



Exam Invigilators

March 2024

The
Boulevard
Academy



Welcome letter from the **Principal**

Dear Applicant,

Thank you for enquiring about the position of Exam Invigilators at The Boulevard Academy. As Principal I am extremely fortunate to work with an outstanding and dedicated team of colleagues who have transformed learning for our students and our community.

The Boulevard Academy opened in September 2013 through a need to offer greater opportunities for our children locally to learn and develop in a way that's best for them and our aim is to offer learners and parents a community centred secondary education in Hull.

I wanted to lead this academy, because the vision, ethos and values align with my own. I firmly believe that every child has unique skills and talents and that they should be given every opportunity to develop them. I hold an unwavering expectation that all children can and will succeed. Each and every member of staff within this academy will hold the same expectation.

As Principal for the school I want to ensure:

- That every child achieves, no matter what their starting point;
- That our teaching will ensure achievement through providing the highest standards of teaching and learning;
- That we provide and support everyone in our learning community.

You will be joining us as we have just received approval to expand our school and its buildings. The plans for this expansion include new music and drama facilities; technology rooms for practical and digital studies as well as more general teaching classrooms; a new staff area and a Learning Resource area. Our vision can only be realised by recruiting exceptional colleagues, who can make a purposeful and lasting impact on the community we serve.

CPD and innovative staff development is at the very forefront as we develop and grow. Staff joining us will have opportunities for leadership development at all levels as we expand, and I will encourage all staff to actively contribute their ideas in developing new ways of working.

I look forward to meeting you and reading your application.

Janice Mitchell

Principal





Welcome to The Boulevard Academy

Our Mission Statement:

To work with all our students to assist them to develop the high expectations, academic and life skills that will best help them to be successful. Fostering personal confidence and happiness, we will challenge students to take responsibility for building a better world for the next generation.

We are one of three secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.



The Boulevard Academy, 75 Massey Cl, Hull HU3 3QT
Tel: (01482) 217898 | Email: jobs@thrivetrust.uk





**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



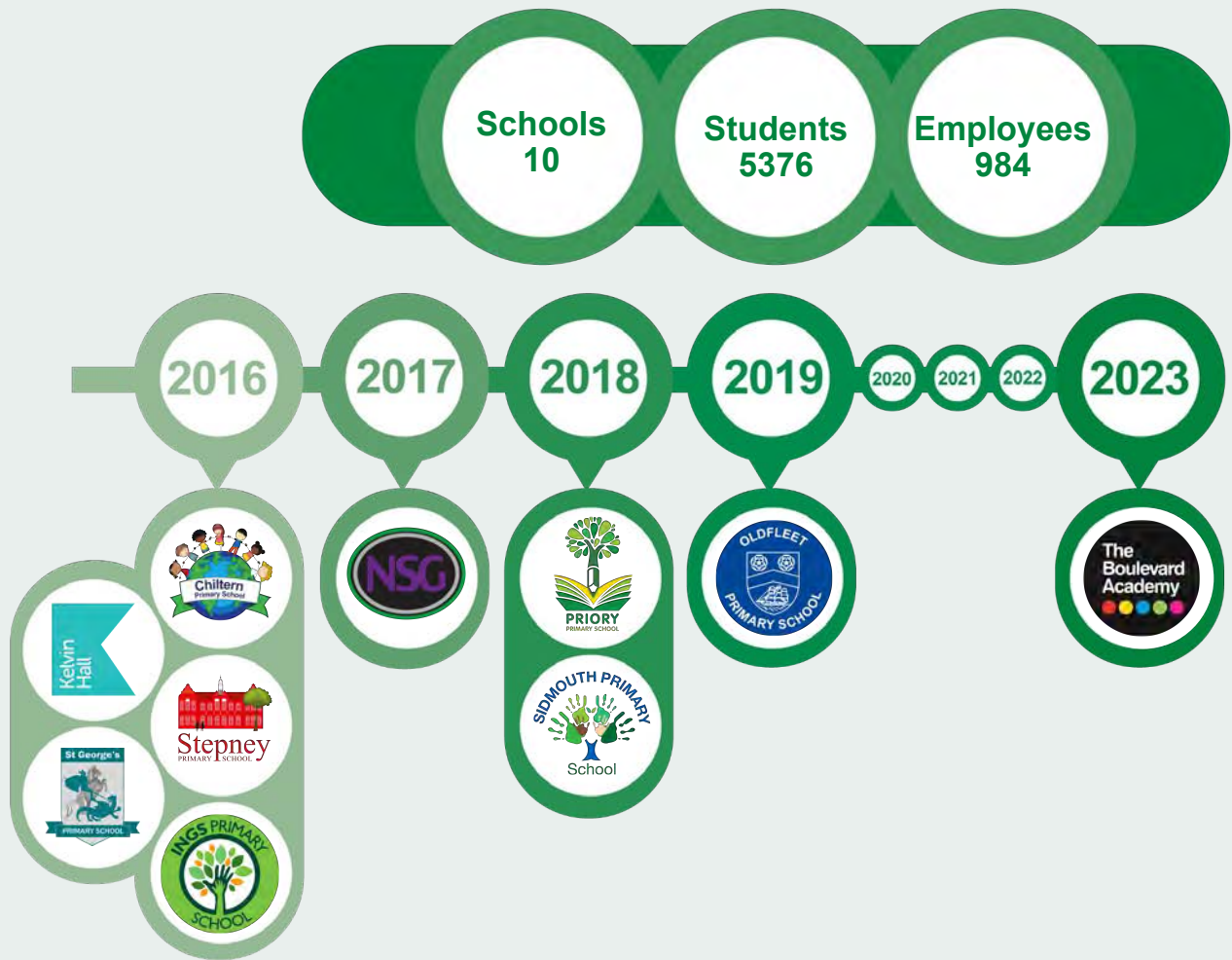
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



