



ACADEMY
GREAT BARR



Lead Exam Invigilator Applicant Information Pack

September 2024

Headteacher's welcome

Thank you for your interest in working at Q3 Academy Great Barr.

Whether you are beginning your teaching journey or looking for the next post in your career, we all know being a teacher is a demanding job that requires passion and energy. If you have a genuine interest in helping young people learn and develop, then our students will pay you back in spades. The passage below, from our website, sets out our philosophy and the following pages will give you some flavour of how we go about our work. Please feel free to contact us for an informal chat or visit. I look forward to meeting you.

Mr Chris Bury, Headteacher

Our educational philosophy is simple. First and foremost, we want every child to feel happy and excited about coming to the Academy. Only when each child feels secure and comfortable can we challenge them to grow and learn together. We want our students to return home telling their families of the memorable exciting learning experiences they have enjoyed. Experiences that make it easier to recall the detail necessary for exam success and experiences that develop their character as much as their academic potential.

Our passion is helping young people to flourish and become confident capable adults ready for the world ahead.

This passion creates a genuine warmth that supports every member of our community. Our traditional family values and Trust ethos, 'Life to the full in pursuit of what is good, right, and true' helps to keep the academic and well-being of every child sharply in focus and drives our ambition for continual improvement.

Only if our staff can say that what we provide is good enough for their own children is it good enough for yours and I'm proud to say this commitment to care, coupled with high academic ambition is helping all our young people to succeed.



About our Academy



As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.



Why work here?

- ✓ Join an incredible team of friendly and supportive staff
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break and three 'buy back' days of extra summer holiday as thanks for contributing to the wider life of the Academy
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities
- ✓ Access to Simply Health benefits, supporting your optical and dental care needs and including a free annual flu vaccination
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through Edenred, including a cycle to work and discounted electric car scheme



Staff testimonials



“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– *Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

– *Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– *Teacher of Geography (2024)*

Job Description

Title:	Lead Examinations Invigilator
Project Team:	Support Staff
Reports to:	Data and Examinations Officer
Salary:	£13.02 hour (plus holiday pay)
Responsible for:	Invigilation duties across the Academy

Main Duties

- ✓ Organise and oversee invigilators for all public exams, and for internal exams where this is requested by the Exams Officer
- ✓ Lead and manage the team of invigilators, including scheduling their hours as required for each exam season, and managing short-notice changes and absences
- ✓ Help to deliver invigilator training, and ensure that all invigilators are up-to-date in their training prior to being deployed in public exams
- ✓ Oversee the setup of the exam room, including setting out required posters, clocks, papers, desk labels and stationery
- ✓ Ensure that all exam room registers are completed and take to the Attendance Office as soon as possible after the start of each exam
- ✓ Manage the collection and security of candidates' scripts at the end of each exam
- ✓ Be aware of evacuation and contingency procedures, and ensure that all invigilators understand these
- ✓ Ensure all student's access arrangements are met
- ✓ Arrange the supervision of exam timetable clash candidates between exam sessions
- ✓ Handle queries, incidents, and occurrences on exam days, resolving problems and/or bringing them to the attention of the Exams Officer as required
- ✓ Maintain high standards among all invigilators

General Requirements

- ✓ Act as invigilator or roaming invigilator where required
- ✓ Undertake other duties as requested by the Exams Officer, in relation to the smooth organisation and running of exams such as filing and shredding
- ✓ Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them;
- ✓ To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Q3 Academy Great Barr regulations and instructions;
- ✓ To have a key role in upholding the integrity and security of the examination/assessment process.
- ✓ Undertake training and update and review sessions as required (prior to invigilating any exam in a new academic year);

An ideal candidate will

- ✓ Experience of working as an invigilator is required
- ✓ Be reliable, flexible and readily available during main exam period (May and June) and also during our mock seasons
- ✓ Have effective communication skills and good interpersonal skills

- ✓ Be confident and a reassuring presence to candidates in examination rooms
- ✓ Be able to give instructions and manage situations involving invigilators or candidates
- ✓ Have basic IT skills (familiar with use of email, mobile phone messaging, etc.)
- ✓ Appropriate level of fitness to stand and walk for long periods of time.

