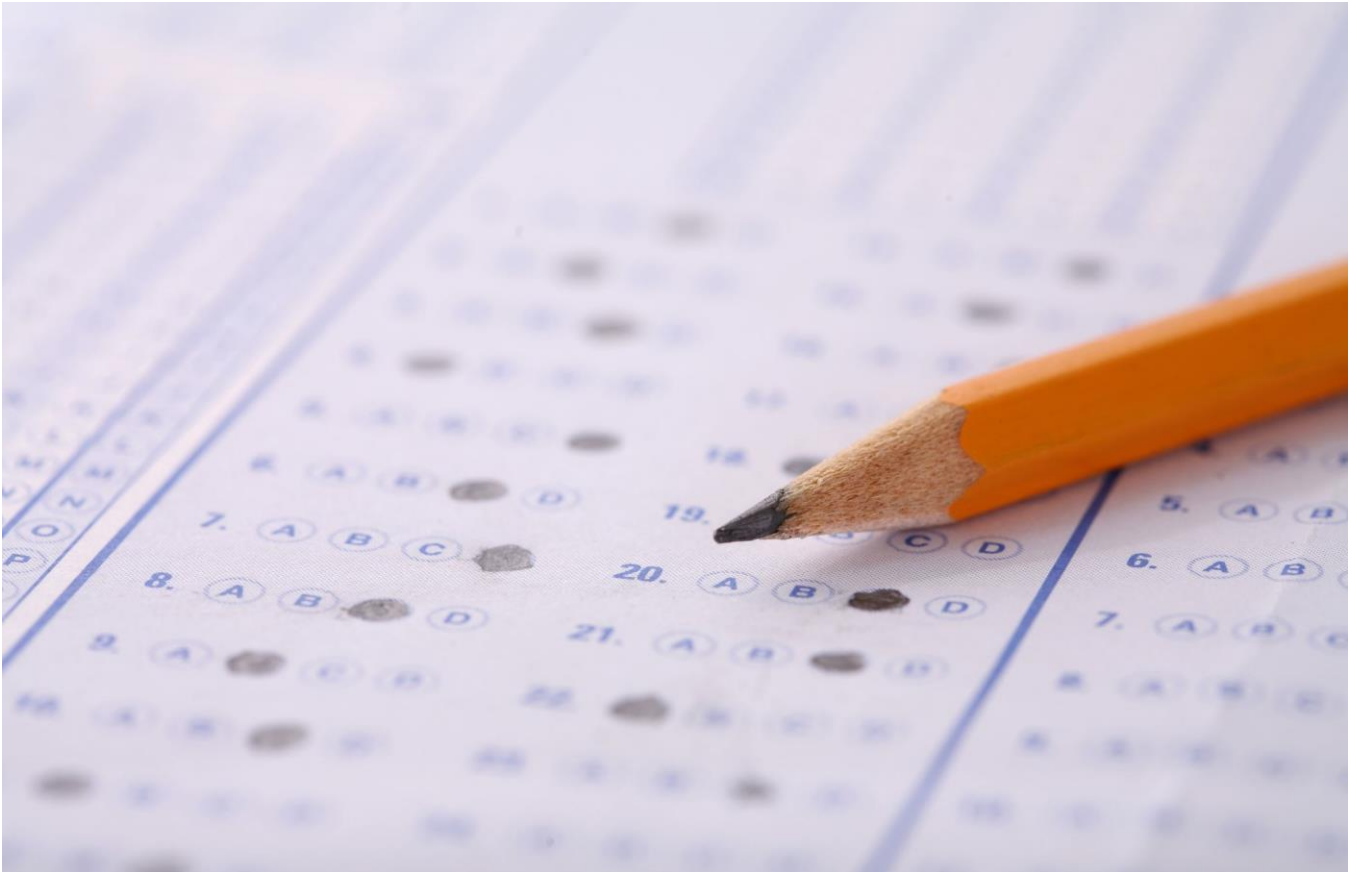




The  
Gryphon  
School

# EXAMINATION INVIGILATORS TO START NOVEMBER 2024



**SAST**  
SCHOOLS ACHIEVING SUCCESS TOGETHER

September 2024



Dear Applicant,

Thank you for expressing an interest in the post of Exam Invigilator at The Gryphon School. Accompanying this letter is information about the School which we hope will provide you with everything you need to know to apply for the post. The School website gives further details about us.