Our Journey so far...

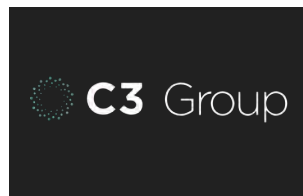


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Exam Invigilators
Grade 2, Scale Point 2 - £11.59 per hour
Casual

The Thrive Co-operative Learning Trust is responsible for ten schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

The Boulevard Academy is looking to appoint several Exam Invigilators. Experience of invigilation is not required as training in the role and duties of an invigilator will be provided. Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

Invigilators are required to confirm their availability in advance of main exam periods. Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)

Closing Date: Friday 1st March, 9:00am

Interview Date: W/C 11th March

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#), an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative 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. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



Job Description

Post Title	Exam Invigilators
Grade	2
Location	The Boulevard Academy
Reporting to	Examinations Officer

Key Responsibilities

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Newland School for Girls regulations and instructions
2. To have a key role in upholding the integrity and security of the examination/assessment process

Before Exams

3. Report to and be briefed by the exams officer prior to each exam session
4. Keep confidential exam question papers and materials secure before, during and after exams
5. Ensure exam rooms are set up according to the requirements
6. Admit candidates into exam rooms under formal exam conditions
7. Identify candidates and seat candidates according to the required arrangements
8. Distribute the correct question papers and exam materials to candidates
9. Instruct candidates in the conduct of their exams
10. Deal with candidate questions

During Exams

11. Supervise and observe candidates at all times and be vigilant throughout exams
12. Keep disruption in exam rooms to a minimum
13. Deal with emergencies or irregularities effectively
14. Record/report any incidents, disruption or irregularities
15. Complete attendance registers
16. Deal with candidate questions according to the regulations

After Exams

17. Instruct candidates in finishing their exams and collect exam scripts and exam materials
18. Dismiss candidates from the exam room
19. Check candidates' names on scripts, match the details on the attendance register
20. Securely return all exam scripts and exam materials to the exams officer

Other Duties

21. Undertake training, update and review sessions as required
22. Undertake, where required and where able, other duties requested by the exams officer, for example: centre supervision of exam timetable clash candidates between exam sessions, facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided), other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	Good standard of numeracy & literacy	✓		AF, I
Relevant Experience	Experience working in a school		✓	AF, I
	Experience working in an exam setting		✓	
Skills & Abilities	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to ensure all procedures are adhered to a very high standard	✓		
	Ability to understand and interpret written & oral instructions	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	A knowledge of exam procedures / protocols		✓	
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to people@thrivetrust.uk

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact 01482 217898 or info@theboulevardacademy.com

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