



QUEEN MARY'S GRAMMAR SCHOOL

Academic in purpose - Generous in approach - Enterprising in spirit - International in outlook



Information Pack

Lead Invigilator/Senior Invigilator

Required May and June

Morning sessions require availability from 8:00 AM,
with afternoon sessions concluding at 4:30 PM

Queen Mary's Grammar School
Sutton Road,
Walsall,
WS1 2PG

01922 720696



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Welcome



Queen Mary's Grammar School was founded in 1554 by Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape with our partners in the Mercian Trust.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their full academic potential. We value the life of the mind and want to pass on a love of learning.

Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, debating and public speaking and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to higher education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best universities and international employers. It is our mission to attain excellence in all that we do.

Our House system celebrates the four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have - experience, expertise, enthusiasm - both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you give that you will keep as eternal riches.

Richard Langton

Headmaster

About Us

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is more than just a place of work – it is a thriving community, proud of its past and confident of its future. In March 2023, it was recognised as 'Outstanding' in all areas by Ofsted.

There are currently almost 1400 pupils on roll, including over 450 in the Sixth Form. The School has an outstanding academic record and regularly features at the upper end of the national league tables. In 2023, 69% of GCSE grades were 7-9 (A*/A) and 64% of A Level grades were A*, A or B. We are especially proud of our value-added scores, which regularly place us among the top schools in the country for progress. We do not rest on our laurels, but encourage all our pupils to realise their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects since then, including a new Sixth Form Centre, science labs and a humanities wing, music and PE refurbishments, extensions to existing English and maths classrooms, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. Over the past few years, we completed projects to add additional capacity through the building of extra science rooms, a humanities block and a sixth form study annexe.

The School encourages an enterprising and international outlook: trips, expeditions and exchanges have gone all over the world in recent years, as well as a wide range of vibrant and formative educational visits and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. We are proud to appear in Ross Morrison McGill's recent book *Just Great Teaching*, showcasing our mental health work.

We want our pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in music, sport, the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia. We have been named in the Top 100 cricket schools by the *Cricketer Magazine* for the second year in succession.

Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

Benefits of working at Queen Mary's Grammar School

- teach gifted and intelligent students who have a real motivation to succeed
- a thriving and expanding school that achieves examination success, particularly at GCSE level
- professional autonomy in the classroom – you are encouraged to teach in a style that suits you and your subject
- a Headmaster and Senior Leadership Team that operate an open-door policy to support colleagues personally as well as professionally
- we take our mental health seriously, considering workload and staff wellbeing
- a dedicated induction programme for new staff and ECTs to ensure you are supported at whatever stage of your career you join us
- opportunities to play a role in the wider life of the school, including involvement in the CCF, music, debating, drama, coaching of sports teams and other trips and opportunities, such as visits to Farchynys (our Welsh field centre)
- career progression – many of our current middle and senior leaders are “home-grown” promotions from within.

Find out more

You can find out more about our school at <http://www.qmgs.walsall.sch.uk>.

For a flavour of daily life at QM follow us on Twitter at @QMGS1554.

Please contact Simran Sahota (Executive Assistant) if you would like to discuss the role further via email;

s.sahota@qmgs.merciantrust.org.uk

The Role

Job Title:	Lead Invigilator
Grade:	SCP 9 (£13.69 plus holiday pay) Variable throughout the academic year (typically May–June for GCSE and A-Level exams). Morning sessions require availability from 8:00 AM, with afternoon sessions concluding at 4:30 PM
Purpose of Job: <p>Queen Mary's Grammar School is seeking a dedicated and highly organized individual to serve as a Lead Invigilator/Senior Invigilator during GCSE and A-Level examinations during Summer 2025 and at other times throughout the academic year. This role involves overseeing examination processes, ensuring a calm and secure environment, and leading a team of invigilators to uphold the integrity and fairness of all assessments. The ideal candidate will demonstrate strong leadership, excellent attention to detail, and the ability to manage and support a team effectively. The successful candidate will be available to work throughout May and June 2025, with potential for further work throughout the year, as required.</p>	
Reporting to: Exams Officer	
JOB DESCRIPTION: The duties may include any or all of the following: <ol style="list-style-type: none">Leadership & Team Management:<ul style="list-style-type: none">Lead and coordinate a team of invigilators for GCSE and A-Level examinations in the summer term and at other times throughout the academic year.Ensure all invigilators are trained and briefed before each examination session.Allocate and manage tasks to invigilators during exam periods to ensure smooth operation.Exam Hall Supervision:<ul style="list-style-type: none">Oversee the proper conduct of examinations and ensure the examination environment is conducive to student focus.Maintain proper exam conduct and enforce all regulations.Address any issues or disruptions in accordance with established protocols.Compliance with Regulations:<ul style="list-style-type: none">Ensure that all procedures align with JCQ (Joint Council for Qualifications) regulations, safeguarding the integrity of the exams.Oversee the correct distribution and collection of exam papers and materials.Support for Students:<ul style="list-style-type: none">Provide a supportive and calm environment for students during their exams.Manage any special arrangements for students with additional needs, ensuring that the conditions meet JCQ guidelines.Paperwork & Reporting:<ul style="list-style-type: none">Complete all required documentation, including attendance registers and incident reports.Report any issues or irregularities during the exam to the Examinations Officer promptly.	