This is a casual role commencing November 2024. Our new recruit will join a team of professional, experienced and able specialists, dedicated to continuing to provide the high level of teaching to which our students have become accustomed.

We are seeking to appoint reliable, flexible individuals to join our experienced Invigilation Team. A comprehensive induction will be provided before commencing in role.

The successful candidate will:

- Be caring and supportive
- Have the ability to empathise with students
- Be able to use a range of strategies to deal with students under pressure and also individual behavioural needs
- Have excellent interpersonal skills with the ability to work effectively and collaboratively with colleagues and external stakeholders
- Have the ability to be a team player who will go the extra mile to support students and who will enjoy the challenges of this role

The Gryphon is a wonderful place to work and has a special atmosphere and feel. In May 2022 our inspection as a Church School (SIAMS) judged us to be Excellent. “The school’s Christian vision of ‘Life in all its fullness’ is lived in an exemplary manner by the whole school community. The caring ethos has an outstanding impact on the flourishing of pupils and adults.” – SIAMS 2022

Our most recent Ofsted visit, in June 2023, was very positive and confirmed our status as a “good school”. “Pupils enjoy learning at the Gryphon school. Pupils know the school’s mantra, ‘respect me, respect you’ well. They are encouraged to value difference and treat everyone equally.” OFSTED 2023

Our focus, which reflects our Church School status, is that we should be a “10:10” school; where students and staff experience life in all of its fullness. So for us education is more than just exam results – we place great value on the personal development of each student. We aim for them to leave school as well-rounded young people with a strong sense of what is socially, morally and culturally acceptable, and to feel that they have a contribution to make to the wider community.

We support and encourage every student to strive for the highest possible levels of academic achievement alongside developing the personal attributes and qualities to thrive, and make a positive contribution throughout life. The Good Schools Guide 2023 concludes that “A big school with a small school feel is exactly right. No child goes unnoticed and teachers seem to be genuinely motivated to see pupils progress to the best of their ability. An impressive capacity to cater for extremely different academic needs in a nurturing environment. No wonder it’s over-subscribed”.

We are a comprehensive school serving a diverse community. Our high quality staff make a real difference to our students. Teaching is often outstanding, and consistently at least good across all subjects and key stages. Teachers are provided with the resources to make lessons stimulating and

practical and have excellent subject knowledge. They make sure students are very clear about what is demanded of them and how to improve.

The Gryphon gains high results for its students at both GCSE and A Level. Our large Sixth Form of 350 students is exceptional. We have an outstanding record of success in university entrance, including places at Oxford, Cambridge and other Russell Group universities, as well as for training places and apprenticeships.

Our 2024 GCSE exam results were, once again, excellent. 20 students achieved nine or more 7s, 8s and 9s with many staying on to attend The Gryphon Sixth Form.

Additionally, our A level results were excellent with 28 students receiving grades worth at least 3 A grades including five students heading off to Oxford and Cambridge.

Digital learning is important at The Gryphon School including the use of mobile technology; we want our young people to use technology responsibly and to enhance their learning.

In summary, we are a true team with a great sense of pride in what we collectively achieve and we embrace the challenge for achievement to be even higher. Our special culture and ethos focuses on enabling students to be the best that they can, both personally and academically, supported by the tremendous work and care of all our staff. We continue to strive to be outstanding in all aspects of school life.

We are looking for someone who will go the extra mile to support students and enjoy the challenges of this role

You are very welcome to visit us in advance of an application or to contact us to find out more.

