

## Internal Job Advert: Exams Officer, Community & Hospital Education Service

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|-------------------|---------------------------------------|------------------------------|----------------|
| <b>Job Title:</b> | Exams Officer                         | <b>Contract Type:</b>        | Permanent      |
| <b>Academy:</b>   | CHES                                  | <b>Start Date:</b>           | ASAP           |
| <b>Location:</b>  | Truro, Cornwall                       | <b>Reports To:</b>           | Principal      |
| <b>Salary:</b>    | E23-E28<br>£23,715 - £27,785 pro-rata | <b>Application Deadline:</b> | 29th Sep, 2022 |
| <b>Hours:</b>     | 12 hrs/week, annualised contract      | <b>Interview Date:</b>       | TBC            |

### About the role

We are looking to appoint an outstanding Exams Officer who embodies our Trust values; someone who has diverse experience, as well as a passion for working with young people with additional needs.

Our ideal candidate will have excellent teamwork and communication skills, the ability and enthusiasm to make a difference with students who have a range of needs.

This role is 12hrs per week on an annualised basis. For a full list of duties, please see the job description.

Wave is dedicated to the safeguarding of children and Safer Recruitment Procedures will be followed. The position requires a satisfactory enhanced DBS check.

To apply please use our application form available on our website [Vacancies - Wave MAT](#) and submit this along with the equal opportunities form [here](#)

For any general questions contact us [here](#) or email us at [recruitment@wavedu.org](mailto:recruitment@wavedu.org)

### About the Academy

CHES Academy is a medical provision academy that provide education for children and young people with complex medical and/or mental health needs which prevent them from attending school. We pride ourselves in providing pupils with access to high quality education, ensuring they are thoroughly prepared for the next stage in their learning journey. Personalisation is the cornerstone of our pedagogy; the curriculum is bespoke and programmes are crafted to meet individual needs which demands a totally flexible and adaptable approach to teaching and learning from all involved.



Our medical provisions provide personalised education through a combination of centre teaching, individual teaching and online learning. CHES has three teaching centres in Cornwall; Glynn House our school base in Truro; our Hospital School room in the Royal Cornwall Hospital and our Education Unit within Sowenna, the adolescent Tier 4 unit in Bodmin.

#### [Community and Hospital Education Service \(CHES\) - Wave MAT](#)

### Work with wave: What's in it for you?

#### Pension Scheme

Employee Assistance Programme

Counselling

Occupational Health Services

Professional Development & Training

Salary depending on experience

Cycle to Work Scheme

#### Tech Scheme

Free Will Writing Benefit

Health & Wellbeing Champion

Company sick pay dependent on service

Free refreshments in workplaces

### Wave Trust: What we believe and what we do

#### Who We Are

Wave are an established and successful Multi Academy Trust, comprising of Alternative Provision Academies (APAs), Medical Academies (including Cornwall Partnership NHS Foundation Trust's child and adolescent mental health unit 'Sowenna') all rated Good/Outstanding by OFSTED and 2 Special Academies (including one in pre-opening).

We provide education for vulnerable pupils aged 4 – 19 across Devon, Cornwall and we are expanding to Somerset with our special free school. The Trust has a national reputation for the delivery of outstanding pupil outcomes including enabling pupils to access the most appropriate education setting and transition to employment, training and higher or further education. The Trust educates over 1000 pupils and employs over 350 members of staff.

#### We Aim To

- Provide a balanced and broad curriculum that promotes the spiritual, moral, cultural, mental and physical development of pupils and prepares them for the opportunities, responsibilities and experiences of adult life.
- Give access to the National Curriculum; provide opportunities for external accreditation, and, for those pupils with specific learning difficulties, effective and personalised programmes.

#### Wave Multi Academy Trust

Central Office: 4 East Pool, Tolvaddon Business Park, Tolvaddon, Camborne, Cornwall. TR14 0HX

Tel: 01209 211525 Email: [enquiries@waveedu.org](mailto:enquiries@waveedu.org) Website: [www.waveedu.org](http://www.waveedu.org)

- Ensure all pupils are supported to develop positive attitudes towards themselves and others. Promoting emotional well-being and self-esteem; helping our pupils to recognise their potential and work positively within their community.
- We will respect all pupils and encourage them to become active participants in their own learning, develop confidence, independence, self-esteem and express their needs and desires.
- Seek effective and positive working relationships with pupils' families, schools and other agencies.
- Enable effective outcomes for our pupils.

### Our Values

Evidence shows that the values we embody empower young people to succeed; these are the values we are looking for when we recruit new staff or work with new stakeholders.

#### BE POSITIVE

We value **positivity**, no matter what the circumstances. It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

#### HAVE EMPATHY

We are kind, we have **empathy**. We consider the consequences of our decisions, large and small on those around us.

#### SHOW RESPECT

We conduct ourselves in ways that earn the trust of those around us. We **respect** each other and those we work with.

#### WORK AS ONE TEAM

We depend on **teamwork** and the relationships we have. When we work together we are stronger. Together we will achieve more.

#### BE INCLUSIVE

Everybody is treated fairly and equally; no-one is marginalised or left behind. We are **inclusive**, we embrace the human spirit. We value diversity of people and thought.

*If you feel this role is of interest we look forward to hearing from you*