6. Preparation & Set-Up:

- Assist with the setting up of exam rooms, ensuring all seating arrangements comply with regulations.
- Ensure that all materials, including exam papers, equipment, and stationery, are ready for use.

7. Post-Exam Duties:

- Assist with the collection of completed exam papers and ensure their safe transfer to the appropriate location.
- Collect completed exam scripts securely and facilitate their safe transfer.
- Reset exam rooms for subsequent sessions

Key Attributes for Success

- **Leadership:** Ability to lead and manage a team effectively, fostering a cooperative and professional work environment.
- **Reliability and Punctuality:** Commitment to timeliness and the smooth operation of exams.
- **Attention to Detail:** Precision in following exam protocols and procedures.
- **Problem-Solving:** Ability to handle unexpected situations with confidence and professionalism.
- **Confidentiality:** Strict adherence to confidentiality regarding both student information and exam content.

Carry out any other duties as may reasonably be requested by the Headmaster or other members of the Senior Leadership Team.

PERSON SPECIFICATION

PREFERRED SKILLS/ PERSONAL ATTRIBUTES or EXPERIENCE

Essential Criteria:

- **Experience:**
 - Previous experience working in an invigilation role, ideally within a secondary school or college environment.
 - Experience of supervising and leading teams of people in an educational or similar setting.
- **Skills & Abilities:**
 - Excellent communication and interpersonal skills.
 - Strong organizational skills with the ability to prioritize and manage multiple tasks in a high-pressure environment.
 - Keen attention to detail, particularly in following exam regulations and procedures.
 - Ability to remain calm, composed and professional under pressure.
 - Ability to handle sensitive situations with discretion and confidentiality.
 - Punctual, reliable and committed to meeting high standards.

Desirable Criteria:

- Experience of supervising or managing invigilators.
- Understanding of the JCQ (Joint Council for Qualifications) guidelines for exam invigilation.
- First Aid training.

NB You must be suitable to work with children. This job is subject to an Enhanced Disclosure.

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.

The Mercian Trust

Queen Mary's Grammar School is a Founder Academy of the Mercian Multi-Academy Trust. According to the National Schools Commissioner, Sir David Carter, MATs exist:

- to secure school improvement and develop people
- to encourage good governance and proper risk management
- to secure the financial health of all its academies.

We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education.

We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School, Q3 Langley, Q3 Great Barr, Q3 Tipton

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community.

The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.

Location

Queen Mary's Grammar School
Sutton Road
Walsall
West Midlands
WS1 2PG

Tel: 01922 720696
Fax: 01922 725932

Queen Mary's Grammar School is located on the Sutton Road, in the leafy south of the town and close to the centre of Walsall. Travel to the school is very convenient, being approximately 10 minutes' drive from both junctions 7 and 9 of the M6.

There are good bus links from Birmingham to Walsall (with the 51 and X51 buses) and there is a direct train route to Birmingham from nearby stations in the town centre, Bescot Stadium and Tamebridge Parkway.

The close proximity of Walsall, Wolverhampton and Birmingham City Centre provides excellent access to shopping, leisure facilities, museums, cinemas and a wide range of nightlife.

House prices in Walsall are also very competitive compared to the Midlands as a whole and there is a range of good local primary schools and nurseries for those with young families seeking to move close to Queen Mary's.

You are very welcome to visit the school. Please contact Simran Sahota, s.sahota@gmgs.merciantrust.org.uk to arrange a visit.