Very best wishes,

*J W Gower*

Jim Gower  
Headteacher

# THE ADVERT & APPLICATION PROCESS

We look forward to receiving your application by **9am, Monday 30<sup>th</sup> September 2024**  
The interviews will be held **the week commencing Monday 07<sup>th</sup> October 2024**.

**Salary:** Grade 3, Scale Point 4: £11.98 per hour  
**Contract:** Casual

We are seeking to appoint reliable, flexible individuals to join our experienced Invigilation Team. A comprehensive induction will be provided before commencing in role.

The successful candidate will:

- Be caring and supportive
- Have the ability to empathise with students
- Be able to use a range of strategies to deal with students under pressure and also individual behavioural needs
- Have excellent interpersonal skills with the ability to work effectively and collaboratively with colleagues
- Have the ability to be a team player who will go the extra mile to support students and who will enjoy the challenges of this role

We are particularly keen to hear from caring, supportive adults to assist our SEND students with their examination access arrangements, such as the use of a reader or scribe. Whilst no experience is needed as training will be given, experience of working with young people would be an advantage. You will need to be reliable, flexible, and well-organised with a good attention to detail.

We warmly encourage a visit the Trust prior to application. Our Trust Exams Manager, Samantha Hole is also available to have an informal discussion with interested applicants about the role. Please contact her on 01935 811067 or at [Samantha.hole@gryphon.dorset.sch.uk](mailto:Samantha.hole@gryphon.dorset.sch.uk)

For a recruitment pack and online application form, please visit the trust website: [www.sast.org.uk](http://www.sast.org.uk).

You are asked to provide the following:

- A completed application form
- A letter of application of no more than 2 sides of A4 detailing your experience and expertise

Completed applications should be emailed to: [recruitment@sast.org.uk](mailto:recruitment@sast.org.uk).

*SAST will conduct online searches of shortlisted candidates. In line with KCSIE guidance, this will be part of safer recruitment checks, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.*

*Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as administering first aid or supporting an upset child. It will have contact with young people on a day-to-day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of*

*Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*SAST recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex, or sexual orientation.*

*This role is UK- based and your right to work will need to be established as part of the appointment process.*

*(Internal ID Number: RAF510)*



# JOB DESCRIPTION

**Post: Examination Invigilator**

**Scale: Grade 3, SCP 4 (£11.98 per hour)**

## **Main Job Purpose**

This is likely to be a school-based role, primarily concerned with the conduct of public examinations in accordance with strict regulations.

The primary purpose of the Examination Invigilator is to supervise candidates who are engaged in taking public examinations. Examination Invigilators must act strictly in accordance with the regulations set out for the conduct of examinations by the Joint Council for General Qualifications. Examination Invigilators will also act in accordance with school or examination centre policy for the conduct of internal and external examinations.

Examination Invigilators will have high expectations of all candidates and respect for their social, cultural, linguistic, religious and ethnic backgrounds.

## **Role Specific Responsibilities**

### **Main Duties**

- Examination Invigilation is likely to include the following core elements to be carried out in strict accordance with the aforementioned regulations:
- To check that the arrangements of the examination room remain in compliance with the regulations
- To issue the regulatory notices to candidates at the start of the examination
- To maintain the security of examination papers, materials and candidate scripts whilst in the Exam Invigilator's possession
- To start conduct and finish the examination in accordance with the regulations
- To complete the attendance register with due attention to the identification of candidates
- To supervise candidates with due vigilance during the working of the examination
- To respond to any questions from candidates about process and procedures
- To deal with any immediate problems or emergencies according to the examination centre or school's policies or procedures and in accordance with the examination regulations
- To collect completed scripts after the examination has ended and return them to the designated place/person
- To report back as appropriate using the agreed referral procedures on any issues arising
- To assist with administration as requested

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. The duties of this post could also vary from time to time as a result of new legislation, changes in technology or policy changes.

