



Casual Exam Invigilator Application Pack

Sutton Community Academy,
Sutton-in-Ashfield, Nottinghamshire

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Improving Education



01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



02. Sutton Community Academy Information

Sutton Community Academy is part of the Academy Transformation Trust family of academies.

At Sutton Community Academy, we provide the best opportunities for all our pupils toward helping them to achieve excellent academic qualifications.

We are a unique and highly successful academy and are proud of our students' achievements in GCSE and AS/A-level, alongside our great vocational offering. We ensure our curriculum is kept broad enabling every child to have full opportunity to reach their full potential.



This success is built upon valuing and nurturing the talents of all our pupils, which is supported by our brilliant academic, vocational and leisure activities, equipping all our students with the tools needed for Higher Education, apprenticeships and employment.

The academy is renowned nationally for its work and impact upon the local community, which have played a major role in creating a lifelong community resource in Sutton-in-Ashfield. Community really does sit at the heart of what we do; developing and nurturing the future generations is something we're very proud of and always strive for.

To find out more, please visit www.suttonacademy.attrust.org.uk

03. Job Description

Casual Exam Invigilator

Purpose

To supervise internal and external examinations and ensure rules and regulations are adhered to, as set out in the JCQ guidelines. To act as a reader and scribe when requested.

ROLES AND RESPONSIBILITIES

- To arrive 15 minutes before the published start time.
- To assist with setting up the examination room(s) in accordance with JCQ regulations.
- To ensure candidates enter the examination in a quiet and orderly manner.
- To ensure candidates are given the correct question papers and answer booklets.
- To start and finish examinations correctly using the announcements approved by JCQ, in liaison with the Senior Invigilator.
- To be aware of any candidates with Access Arrangements and the provisions made for them, and to provide the necessary support when requested.
- To ensure candidates follow the rules and regulations of the examination at all times.
- To supervise candidates at all times, partaking in active invigilation whilst remaining unobtrusive.
- To maintain the integrity and confidentiality of the examination process, and to uphold security at all times.
- To ensure that all the necessary paperwork associated with the examination is completed properly.
- To record any irregularities using the Incident Report Form, and to notify the Examinations Officer of any problems that may arise.
- To use the two-way radio to summon assistance if necessary.
- To ensure that candidates are dismissed appropriately, and that scripts are collected in the correct order and then supervised until in the possession of the Examinations Officer, or the Senior Invigilator(s).
- To be aware of the policies that exist in relation to examinations (Late and Absent Candidates, and Emergency Evacuation of an Examination) and to act accordingly.
- To assist in other activities if reasonably requested by the Examinations Officer.
- To ensure time sheets are completed and submitted for processing.
- To undertake regular training and refresher sessions as required.
- To be aware of and comply with policies relating to safeguarding children.

03. Job Description



04. How to apply

Sutton Community Academy,
Sutton-in-Ashfield, Nottinghamshire

Salary:

Support Staff Pay Scale Point 8:

£9.18 per hour plus holiday pay

Closing date:

Midday on Friday 15th November 2019

Interviews:

21st November 2019

Start Date:

ASAP

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01623 980055.

Applying

Please apply by visiting

www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

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Sutton Coldfield
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