

# Recruitment Pack

## Vacancy: Exam Invigilator

Closing Date: Monday 16th December, 9am



Blackheath Lane,  
Stafford,  
ST18 0YG

The Weston Road Academy



*Aspiring and Believing to Achieve the Extraordinary*

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# Welcome from our from Headteacher

December 2024

Dear Applicant,

Thank you very much for requesting details for the position of Exam Invigilator at The Weston Road Academy.

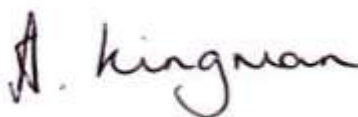
This is an exciting opportunity for a person with experience or new to the profession wishing to develop their career in an environment that is supportive of its staff. The successful candidate will be joining the Academy at an exciting time as it continues to be over subscribed.

We are looking to recruit an enthusiastic and committed teacher who cares deeply about the prospects of the young people under our care, and to join us on our journey to becoming an established, outstanding school.

We seek somebody who will have a commitment to supporting staff and pupils within a caring and aspirational environment. You will benefit from working with a strong team of teachers and support staff in a purpose built learning environment. All staff at the school share the academy's vision that every pupil will 'Aspire and Believe to Achieve the Extraordinary'. Students will leave The Weston Road Academy with excellent academic outcomes and a clear purpose for the next stage of their lives.

Our information pack gives details of the post and the recruitment process. I hope that you will be inspired to apply for this exciting opportunity and look forward to receiving your completed application. In the meantime, if you have any queries or would like to arrange a visit to The Weston Road Academy, please contact us on 01785 413600.

Yours sincerely,



Ann Kingman  
Headteacher





# Vision and Values



**Vision:** *To be an outstanding academy, at the heart of the community, enabling our students to deliver the extraordinary across all areas of the curriculum and beyond.*

## Objectives

To collaborate with our community, making a difference to the life chances of every pupil, breaking down barriers to learning, building self-belief, and developing aspirations, therefore, enabling every child to achieve the extraordinary

To enable staff to achieve their best; passionate about teaching, rewarded for delivery of our priorities and supported by effective leaders

To offer a broad and balanced curriculum that inspires and encourages delivery of the extraordinary

To create a truly inclusive academy where adults build positive relationships with children and where every child feels safe, happy, confident, challenged and supported to achieve the remarkable

To develop partnerships with parents, businesses, and our local community in order that Weston Road continues to be a centre of excellence that is trusted and valued by its stakeholders and beyond

To enable all students to achieve the extraordinary through provision of a world class environment, underpinned by financial sustainability and inspired staff

To enable students to make the right choices by equipping them with the life skills, guidance and advice empowering them to be the creators of a rewarding and successful future within their local community, modern Britain and the wider world.

We will deliver our vision through our **Core Values** ensuring extraordinary outcomes for all:

Belief	Togetherness	Respect
Responsibility	Accuracy	Inclusion
Organisation	Excellence	Integrity

# Information about The Weston Road Academy

Welcome to The Weston Road Academy. We are extremely proud of our school and new students, staff and visitors are always struck by the friendly, positive and hard-working atmosphere. Our ethos is built on traditional values such as respect, hard work, community, pride in our appearance and high expectations. We work together to instil an enjoyment in learning and strive to support each child. We work hard to develop their confidence and skills to be the best they can be and to reach their full potential. It is our pleasure to invite you to be a part of the exciting future of our academy. We are not just a school recognised by Ofsted as Good, we are also welcoming and caring, with the staff, ideas and a drive to continually improve. Our students leave us well qualified and proud of their achievements. We guide them to be mature, highly skilled and successful learners equipped for the fast paced modern society they will eventually join.

Since opening in 1979, as Weston Road High School we have continued to deliver an excellent education to students of all backgrounds and abilities, valuing the well-being of each pupil. Serving the community of East Stafford and nearby villages, our Academy is an ideal size – not so big that it is impersonal but large enough to offer a wide variety of courses and extra-curricular opportunities.

On 1st October 2011 we proudly became Stafford's first academy. As a converter academy, The Weston Road Academy is answerable directly to the Department for Education and has used its freedoms to develop an innovative curriculum and pastoral care system. Inevitably, this document cannot convey the inspiring atmosphere and vibrancy of the academy and we invite you to visit us to find out first hand, why so many parents choose The Weston Road Academy as the preferred choice for their child's secondary education.