### **Essential:**

- Be familiar with a range of school policies which may impinge on the conduct of public examinations, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEN)
- Be familiar with the Instructions for the Conduct of Examinations issued by the Joint Council for

### General Qualifications

- Be familiar with the examination centre/school's policy for the conduct of examination's and guidelines to invigilators
- Have the necessary skills to manage safely, the activities, the physical space and the resources for which s/he is responsible
- Understand and be able to use a range of strategies to deal with young people under pressure and also individual behavioural needs

### Desirable:

- Recent successful experience within an educational or supervisory environment
- Flexibility and initiative

### Supervision and Management:

- To supervise candidates in examination conditions in accordance with examination regulations and school policy and practice and with other invigilators
- To direct candidates in order to achieve compliance with examination regulations
- A senior invigilator may be required to supervise the work of other adults normally present in the examination room

### Problem Solving and Creativity

- Use of a variety of interpersonal skills and strategies to establish positive relationships with candidates.
- Know and use the school's referral system as appropriate in the event of problems with an individual candidate, or group or other adult.
- Flexibility in working hours will be required

### Key Contacts and Relationships

- Treat candidates consistently, with respect and consideration, and be concerned for their welfare during the period of supervision.
- Model and promote the positive values, attitudes and behaviour expected from the candidates whom they supervise.
- Know when to seek help and advice.

### Decision Making

There will sometimes be a need to make immediate decisions in accordance with exam board regulations, without initial referral to a manager, in relation to the secure conduct of public examinations and the safety of candidates

### Resources

- Exam papers, stationery, writing equipment
- ICT and AVA equipment

### Working Environment

- Location, size, phase and type of school/examination centre will vary
- Includes supervision of individual candidates as well as groups of varying sizes
- Involves working with other examination invigilators and school staff
- Normal school environment
- Occasional use of ICT and AVA equipment
- Lifting of examination materials

- Some school sites are extensive and postholders may be required to work throughout the site on more than one floor.
- In special schools meeting the needs of pupils may be more demanding both physically and emotionally
- Examination rooms which may include specialist areas
- Occasional requirement to work outside the normal school day
- Within a Special School environment staff may be required to deal with extremes of behaviour and /or a range of needs which may be physically and /or emotionally demanding.

### **Safeguarding Responsibilities for this post**

Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as caring for an injured/upset child. It may have regular contact with young people on a day-to-day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children’s Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. The duties of this post could also vary from time to time as a result of new legislation, changes in technology or policy changes.





# USEFUL INFORMATION FOR CANDIDATES



The Invigilation Team is made up of 45 people led by The Trust Exams Manager.

The core purpose of the team is:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Trust policies and procedures.
- To play a key role in upholding the integrity of the external and internal examination and assessment process.
- To provide a calm environment for the candidates
- Facilitate access arrangements for candidates, for example as a reader and/or scribe (full training will be provided)

There are currently opportunities at The Gryphon School, Sherborne however there may be instances where you are asked to assist at another school within the Trust. A comprehensive induction will be provided before commencing in role.

## Hours required

As this is a casual post, there is no obligation for the Trust to provide work and no obligation for you to accept work when offered it. When offered, hours and days will vary according to need, from one to seven hours per day, with availability from 8.30 am to 4.00 pm Monday to Friday. We aim to give everyone in the team the opportunity to gain experience and to develop their skills and knowledge. However, as this is a casual post, there will be no guaranteed minimum hours of work due to the nature of the role.

- Remuneration is £11.98 per hour.
- Up to 10 weeks of Pre-Public Examinations (mocks) spread throughout the academic year
- 6 Weeks of external exams during May and June
- Occasional days throughout the year

As part of the duties, you may have to be on your feet for a few hours at a time and there will also be some carrying of boxes, so it is expected that you will have a standard of fitness that allows you to do this.

There is a confidentiality component to this role and the post holder needs to undertake the duties of this role in a strictly professional manner.

You will be required to attend training, refresher or review sessions as required. A training session will be held on Friday 08<sup>th</sup> November 2024.

