



Aspirations Academies Trust
in association with Quaglia Institute

Tachbrook Road, FELTHAM, TW14 9PE
Tel: 0208 751 9888
Email: info@aspirationsacademies.org
www.aspirationsacademies.org



Rivers Academy West London
an Aspirations Academy

Exam Invigilator

Application Pack

£12.33 per hour



Welcome to Rivers Academy West London

Thank you for your interest in the role of **Exam Invigilator** at Rivers Academy West London.

Post: Exam Invigilator

Reporting to: Exams Officer

Disclosure Level: Enhanced

Summary of the role

The school's main exam period is May until the end of June, this does vary depending on the Exams board timetables. There are also internal exams in December, January, March and June where you will also be required to work. The workload is shared between the team, and schedules are sent out with dates/times on. You will be based at Rivers Academy West London.

Learn more about Rivers Academy at www.rivers-aspirations.org and Aspirations Academies at www.aspirationsacademies.org

Application forms are also available on our website or from: Samantha Smith at hr@rivers-aspirations.org

Please note CV only submissions are not accepted.

Please send completed applications to: hr@rivers-aspirations.org

Vision and Ethos

We are passionate about excellence in education, giving students the very best start in life with a firm belief that excellent teaching transforms lives. Our core belief is that for all students to have high aspirations they must believe in themselves, be actively engaged in their learning and see the connection between what they learn today and who they want to become tomorrow.

We teach a highly engaging and challenging curriculum designed to ensure all students develop the knowledge, skills and attributes essential for success in the 21st Century.

We are unapologetically ambitious for every child, regardless of their background, prior attainment or needs. Everything we do at Rivers is driven by this, so that our students can leave us with the best set of qualifications possible and as well rounded young people thereby helping to maximise their life chances.

High Expectations

We expect all students to meet the highest standards, and work with families and the community to ensure that our students meet our high expectations.

Active Engagement in Learning

Rivers Academy West London teachers provide engaging, challenging and relevant teaching and learning. Our Deputy Co-ordinators are a key group who exemplify the classroom excellence and nurturing pastoral care we expect from every teacher and academic mentor.

Our Future Ambitions

Our goal is to raise the Aspirations of the young people with whom we work whilst equipping them with the skills to lead happy, healthy and fulfilling lives.

Job Description	
Post Title	Exam Invigilator
Salary/Grade:	Salary: £12.33 per hour
Reporting To:	Exams Officer
Disclosure Level:	Enhanced
Hours of Work:	Casual hours dependent on examinations due / TBC
Leave:	Leave will be taken during school holiday times.
Core Purpose:	
<p>Principal Responsibilities</p> <ul style="list-style-type: none"> To ensure that the integrity and security of the exam is maintained at all times and that the exam is conducted in silence in a manner such that no candidate is advantaged or disadvantaged. To assist the Exams Officer with the daily running of exams such as carrying exam materials, supervision of rescheduled candidates and candidates with access arrangements. To help candidates feel safe and relaxed before and during their exam to ensure they are given the best possible chance of success. To ensure all candidate get the correct information and exam paperwork. To ensure strict JCQ regulations are complied with before, during and after the exam. To refer to the Exams Officer on all incidences, suspected malpractice and absent candidates. To keep all matter such as candidates' personal details, exam question papers and candidates' scripts confidential at all times, both inside and outside of the School. This also applies to any incidences/events that occur during an exam. 	
<p>Duties</p> <ul style="list-style-type: none"> To assist the Lead Invigilator set up the exam room to meet JCQ requirements. Helping as required to carry exam papers, boxes, set out exam papers to match the seating plan/candidate name cards. To ensure that exam paperwork is never left unattended. To move around the room quietly observing candidates without causing a disturbance and monitoring for signs of cheating, communication or pupils looking unwell. To deal with any candidate queries before and during the exam and pass to Lead Invigilator if necessary. To clear up after the exam and ensure the exam room is left tidy ready for the next exam. Return to the Exams Office with the Lead Invigilator to ensure the safe return of the exam papers. To evacuate and closely supervise candidates in the event of an emergency. The Lead Invigilator will direct the students and staff in the room to the meeting point. To be trained on and then deliver arrangements required by candidates who have special arrangements whilst sitting their exam. To attend training sessions at the Academy, these are usually in October/November. 	



- To assist the Exams Officer with any requests that help to ensure the smooth running of the Exams.

Personal Attributes

- Desire and ability to work with young people.
- Integrity and diplomacy
- Excellent Organisational skills
- Efficiency and Accuracy
- Excellent observational skills

Main Duties and Responsibilities

General Responsibilities

- To work flexibly - this may include evenings, open days, parents' evenings and possibly weekends. This may also involve cover across the wider team in times of need.
- To be available to assist and undertake break duties.
- To participate fully in Staff Appraisal according to the Academy requirements.
- To participate in training and other learning activities and performance development, as required.
- To work safely, consider the safety of others and work within the guidelines stated in the Academy Health and Safety Policy.
- To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
- To contribute to the overall ethos/work/aims of the Academy and the Trust.
- To appreciate and support the role of other professionals.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To respond to requests in a timely manner and in line with set deadlines.
- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification		
Assessed by application (A) Assessed by the recruitment process (R)		
Criteria	Essential	Desirable
Experience		
Experience of working in a school, academy or other educational based background.		AR
Skills and Abilities		
Flexible, proactive, positive approach to work.	R	
Ability to demonstrate a high level of trust and integrity and deal sensitively and appropriately with confidential, personal information.	R	
Knowledge		
Knowledge of child safeguarding procedures.		R
Knowledge of schools and education.		R
Personal and Interpersonal		
Able to actively support, promote and encourage Rivers Academy's ethos and values.	AR	
Determined, flexible and hardworking.	AR	
Excellent attendance and punctuality record.	R	
Commitment to the implementation of the Academy's equal opportunities policy.	AR	
Commitment to the safeguarding of all learners.	AR	

The Aspirations Academies Trust

The Aspirations Academies Trust (AAT) as a sponsor of primary and secondary age academies in England, is committed to raising students' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves. Please visit the trust website for further information at:

<https://www.aspirationsacademies.org/>

Safe Recruitment Procedure

The AAT is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as one that undertakes regulated activity, and appointment is subject to submission of an enhanced check undertaken by the Disclosure and Barring Service that is considered satisfactory by the Trust. Applicants are required, before appointment, to disclose any conviction, caution or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). Convictions that are defined in the legislation as “spent convictions” but not “protected” would need to be declared. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon a range of factors including the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

Interview

Longlisted candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification and may also have to take part in a selection exercise such as a lesson observation.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

At least two references will be obtained, usually from previous and current employers. These may be contacted before the interview with your consent in line with GDPR and in all cases before an offer of appointment is confirmed.