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

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 have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk



James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

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,
March 2023.

Exam Invigilator (Multiple Vacancies)

Salary: Grade 3, SCP 2, £12.26 per hour

Hours: Ad hoc – As required during Exam Periods

Job Description

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

Normal working hours: Ad hoc – As required during Exam Periods.

Responsible to: Exams Officer.

PURPOSE OF THE POST

- To supervise pupils undertaking school examinations in accordance with legal and school requirements.

MAIN DUTIES AND RESPONSIBILITIES

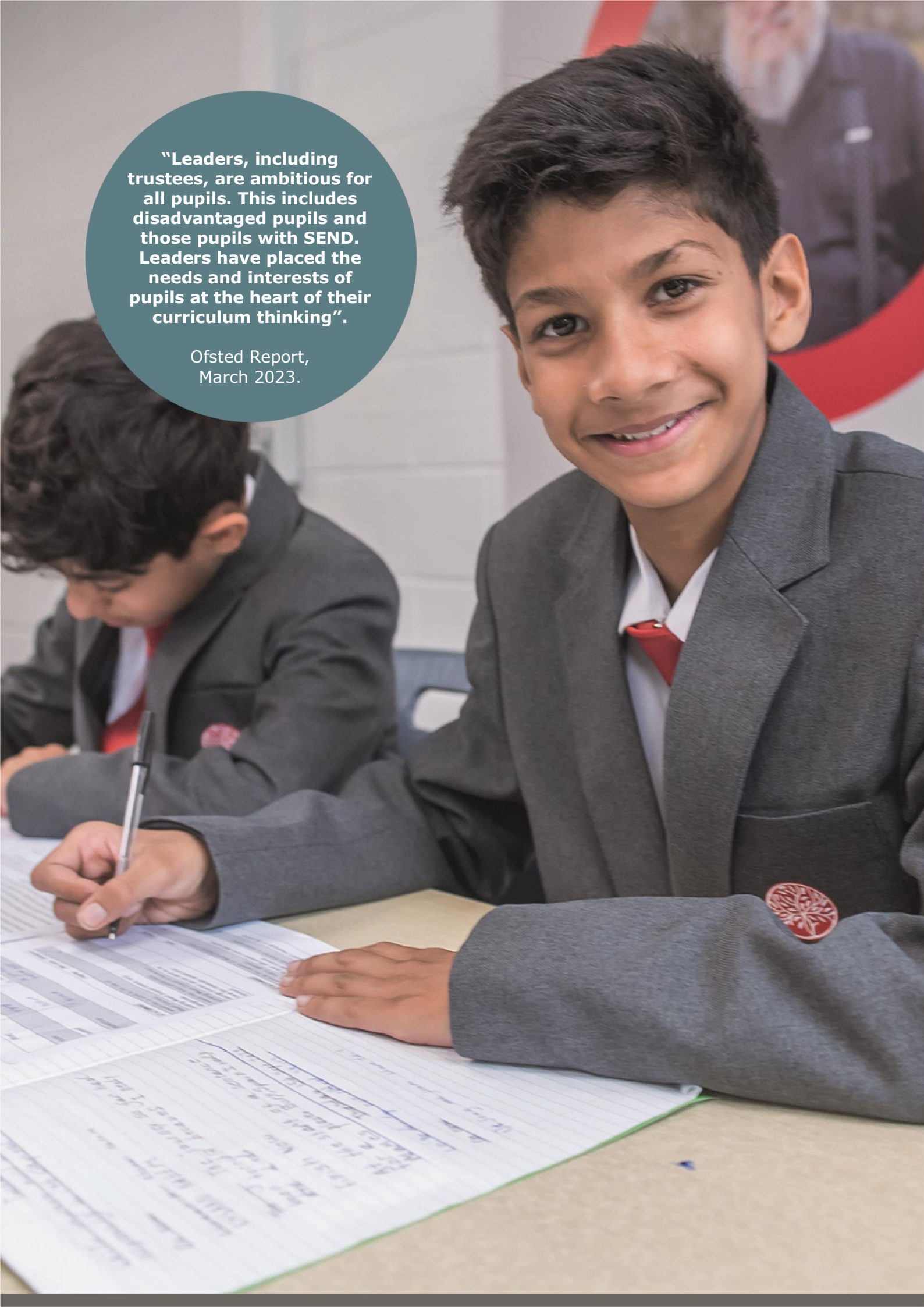
- To assist the Lead Invigilator and the Examinations Officer in the smooth and efficient administration of examinations.
- To ensure that you are familiar with the "Guidance for Invigilators" instructions, as provided by the Examinations Officer and the Examination Boards.
- To ensure appropriate preparation of the examination room, as required by the individual exam.
- To assist in admitting the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To assist in the efficient timekeeping of the examination.
- To supervise the candidates in a quiet & unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To respond to candidates queries in accordance with the examination regulations. To distribute additional paper and/or equipment, as necessary.
- To ensure that any minor behaviour issues are dealt with in line with school policy and report any breaches of Examination Code of Conduct to the supervising teacher/Invigilator Immediately.
- To escort and supervise candidates who may need to leave the examination room in an emergency.
- To ensure that the examination room is clear and tidied for the next session and that the equipment box is fully stocked.
- To sort sets of completed papers at the end of the examination, in preparation for posting.
- To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Exam Invigilator Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • 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 as 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. 	<ul style="list-style-type: none"> • Previous experience of working in a supervisory position. • Previous experience of working within a school environment. 	
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL	<ul style="list-style-type: none"> • Accuracy and attention to detail. • A flexible approach to work. • Ability to relate to candidates yet maintain an air of authority. • Ability to communicate clearly and accurately. • Ability to work to pre-determined instructions. • Ability to work as part of a team or alone as necessary. • Ability to keep calm under pressure or during unexpected circumstances. • Effective oral and written communication skills. • Ability to be fair but firm at all times. • Reliability and punctuality. 	

“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,
March 2023.





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