We are particularly keen to hear from caring, support adults to assist our SEND students with their examination access arrangements, such as the use of a reader or scribe. Whilst no experience is needed as training will be given, experience of working with young people would be an advantage. You will need to be reliable, flexible and well-organised with a good attention to detail.

# INFORMATION ABOUT WORKING FOR SAST



SAST is a multi-school trust, formed in June 2017, with 18 schools across Dorset and South Somerset. We have more than 5,700 students and over 850 members of staff. There is real strength in coming together with a collective responsibility for all the children's development and progress between 0-19 years. SAST has large town primary schools with over 300 children, smaller village primary schools and nursery provision. SAST also has 5 secondary schools, some with a Sixth Form provision. There is a mix of formerly maintained and Church of England schools - both voluntary controlled and voluntary-aided in the Diocese of Salisbury. We believe in preserving Schools in their local community.

## **Our Schools:**

A key principle of the SAST is that member schools maintain their own character, such as church and community status. All schools in the multi-school trust are equal partners and are committed to the principles of collaboration, sharing expertise and resources to enable all partner schools to deliver excellent education for all young people in their care.

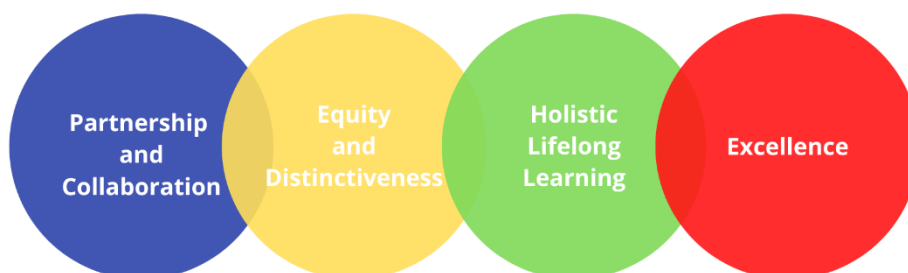
At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further.

SAST works by providing opportunities to share and improve - to develop further our provision as well as supporting the quality of leadership and management. This includes sharing best practice, being creative in maintaining a broad and diverse curriculum, ensuring the care and support is in place for children and families and enabling further staff and teacher development. We also work together on meeting the challenges of funding and the opportunities for financial efficiency, determining for ourselves which services and providers we will use to provide outstanding provision for our children. There is real strength in coming together with a collective responsibility for all of the children's development and progress between 0-19 years.

## **Our Vision:**

*Delivering educational excellence through aspiration and collaboration.*

## **Our Values:**



### **Partnership and Collaboration**

Our schools support each other, by sharing expertise and resources, to ensure improvement.

### **Equity and Distinctiveness**

We celebrate the individuality of each school and all in it. We are proud to be at the heart of our local communities.

## **Holistic Lifelong Learning**

We promote the personal development of every child and a love of lifelong learning for our students and staff.

## **Excellence**

We provide a high-quality education to enable all students and staff to aspire, thrive and succeed.

## **Organisation - How we work:**

All our schools are successful. Of course, we recognise that we need to continually improve and evolve. The priority is to enable every school to continue to provide an excellent education for all our students while protecting their role at the heart of the community, along with our unique qualities and strengths.

There is a balance as to the responsibilities delegated to schools and those that are the responsibility of SAST. The focus is to continually evaluate, improve and develop through strong, effective and accountable leadership at all levels. The aim is to establish clear, simple and effective accountability including slim and streamlined governance.

## **Partnerships:**

Partnership and collaboration is a core feature of all our schools – a genuine desire to be outward-facing, to use the best ideas from across the world. The schools have always worked closely together across Dorset and Somerset.

## **SAST Benefits:**

As part of SAST, we can offer you a range of benefits including:

- High- quality CPD opportunities
- A strong and highly experienced network of Trust senior leaders
- Access to the Local Government Pension Scheme
- Employee Assistance Programme
- On-site nursery provision at some of our schools
- Cycle to work scheme