## Academy Facilities

The Weston Road Academy is a purpose built school which is well maintained with extensive playing fields. Each department has its own suite of rooms. In addition to normal specialist classrooms, we have a 200 seat theatre, sports hall, gymnasium, eight hard playing courts, drama/dance studio, and specialist rooms for music, science, design and technology, art and ceramics, computing and ICT.

## The Academy Day

08:40	Warning Bell	13:25	Period 5
08:45	Tutor Time	14:15	Period 6
09:05	Period 1	15:10	End of School Day
09.55	Period 2	15:15	Period 7 (Sixth Form only)
10:45	Break	16:05 - 16:55	Period 8 (Sixth Form only)
11.05	Period 3		
11:55	Period 4		
12:45	Lunch		

## Leadership Team

**Mrs A Kingman – Headteacher**

**Mr M Smith - Deputy Headteacher - Pastoral Care**

**Mr D Bloor - Assistant Headteacher - Teaching and Learning**

**Mr N Everill - Assistant Headteacher - Assessment and Data**

**Mr J Hackett - Assistant Headteacher - Inclusion and Community**

**Mrs S Hancox - Director of Finance**

Extended Leadership Team

**Mr C Gibbard - Associate Headteacher - Sixth Form**

**Mrs Z Breeze - Associate Headteacher - Curriculum**

## Governors

Our Governing Board is made up of a group of individuals from both the Academy, parents and the wider community. The role of the Academy Governing Board is to provide strategic leadership, accountability and to act as a critical friend. The three Sub-Committees are the Finance and Premises Committee, Teaching & Learning Committee and Staffing & Students Committee. The Term of Office for Governors, with the exception of the Headteacher, is four years.

**Mr A Hind, Co-opted Governor, Chair of Governors**

**Mr D Craig, Governor appointed by The Academy Trust**

**Mr P Canning, Parent Governor**

**Mrs L Lewis, Co-opted Governor**

**Mr S Cranston, Parent Governor**

**Mrs J Brazier, Co-opted Governor**

**Mrs E Mather, Parent Governor**

**Mr M Goodwin, Parent Governor**

**Mrs M James, Staff Governor**

**Mr A Piercy, Staff Governor**

**Mr E Plant, Staff Governor**



## Ofsted

In March 2023, The Weston Road Academy, Stafford, was subject to an Ofsted inspection, the first since January 2018. Following an intensive and rigorous inspection, we are delighted to report that the view of the inspection team corresponded with ours in that the school continues to be good and that safeguarding is effective.

There were many positive comments in the report and it is evident that our superb staff, who are happy and proud to work at the school, our curriculum that ensures that academic rigour sits at the heart of a broad and balanced curriculum and our high and ambitious expectations all contribute to the school's success. We have ensured that the school has a strong culture of safeguarding and this has been recognised.

The positive outcome is testament to the hard work and dedication of our staff and students and the support of our amazing parents.

Ofsted remarked:

***The Weston Road Academy is a calm, caring school in which students can thrive and feel safe. Staff know students well and support them to achieve their full potential. Students appreciate this support and are happy at school. They respond by working hard and achieving high standards.***

The rest of the report can be read at [Weston Road latest Ofsted Report](#)



# Workload and Wellbeing

We have reviewed the workload of staff and will continue to do so, this includes:

- Introducing new technology systems to be more efficient with appropriate and adequate training
- Focusing on our priorities
- Only sending emails during the working week, not at weekends or in holidays, unless it is an emergency
- Reviewing our meeting schedule giving staff more opportunity to talk with each other through our Teaching and Learning Coaching Network
- Introducing a comprehensive CPD programme with support for individuals
- Reviewing our marking policy, altering the frequency and quantity
- Simplifying our reports to parents
- Dedicating time to collaborative planning
- Reviewing the school calendar
- Reducing the number of data collection points from six to three per year

## Wellbeing

- Introduced various secret buddy schemes
- Gives staff monthly thank you's
- Organised staff socials
- Organised staff events, including yoga classes, mud runs and Leadership Team cook breakfast

## We can offer through external agencies:

- Nurse Support Services
- Physiotherapy
- Counselling
- Weight Management
- Menopause Support
- Private Medical Operations in some instances
- Cancer and Chronic illness Support
- GP helpline
- Speech Therapy

*In our most recent staff survey, 100% of staff feel listened to, are proud and happy to work here and say the Academy is improving. Staff are highly complementary in the way that they are involved.*



# Admissions

The Weston Road Academy is the admission authority and has responsibility for setting the admission arrangements and for making decisions regarding admissions applications.

