

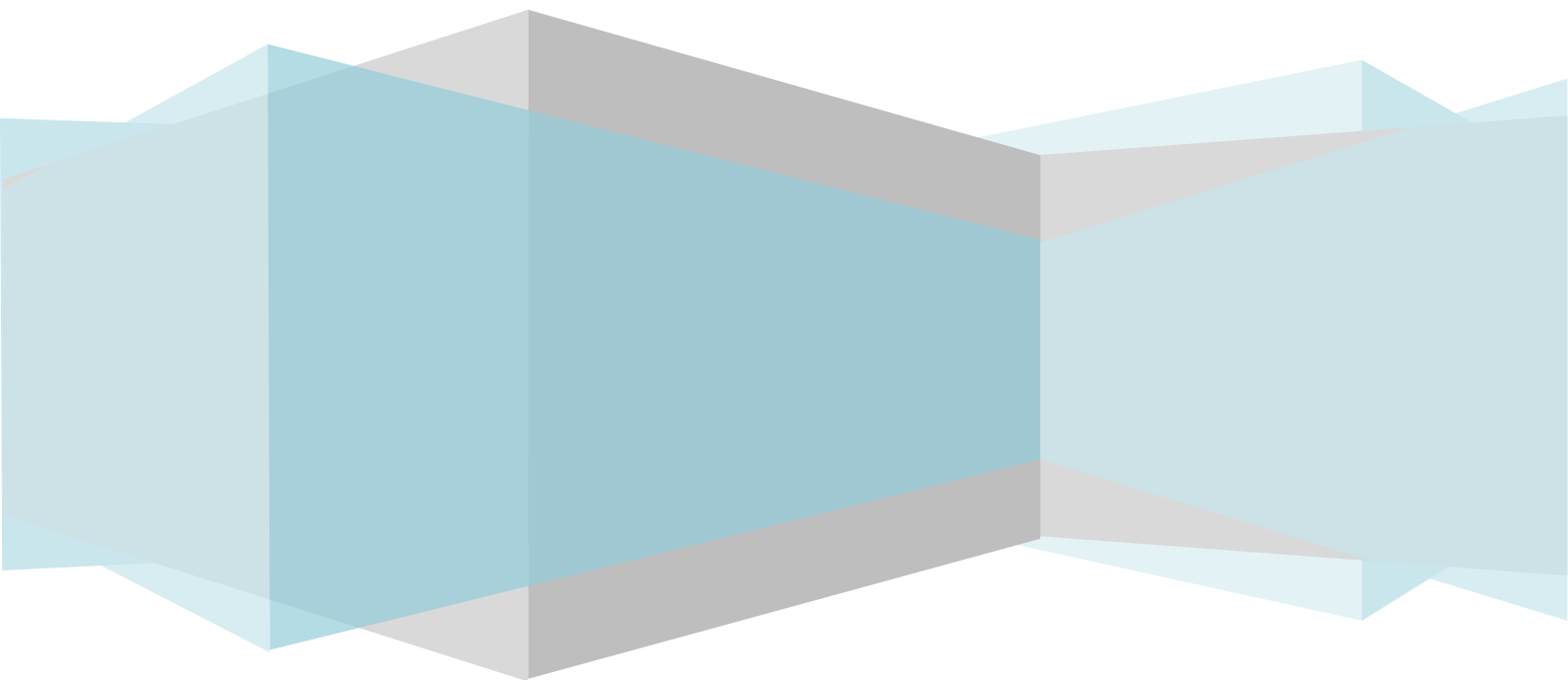
Rye College, Part of Aquinas

www.aquinastrust.org

Application Pack

Exams Invigilators

As soon as available





Exams Invigilators

Rye College is looking for Exam Invigilators to join our Exams team.

If you have a few hours spare and would like to get involved with your local community this is a great opportunity.

We are looking for people who are:

- reliable
- excellent communicators
- team players
- able to follow and give clear instructions

In return, we offer:

- full training
- a distinctive local context ensuring we place inclusivity at the heart of all we do
- a skilled and experienced team of teachers and other professionals
- a motivated leadership team leading rapid improvement to the students' life chances
- a college in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

Rye College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

Our aim is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavor; and nurture diverse skills, talents and abilities whilst celebrating excellence.



The Application Process and Timetable

Closing Date

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **11th October 2024**

Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Interviews

Candidates will be invited for interview.

- Interviews: **week commencing 14th October 2024**

Appointment

All candidates will be contacted following interview.

- Details of potential appointment will be discussed at the interview.

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to hassistant@ryecollege.co.uk. Alternatively, submit your application to **Martina Webb, HR Assistant, Rye College, The Grove, RYE TN31 7NQ.**

Shortlisted candidates will be asked to submit appropriate identification. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

Rye College is committed to safeguarding the young people in our care and we expect all our colleagues to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



September 2024

Dear applicant,

On behalf of our students, colleagues and trustees, I would like to thank you for your interest in a position at Rye College. I hope you find the application pack both helpful and informative.

There is a long tradition of education in Rye that goes back to the foundation of the Grammar School in 1636. We are proud to be a significant chapter in the ongoing story of nearly four hundred years of learning in this ancient town.

