

# **Examination Invigilator (Casual)**

## **Candidate Information Pack**

### **St Michael's Church of England High School**



# About Liverpool Diocesan Schools Trust

## We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

## What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

## What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.

- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

## Our Core Values

### We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

### We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

### We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

### We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

**We are a fully inclusive organisation and encourage applications from individuals from minority communities.**

# About St Michael's Church of England High School



St Michael's Church of England High School, Crosby is an over-subscribed 11-18 mixed comprehensive school which is part of LDST (Liverpool Diocesan Schools Trust). The school is situated in Crosby, in a popular residential area, close to open countryside and an impressive coastline, and offers excellent transport links.

Our Church of England status is extremely important to us, and our Christian Vision and Values underpin every decision that we make for our young people. As the only Church of England secondary school in Sefton we offer a distinctive education based upon our Christian Vision and Values.

## **Post: Examination Invigilator, Casual post**

### **Start date: Summer Term 2024**

This is an excellent opportunity for an individual looking for a flexible role. There are a number of weeks between November and July, during which Examination Invigilators are required. As well as invigilating external exams, we support our students in their preparation for exams by also having invigilators in some of the internal exams.

These roles are crucial to the smooth and efficient running of the exam process and to our students achieving their best possible performance. Experience of invigilation is not required, as training in the role and duties of an invigilator will be provided.

The successful candidate will:

- Have a calm and professional manner
- Be reliable, flexible and readily available during the main exam period
- Be able to communicate effectively with candidates and staff, whilst maintaining exam integrity
- Work well as part of a team
- Be able to give instructions and manage situations involving different groups of people

The closing date for this application is **Monday 15<sup>th</sup> April 2024**. To apply for the post, please return your application form to: [smh.recruitment@ldst.org.uk](mailto:smh.recruitment@ldst.org.uk)

# Job Description

**Title: Examination Invigilator**

**Salary:** Grade B, SCP 2 £11.9149 per hour

**Hours: As required**

**Contract type:** Casual

**Accountable to:** Data & Examinations Officer

**Location:** St Michael's Church of England High School

## Key Purpose

- To supervise examinations in accordance with the procedures, guidelines and regulations for the integrity and security of examination papers under the direction/instruction of senior staff.
- Remain vigilant during the test / examination periods so that all pupils have a fair and equal chance of completing the test / examination within the designated time.

## Key Responsibilities

### Administration

- Completion of attendance list and seating plans.
- Check pupils' materials to ensure that names and relevant numbers have been entered correctly and complete where necessary.
- To brief pupils at the beginning of all tests and examinations stressing the expected behaviour and procedures to be adhered to.
- To report any malpractice incidents to the appropriate member of staff, completing any written reports where necessary.

### Organisation

- To maintain quiet in the examination room and the immediate vicinity in adherence to the Joint Council for Qualifications (JCQ) rules.
- Ensuring electronic devices not relevant to the examination are switched off and stored in accordance with the Joint Council for Qualifications (JCQ) rules.
- The admittance of correct pupils only into the examination room.
- Handling of pupils who arrive late in accordance with procedures and Joint Council for Qualifications (JCQ) rules.
- Distribute and collect examination papers and materials to the relevant pupils.
- To escort and supervise pupils with examination clashes between examination rooms and over lunchtimes as required.

- Supervision of pupil scribes/readers to ensure that unauthorised communication does not take place with the student during the examination.
- Handling of malpractice incidents in the examination room in accordance with procedures.
- To handle questions from pupils in accordance with procedures and Joint Council for Qualifications (JCQ) rules and seek assistance from senior member of staff where required.
- To assist with pupil first aid/welfare duties as required.
- To release pupils who complete examinations before others maintaining quiet vigilance in the room at all times.

### **Resources**

- Prepare the designated room for the examination ensuring displays or materials are covered/removed.
- Obtain and return examination papers and materials from the examination office/department.
- Responsibility for the security and safety of examination papers and materials outside of the examination office/department.
- Summon assistance when required, from relevant members of staff.

### **Support for the School**

- Be aware of, and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Attend and participate in appropriate meetings and training courses.
- Participate in the school's Performance Management Programme and engage in appropriate continuing professional development.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- To undertake any other duties commensurate with the level of the post, as required from time to time.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

# Person Specification- Examination Invigilator

Requirement	Essential (E) or Desirable (D)
<b>Skills</b> <ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Ability to work effectively as part of a team</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work in an organised way</li> <li>• Good attention to detail</li> <li>• Able to build trust and respect with individuals throughout the school</li> </ul>	E E E E E E
<b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Level 2 qualification or equivalent in Maths and English</li> <li>• Willingness to participate in relevant training and development opportunities</li> </ul>	D E
<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>• Understanding of inclusion, especially within a school setting</li> <li>• Understanding of basic technology</li> </ul>	D D
<b>Professional Values and Practice</b> <ul style="list-style-type: none"> <li>• Willingness to support the school and Trust's Christian ethos and character</li> <li>• Demonstrates high expectations for all pupils.</li> <li>• Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.</li> <li>• Ability to work collaboratively with colleagues and carry out the role efficiently, knowing when to seek help and advice.</li> <li>• Ability to improve own practice through observations, evaluation and discussion with colleagues.</li> </ul>	E  E E  E  E

# How to Apply

## Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email [smh.recruitment@ldst.org.uk](mailto:smh.recruitment@ldst.org.uk) or call 0151 924 6778.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: Monday 15<sup>th</sup> April 2024 at 12 noon**

**Interview date: TBC**

**Start Date of Post: Summer Term 2024**

**School visit dates: Please email [smh.recruitment@ldst.org.uk](mailto:smh.recruitment@ldst.org.uk) to arrange a visit.**

## **Trust Prayer**

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
Learn, Love and Achieve, Together with Jesus.  
Amen