Before examinations

- ✓ Report to, and be briefed by, the Examinations Officer prior to each exam session
- ✓ Ensure that adequate number of invigilators are present and organise their work locations
- ✓ Keep confidential exam question papers and materials secure before, during and after examinations
- ✓ Ensure examination rooms are set up according to the requirements
- ✓ Admit candidates into examination rooms under formal examination conditions
- ✓ Supervise the distribution of correct question papers and materials to candidates
- ✓ Instruct candidates in the conduct of their examinations
- ✓ Deal with candidate and invigilator questions

During exams

- ✓ Keep disruption in examination rooms to a minimum
- ✓ Deal with emergencies or irregularities effectively
- ✓ Record/report any incidents, disruption, or irregularities to Exams Officer
- ✓ Complete attendance registers and take to Attendance Office
- ✓ Deal with candidate questions according to the regulations
- ✓ Deal with invigilator queries
- ✓ Manage invigilator's hours during examinations, keeping in accordance with invigilator ratios

After exams

- ✓ Instruct candidates in finishing their examinations and organise invigilators to collect scripts and materials;
- ✓ Dismiss candidates from the examination room;
- ✓ Check candidates' names on scripts match the details on the attendance register;
- ✓ Securely return all scripts and materials to Examinations Cupboard
- ✓ Assist with collation and dispatch of answer scripts to Awarding bodies.
- ✓ File all exam paperwork

Role Model

- ✓ Ensure that 'no student is left behind', in their academic and personal development.
- ✓ Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct, and time keeping.
- ✓ Build team commitment amongst students and staff alike.
- ✓ Engage and motivate students and staff to do their best by doing your very best.
- ✓ Demonstrate a positive approach to your professional duties.

Additional Components

- ✓ To consistently uphold the Academy's aims and strive to attain Academy targets.
- ✓ To work in an enthusiastic, cooperative. and polite manner to enhance the Academy's reputation.
- ✓ To work with students in a courteous, positive, caring, and responsive manner.
- ✓ Play a full part in the life of the Academy's community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.

- ✓ Carry out duties in line with all policies and promote a positive, harmonious working environment.
- ✓ The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.

Health and Safety Responsibilities

- ✓ All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of the Academy and Trust, and to undertake risk assessments as appropriate.
- ✓ The Academy site is a designated no smoking site.

Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS). Satisfactory employment references and identification and qualification checks will be required before commencing duties.

Person Specification

Criteria	Essential	Desirable	Evidence
Education & Qualifications	<ul style="list-style-type: none"> ▪ Educated to a good standard of education, particularly in numeracy and literacy 		AF
Skills, abilities and experience	<ul style="list-style-type: none"> • Ability to work to tight deadlines • Accuracy and attention to detail • Appropriate level of fitness to stand and walk for long periods of time • Experience of invigilating 		AF INT RF
Professional Development	<ul style="list-style-type: none"> ▪ Demonstrable commitment to own continued professional development by undertaking any training required to fulfil the role. 		AF INT RF
Other skills and attributes	<ul style="list-style-type: none"> • To work independently on own initiatives. • Ability to lead others effectively • Strong organisational skills • High level communication skills and an effective listener. • Resilient, adaptable and able to manage challenges and opportunities. • Ability to 'think on your feet' under pressure. • Committed to equal opportunities for all. • Positive thinking and a flexible 'can-do' attitude which inspires confidence and optimism. • Ability to maintain confidentiality at all levels • Ability to relate well to Academy staff and candidates of all abilities. 		AF INT RF
Disposition	<ul style="list-style-type: none"> ▪ To make decisions ▪ Able to work independently or as part of a team 		AF INT RF

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How to apply

To apply for this role, please submit an application form on our [recruitment portal](#).

Visiting the Academy

If you would like to arrange a visit before you apply, please contact Miss Priya Gupta, Exams Officer, at p.gupta@gbr.merciantrust.org.uk