Students in Years 7 to 13 can apply directly to The Weston Road Academy for a school place and we will liaise with Staffordshire County Council Admissions on your behalf.

Secondary School Admission applications for transition at the end of Year 6 are managed by the Staffordshire School Admissions Service.

## Admission number

The Year 7 PAN (Pupil Admission Number) is 182.

## Admissions over-subscription criteria:

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order)
- 2) Children who have an elder sibling in attendance at the academy who will still be attending at the proposed admission date
- 3) Staff children
- 4) Children living within the catchment area of the Academy
- 5) Children who satisfy both of the following tests: on medical grounds or by other exceptional circumstances and the child would suffer hardship if they were unable to attend the academy.

# Curriculum

The Weston Road Academy is committed to providing for all of its students a broad, balanced and personalised education. The emphasis, in all years, is upon providing students with a varied diet of studies across a wide range of subjects. Personalisation is achieved through high quality teaching. Further, corrective literacy and numeracy schemes and one-to-one tuition are used to support the literacy and numeracy of those students who need this.

In Year 9, students are given the opportunity to choose some of their courses to study, in order to pursue particular interests or strengths. At this "Options stage", students are guided along a particular pathway according to their own individual strengths and weaknesses, but can ultimately make their own choices. This allows students to follow a curriculum which is balanced, stimulating and of interest to them.

Social, Moral, Spiritual and Cultural Education, Citizenship, Literacy, Numeracy, Economic Awareness, Health Education, Internationalism and Careers are delivered across the Curriculum, often in SHARE (Social, Health and Relationships Education).

In the Sixth Form we work in collaboration with four other schools in Stafford. This allows students to choose from a wide variety of academic and vocational courses.

# Curriculum

The timetable operates on a 30-period week with lessons being in either doubles or singles.

The following table gives the breakdown of lessons in Years 7, 8 and 9.

## Years 7, 8 and 9

<u>SUBJECT</u>	<u>YEAR 7</u>	<u>YEAR 8</u>	<u>YEAR 9</u>
ENGLISH	4	4	5
MATHEMATICS	4	5	4
PERFORMING ARTS	2	1	1
COMPUTING AND DIGITAL LITERACY	1	1	1
SCIENCE	4	4	4
TECHNOLOGY	2	2	2
ART	2	2	2
HISTORY	2	2	2
GEOGRAPHY	2	2	2
FRENCH	3	3	3
PHYSICAL EDUCATION	3	3	3
SHARE	1	1	1

## Years 10 and 11

<u>SUBJECT</u>	<u>YEAR 10</u>	<u>YEAR 11</u>
ENGLISH	5	4
MATHEMATICS	4	5
SCIENCE	6	6
PHYSICAL EDUCATION	2	2
SHARE	1	1

# Curriculum

**4 BLOCKS** each of 3 periods and containing a mix of the following (one of which must be an EBacc subject)

**ART AND DESIGN**  
**PERFORMING ARTS**  
**BUSINESS STUDIES**  
**COMPUTER SCIENCE**  
**FOOD TECHNOLOGY**  
**FRENCH**  
**GEOGRAPHY**  
**HISTORY**

**ICT**  
**MUSIC**  
**PHOTOGRAPHY**  
**PHYSICAL EDUCATION**  
**PRODUCT DESIGN**  
**ENGINEERING**  
**TEXTILES**  
**CREATIVE MEDIA**

GCSE courses are offered in all of the above subjects, but where appropriate some students are following a more vocational pathway. These include Cambridge Nationals in ICT, Cambridge Nationals in Enterprise, BTEC Music & BTEC Performing Arts.

The Learning Support department assists students with learning difficulties or Special Educational Needs and this is organised by the Special Educational Needs Co-ordinator in close consultation with the Subject Leaders. Students with SEND are able to access the full curriculum.

## Sixth Form

Sixth Form students benefit from Weston Road's relationship with the Stafford 14-19 Partnership. The academy delivers English Literature, Maths, Physics, Chemistry, Biology, History, Geography, Art, Psychology, Business Studies, at A Level. Others are available through the other Stafford High Schools.