There is significant transformational change to improve the standard of education and facilities at Rye College – ideal for ambitious and talented individuals to truly make a difference and build upon our most recent OFSTED good grading. Having seen an impressive rise in progress and attainment outcomes over the last few years, we continue to focus on delivering academic excellence with a commitment to high-quality pedagogy and teacher training. At present, we are focused on instilling a sense of responsibility in all our students – a sense of ownership of their learning, of their schools, of their actions and of the consequences. In today's complex world, children need both the knowledge and skills to compete in a global marketplace but also need a sense of their humanity – the ability to respect, to empathise and to be caring and compassionate people.

We are looking to recruit an experienced individual to our associate team who wants to raise standards and continue our transformational journey through the creation of a vibrant and innovative environment. Central to this is an ability to work in partnership with our families and other professionals to continue our mission to build amazing schools that deliver excellence for every one of our young people.

In your application, please outline why you would like to join us, how you meet the person specification and what might make you irresistible. We value honesty.

I look forward receiving your completed application.

With thanks,

Dom Downes
Headteacher



Job Description

JOB TITLE:	Exams Invigilator
GRADE:	Single Status 4
PAY:	£11.98 per hour
HOURS:	Casual contract - Variable
RESPONSIBLE TO:	Examinations and Data Officer, Headteacher

EXAMINATION INVIGILATOR: JOB DESCRIPTION

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. To uphold the school's policy in respect of child protection matters. S/he shall be subject to all relevant statutory and institutional requirements.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Line of Responsibility

The Examination Invigilator will be directly responsible to the Examinations and Data Officer.

Job Purpose

The Examination Invigilator responsible for:

- The invigilation of school and public examinations.
- The proper conduct of examination sessions in the presence of the candidates.
- Being vigilant and supervising candidates at all times to prevent cheating and distractions.
- Contributing to the overall ethos, work and aims of the school.

Duties & Responsibilities

- To be aware of information issued by examination board/s such as 'Instructions for the Conduct of Examinations', 'Checklist for Invigilators', 'Notice to Candidates' and the 'Warning to Candidates'.
- To assist in the setting up of exam venues as per examination board requirements.
- To assist in the evacuation of the examination room in the case of emergency as per school and examination board policies and procedures.
- To report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- To give one's whole attention to the proper conduct of the examination as per examination board and school requirements including the following points:
- To take all reasonable steps to ensure that candidates take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of the question paper, stationery list or in the syllabus for the subject being examined
- To warn candidates that any unauthorised materials must be handed in
- To ensure that only authorised persons are allowed in the exam room
- To ensure that each candidate in the examination room can be observed by an invigilator at all times
- To ensure that no candidate leaves the room until at least one hour after the published starting time or a period equal to the duration of the examination, if less than one hour
- To summon assistance as required and without disturbing candidates in order to deal with unexpected situations such as:



- Candidates who need to leave the room temporarily (must be accompanied by a member of staff)
- Candidates in need of medical attention
- Concern regarding unusual activity of materials
- To inform candidates when they have five minutes remaining and to stop writing at the end of the examination as required.
- To help collect all scripts, question papers and unused stationery before candidates leave the examination room.
- To ensure that staff do not remove question papers from the examination room until the end of the examination session.
- To attend relevant meetings and training sessions as required.
- To establish and maintain good relationships with all students, colleagues and other professionals.

Training

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Safeguarding

All school-based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the college's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Other Duties

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

Experience

- Experience of working or studying in a higher education environment desirable

Specific skills and knowledge

- An understanding of examination processes desirable
- Effective oral/written communication skills essential
- Good numeracy skills essential

Personal attributes

- Accuracy and attention to detail essential
- Flexible approach to work essential
- Ability to relate to academic staff and students essential
- Ability to work under pressure and to tight deadlines essential



Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	



Benefits of Working with Aquinas

Treating you as a professional...

Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.



Training you throughout your career

Aquinas offers all associate colleagues regular appraisal and training specific to your role. We are committed to developing the skills and experience of all colleagues in all our schools. Alongside continuing professional learning, we offer associates numerous opportunities to attend courses that have been uniquely crafted to re-enforce our distinctive ethos and support them in their roles across the trust.

Lease an electric vehicle



octopus
electric vehicles

We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff

Keeping you fit and healthy...



Working with us gives you discounted membership with Freedom Leisure Centres. Freedom Leisure offers something for everyone, whatever you enjoy doing or your level of fitness. Whether you love the gym, group exercise classes, swimming or playing sports, their memberships have you covered!

Helping you stay relaxed...

Working with us gives you discounted access to a range of leisure activities. CSSC is an exclusive membership for public sector employees. For less than a fiver a month, families and individuals can save much more on a range of pursuits including...



- Free entry to 280 English Heritage sites for you and your family;
- Cinema tickets from £5 including all top chains;
- Reduced price days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Special offers on new and used vehicles;
- Discounts in high street shops, on holidays, eating out and more.

Looking after your well-being...

We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care. Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.





Supporting you with childcare...

Rye Community Primary School, Starfish Pre-school provides affordable high quality childcare for the under-fives – accessible to all. Aquinas employees benefit from a 10% discount on full-time and part-time child care at our term-time pre-school between 8am and 5pm. Starfish Pre-school: “Where the journey begins...”