



## **Job Application Pack Exam Invigilators**

Part time, Casual Contract,  
Variable hours  
Salary: £9.88 per hour

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Trust's.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy. From January 2018 the Trust are pleased to be forming a partnership with The Nottingham Emmanuel School.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School



## Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position in the city.



**Bluecoat Aspley**  
believe in yourself, in others, in God



**Bluecoat Wollaton**  
believe in yourself, in others, in God

## Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was recently graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

## Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale  
Academy**  
Believe, Belong, Achieve



**Bluecoat Primary**  
believe in yourself, in others, in God

## Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new; state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

## The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the river Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



**Bluecoat SCITT Alliance**  
Nottingham

## Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Primary and Secondary Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

## Business Services



Maria Lysenko, Chief Operating Officer leads a high calibre of business services which are provided to the academies within the Trust as follows:

### Governance Services

Effective governance requires the right people and the right processes. Our Governance Service is designed to support Governors from recruitment, induction and training through to ensuring boards have effective clerking and necessary advice on legal and constitutional matters.

### Corporate Services

We understand the need to provide efficient corporate services to support effective communication and the delivery of key projects within academies. Our Corporate Service advises on all aspects of the admissions code as well as interpreting and implementing data protection legislation. We provide checking and advisory services for school censuses as well as a line management and development package for the Academy office staff.

### Finance and Legal Services

Managing finances is one of the most complex and time consuming tasks for any academy, especially with the legal complexities and guidelines surrounding it. The Trust's Finance Team will manage all aspects of accounting for academies ensuring full compliance including the production of and managing the audit of the Trust Financial Statements. In addition, we can provide financial support and advice to ensure that academies are able to manage their budgets and resources. We work with academies to identify purchasing opportunities, which provide opportunities to secure improved value for money.

### Human Resources

Our Human Resources service is dedicated to working with academy Principals, the Board of Trustees, Governing Bodies and Senior Leaders to provide comprehensive and bespoke support to meet the needs of the Trust and the individual academies. We provide a responsive and flexible range of HR services to all academies within the Trust with our services being underpinned by an extensive knowledge of the workings and requirements of the educational sector.

### Health and Safety Services

We work with the academies to provide procedural guidelines, advice and support to enable them to ensure compliance with statutory requirements. This is underpinned with regular audits of health and safety records maintained at each academy as well as a line management development package for all site, cleaning and catering staff.

### Facilities Management

Trust wide contracts are negotiated for many building maintenance services within the Facilities Management teams in order to ensure best value. We provide cover services as well as project management of any larger projects. Our construction team can deal with many of the refurbishment needs of the academies.

### IT Services

Managing Information Technology can be complex and challenging for any academy. It is important to ensure that services run smoothly and IT 'just works'. The team work with academy Principals and key decision makers to simplify the inherently complex IT systems and develop our services to meet the exacting needs.



## Data Services

Timely and accurate data is regularly provided to Senior Leaders and Governors. Our data service provides consolidated reporting to the Trust Board, provides templates to academies, which follow good practice and offers advice to support academies with their data queries.

## The Vacancy

We are seeking to appoint casual Exam Invigilators to work with the existing teams in the Trust, running all internal and public examinations at the academies.

No experience is necessary as full training will be provided. However, this role will suit individuals who have an interest in education or enthusiasm to work with young people. The successful candidate must possess good communicate skills and be able to work effectively in a calm and organised manner, both independently and as part of a team. In return we can offer:

- casual work to fit around your own availability
- a lively and vibrant working environment
- the opportunity to join a friendly and well supported team

You will be required to work across any of the sites that comprise Archway Learning Trust in accordance with the needs of the Trust.



Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

## Applications

For more information about Archway Learning Trust, please visit [www.archwaytrust.co.uk](http://www.archwaytrust.co.uk) . To apply for the role please download the 'Support Staff Application Form' from the 'Vacancies' section

on our website and submit to [recruitment@bluecoat.uk.com](mailto:recruitment@bluecoat.uk.com) clearly demonstrating your suitability for the role.

**Closing Date: 9am Monday 25<sup>th</sup> February 2019**

**Interview Date: TBC**

## Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

### We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

## Job Description

**POST TITLE:** EXAM INVIGILATOR

**GRADE:** POINT 11

**RESPONSIBLE TO:** Examinations Officer

### Job Purpose

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and academy specific instructions;
- To commit to being available during each examination season.

### General Responsibilities

- Support the overall Christian ethos of the Trust;
- Demonstrate a commitment to safeguarding children;
- Be aware of and comply with relevant policies and procedures, including those relating to child protection, health, safety and security, confidentiality and data protection, copyright etc reporting all concerns to line manager;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall aims of the Trust;
- Develop own professional skills;
- Work cooperatively as part of the examinations team to ensure an effective and good quality service provision to the Trust;
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### Specific Responsibilities

#### Before exams

1. To report to the exams officer prior to each exam session;
2. To keep exam papers and materials secure before, during and after exams;
3. To admit candidates into exam rooms, ensuring exam board requirements on bags, water bottles and electrical equipment (e.g. Phones, music players) are adhered to;
4. To identify, seat and instruct candidates in the conduct of their exams;
5. To open, distribute the correct exam papers and materials to candidates in accordance with exam board regulations;
6. To deal with candidate queries;

#### During exams

7. To supervise candidates at all times and be vigilant throughout exams, ensuring no candidate has forbidden items and removing any found;
8. To report any suspected malpractice to senior invigilator or direct to exams officer;
9. Work with other invigilators to ensure any candidates who may need to leave the exam room are escorted and remain supervised;
10. To keep disruption to a minimum;
11. To deal with emergencies or irregularities effectively;
12. To record/report any disruption or irregularities;
13. To complete attendance registers;
14. To deal with candidate queries

### **After exams**

15. To collect exam scripts;
16. To dismiss candidates from the exam room;
17. To check that the names on the scripts match exactly the details on the attendance register in accordance with JCQ Instructions for Conducting Examinations;
18. To securely return all exam scripts and exam materials, including unused papers, to the exams officer.

### **General**

19. To maintain confidentiality of information acquired in the course of undertaking duties for the Trust;
20. To attend training, refresher or review sessions as required;
21. To undertake any other duties commensurate to the post, including exams-related administrative tasks.

### **Staff Conduct**

We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community - adults and students.

Employees are in loco parentis and also expected to maintain a professional relationship with students. Staff will be fully supported by the school at all times in carrying out the behaviour policy.

### **Dress Code**

At school we expect staff to wear professional, business not casual, clothes.



## Person Specification

	Essential	Desirable
<b>Education and Training</b>		
Good literacy and numeracy skills	*	
Clear commitment to continuous professional development to develop own skills and experience.	*	
<b>Knowledge</b>		
Understanding of examination processes and invigilation requirements or a willingness to learn	*	
IT literate	*	
Knowledge of Joint Council for Qualifications (JCQ)		*
Knowledge of school procedures or a willingness to learn	*	
<b>Experience</b>		
Previous experience of working in an invigilation or similar role		*
Previous experience of working within an educational establishment and an understanding of school life		*
<b>Professional Skills</b>		
Clear and persuasive communication skills, including the ability to negotiate effectively.	*	
Excellent organisational skills	*	
<b>Personal Qualities</b>		
Availability to work during each main exam season – see exams calendar	*	
Confident, enthusiastic, motivated and committed	*	
Reliable and punctual	*	
Flexible approach to work	*	
Work on own initiative with the ability to seek support and assistance where appropriate.	*	
<b>Suitability to work with children</b> Commitment to safeguarding and a satisfactory Enhanced DBS Check	*	

