



Job Description

Post	Exam Invigilators
Department	Associate staff
Reporting to	Examinations Officer
Liaising with	Teaching and Associate Staff
Salary/Grade	£10.00 (£12.00 per hour for Lead Invigilators)

Rugby Free Secondary School Introduction

We are at the start of a very exciting journey and have worked extremely hard over the last year to create a culture of high expectations across the school, supported every step of the way by our Trust. This has been achieved through the development of strong and positive relationships with staff, students, parents and carers. Our reflective approach means we are always striving to improve in all we do and believe that mistakes are only an opportunity to learn.

Taking a broad holistic approach, we identify the barriers to learning that are likely to affect our students and work relentlessly to address them.

Our aim is for all students in our care to have the capacity to achieve their full potential and for our curriculum to nurture and develop each child's hidden talents throughout their time at RFSS.

It is an exciting time to be working part of the RFSS family and as part of our trust Learning Today, Leading Tomorrow. RFSS opened in 2016, we relocated to our brand-new purpose-built facility in February 2020 and secured 'Good' in our most recent Ofsted inspection (July, 2021).

You won't find teachers and staff anywhere else who are as committed to a school's purpose and supporting its success. Relationships are at the heart of RFSS and underpin our new core values and we are always looking for dedicated staff who share our ethos and demonstrate our values.

Please find below link to our website with the latest Ofsted report when we were graded as 'Good'.

<https://www.rugbyfreesecondary.co.uk/ofsted>

Our Values are:

Kindness – The quality of friendliness, generosity, consideration, honesty

Collaboration – The belief that working and learning with others will lead to greater success

Curiosity – A strong desire to know and to learn

Resilience - The ability to recover quickly and learn from the difficulties we face

Respect - To appreciate the importance of understanding and admiration for others and self

Endeavour - The belief that hard work is needed to achieve something we can be proud of

Key duties and responsibilities

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination before, during and after the examination
- Prevent possible candidate malpractice and administrative failures

Successful candidates will relate positively to all learners, be extremely reliable, enthusiastic and flexible with good verbal communication skills. They will ensure that strict procedures for the integrity and security of the examination papers are followed, and they will be comfortable addressing large groups of students.

Invigilators are employed on a casual basis, with hours and days of work subject to the timings of each examination and mock examinations which are held throughout the year. This position will be reporting to the Examinations Officer.

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy.
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders.
- To consider at all times what is in the best interests of the child.
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- To take action to enable all children to have the best outcomes.

General responsibilities of all Rugby Free Secondary School Staff:

- To support the Trust's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To remain confidential at all times.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professional conduct.

Rugby Free Secondary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

If you feel that you could add value and have the necessary energy, enthusiasm together with a sense of humour to join us, then please apply using the link below. If you have any questions, please email Sarah Abel on; sarah.abel@rugbyfreesecondary.co.uk.

To apply, please visit; <https://www.rugbyfreesecondary.co.uk/vacancies>

We reserve the right to withdraw this vacancy at any time.

Closing date for applications: Sunday 27th November 2022

Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff.

This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.