### **Content: Years 12 and 13 (The Sixth Form)**

Sixth Form students at The Weston Road Academy usually follow a curriculum of three courses of their choice. The intention is that the courses are pursued to full qualifications, although individual circumstances are considered.

Further information about the Stafford Sixth Form Partnership can be found in the Prospectus.

[Prospectus](#)

# Exam Invigilator

£12.26 per hour

**Are you an enthusiastic individual with good communication skills?**

**We can offer you:**

- An employer placing staff welfare and wellbeing at the heart of our school
- A stimulating working environment with a platform to share your ideas
- Career development opportunities
- A supportive and dedicated team of colleagues
- Enthusiastic and well behaved students

We are looking for an enthusiastic individual with good communication skills to join our team of Exam Invigilators on a casual basis to supervise students undertaking school examinations at various times during the academic year – mainly in May and June but also PPEs (Pre-Public examinations) in November, January, February and March .

Duties will include issuing and retrieving examination papers, supervising candidates during examinations and responding to candidate's queries.

The successful candidates should:

- Be accurate and reliable.
- Have good interpersonal skills and the ability to work in a team under the guidance of the Senior Exam Invigilator.
- Have a flexible approach to working to be able to fit within the examination Timetable.

Please see our website for further details [www.westonroad.staffs.sch.uk/vacancies](http://www.westonroad.staffs.sch.uk/vacancies)

**Closing date: Monday 16th December 2024, 9am**

**Completed applications should be returned to [lbirks@westonroad.staffs.sch.uk](mailto:lbirks@westonroad.staffs.sch.uk)**

*We are strongly committed to promoting and safeguarding pupil welfare and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act.*

**Blackheath Lane, Stafford, ST18 0YG**

**T: 01785 413600 E: [office@westonroad.staffs.sch.uk](mailto:office@westonroad.staffs.sch.uk)**



# Job Description

Job Number	Post Title	Date
24/008	Exam Invigilator	December 2024

## Statement of Purpose

- To work under the direction and instruction of senior staff to provide specific support to the school in the monitoring of external examinations.

## Organisation

- Prepare the Examination Hall by ensuring that the room meets JCQ requirements i.e. centre number and clock clearly visible to all.
- Arrange for candidates to get into the exam hall in an appropriate manner.
- Contact a teacher in the subject area when candidates raise a concern or problem with the paper that requires the professional judgment of a teacher.

## Supervision of Examinations

- Ensure that the candidates have correct papers.
- Ensure the correct identification of all candidates.
- Deal with extra candidates not on the register.
- Ensure candidates are aware they are under exam conditions, retrieving mobile phones etc.
- Read erratum notices.
- Notify candidates of the start of the exam.
- Record the start and finishing times of exams.
- Open and distribute papers and any other authorised materials to candidates.
- Ensure attendance register is completed.
- Supervise candidates in a quiet and unobtrusive manner.
- Respond to candidates queries in accordance with the exam regulations.
- Supervise any candidates who may need to leave the room in accordance with exam regulations.
- Supervise "clash" candidates between exams.
- Distribute additional paper/equipment as required.
- Ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
- Ensure the efficient timekeeping is maintained.
- Ensure the school policy is adhered to.
- Notify candidates that the examination is finished.
- Ensure exam conditions are maintained until candidates are dismissed from room.
- Collect scripts and ensure that they are never left unattended and are safely stored.
- Check that nothing has been left at the desk and no graffiti has been made during the exam.

## Resources

- Ensure that scripts are never left unattended and are safely delivered to the exams officer.
- At the exam officer's discretion, ensure that there are no missing scripts.

## Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

## Person Specification

Criteria	Measured by
<ul style="list-style-type: none"> <li>• <b>Qualifications/Training</b></li> <li>• Good numeracy and literacy skills.</li> </ul>	I
<ul style="list-style-type: none"> <li>• <b>Knowledge/Skills</b></li> <li>• Good understanding and ability to use relevant documentation/technology</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> </ul>	I
<ul style="list-style-type: none"> <li>• <b>Behavioural Attributes</b></li> <li>• Customer focused</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	AF/I

A = Assessed at Application    I = Assessed at Interview    T = Assessed through Test

**Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include: Motivation to work with children and young people.; Ability to form and maintain appropriate relationships and personal boundaries with children and young people; Emotional resilience in working with challenging behaviours and attitudes**