



Exmouth
Community
College
Academy Trust

Job Pack

Lead Examination Invigilator

Casual

NJC Grade D (SCP 7)

£12.59 per hour

Exmouth Community College, Gipsy Lane, Exmouth, Devon. EX8 3AF

www.exmouthcollege.devon.sch.uk

Headteacher: Tom W. Inman BSc, PGCE, NPQH, MTeach

Letter from the Headteacher

Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for a committed and passionate colleague to join our community of highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. Having only recently arrived at ECC myself (having been a Headteacher at another large Secondary near Bristol for five years) I have been blown away by the warmth of the welcome that I've had here and I can assure you of the same.



You will be joining the College at a really exciting time, just as we come to the end of a major upgrade of our site and facilities. This includes the 'showpiece' £13 million Elizabeth Lee building, a new Maths block, a new student canteen, other significant refurbishment and the creation of a vast green open area for our students. This will allow us to provide an exciting and very broad educational experience for the next generation of ECC students in inspiring, state of the art facilities.

We are also in the process of looking to join a Multi-Academy Trust. Having spent a great deal of time reviewing our position, we believe that joining a Multi Academy Trust will continue to improve the experience that we provide for our students and the professional opportunities that this will bring our staff.

We have a broad view of education. We actively focus on the quality of our curriculum and in ensuring that our students leave ECC with the very best outcomes that they can from a wide range of subjects. But much more than this, we want to prepare our students for all the opportunities and challenges that life will throw at them. Exposing them to a wide range of experiences and opportunities beyond the classroom will prepare them for the world of work and build the character they need to lead happy, successful and fulfilled lives.

We put the development of staff at the centre of our philosophy, including a unique Assistant Headteacher role with responsibility for our staff and their development. We take it really seriously, and very much subscribe to Richard Branson's mantra to develop our staff well enough so they can leave but treat them well enough so they don't want to.

There is a really strong sense of community at ECC. Through us all working together as staff, families and governors, and pulling together as one community, we will continue the work to build a College that caters brilliantly for its community and prepares our young people for their future.

So if you are looking for a school that is focussed on ensuring consistently great learning experiences for our young people, both in and out of the classroom, investing in your well-being and professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of what we are all about. Whilst we are in the process of finalising our new 'School Vision, it will, I hope, give you a sense of why we are so proud of our students and community.

I recognise that much time and thought goes into preparing an application, which I thank you for in advance. In turn, we will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

With warm wishes

A stylized, handwritten signature in blue ink, appearing to read 'Tom Inman'.

Tom Inman
Headteacher

Job Description

Title:	Lead Examination Invigilator
Contract Type:	Casual
Grade:	NJC Grade D (SCP 7)
Salary:	£12.59 per hour
Hours:	See below
Reporting to:	Examinations Officer
Responsibility for:	No line management responsibilities

Introduction to the Post

Exmouth Community College is seeking a confident, committed and flexible individual to become a Lead Examination Invigilator. The post holder will provide support to the examination process by working with a team of invigilators and supervising students undertaking examinations.

Hours will fluctuate but applicants must be available during the peak examination periods i.e. Autumn mocks (dates tbc) and May/June. Additional examinations take place regularly throughout the academic year.

Purpose of the Job

- To lead the team of Invigilators in conducting external and internal examinations for students, ensuring that all JCQ regulatory requirements for the conduct of exams are adhered to.
- To have a key role in upholding the integrity and security of the examination/assessment process.

Key Responsibilities

Before exams

- Report to and be briefed by the Examinations Officer prior to each exam session.
- Co-ordinate exam invigilators in the main venues and delegate tasks as appropriate.
- Ensuring that the room meets JCQ requirements as stated in their I.C.E. booklet e.g. whiteboard completed with examination details, centre number and clock clearly visible to all.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Maintain accurate records for each exam.
- Ensure exam rooms are set up according to the requirements.
- Admit students into exam rooms under formal exam conditions.
- Ensure no unauthorised items are brought into the exam venue.
- Ensuring students are aware they are under exam conditions, retrieving mobile phones, watches etc.
- Identify students and seat them according to the required arrangements.
- Dealing with promptly with any additional students not on the register.

- Distribute the correct question papers and exam materials to students.
- Deal with student questions.
- Recording start and finishing times of exam.
- Start exam (including reading announcement).

During exams

- Supervise and observe students at all times and be vigilant throughout exams.
- Ensuring late students are briefed, seated and allowed to partake in the exam with minimum disruption to the others.
- Minimise any disturbance/disruption in the exam room quickly.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption or irregularities.
- Complete attendance registers and seating plans.
- Deal with students questions according to the regulations.

After exams

- Instruct students at the end of their exams and collect exam scripts and exam materials.
- Ensuring exam conditions are maintained until dismissing students from the room.
- Check student names on scripts, match the details on the attendance register.
- Ensuring that exam papers are never left unattended at any time.
- Securely return all exam scripts and exam materials to the Examinations Officer.

Other tasks

- Attend training, update and review sessions as required and undertake online Invigilator training at the start of each academic year.
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of exam timetable clash candidates between exam sessions,
 - facilitating access arrangements for students, for example as a reader, scribe etc. (full training will be provided),
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'.
- Any other duties commensurate to the post.

Working Conditions

- Normal office or classroom environment / outdoors – exposure to weather conditions.

Physical Demands

- Light – Involves walking or standing to a significant degree, exerting negligible amount of force to move objects.
- Carrying exam materials to and from exams across site.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications			
Good numeracy and literacy skills	✓		Application, Certificates.
Experience			
Experience of working in a school or similar environment		✓	Application, Reference.
Understanding of Keeping Children Safe in Education and the wider safeguarding agenda, and the welfare of children and young persons you are responsible for or come into contact with		✓	
Skills and Knowledge			
Ability to follow instructions but to use common sense and initiative when required	✓		Application, Interview, Reference.
Accuracy and attention to detail	✓		
Able to relate to academic staff and students	✓		
Ability to work under pressure whilst remaining calm	✓		
Awareness of data protection and confidentiality	✓		
Ability to work as part of a team or alone if necessary	✓		
Basic IT Skills (familiar with e-mail, mobile phone messaging)	✓		
Good written skills and ability to communicate effectively with people at all levels	✓		
Personal Qualities			
Good timekeeping	✓		Application, Interview, Reference.
Flexible, reliable and pro-active towards changes in day-to-day working arrangements	✓		
Conveys a friendly and approachable outlook to others	✓		
Ability to move around a large school site, to carry materials to and from examinations and to stand for long periods of time	✓		
Ability to relate well to children, young people and adults	✓		

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Self Declaration form which will be provided to you.

This involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

To Apply

Please complete the Non-Teaching application form available from the College website.

Email to: recruitment@exmouthcollege.devon.sch.uk

Or post to: Human Resources, Exmouth Community College, Gipsy Lane, Exmouth, Devon, EX8 3AF

Questions?

For further information about this post please contact Rachel Glynn:

Email: rachel.glynn@exmouthcollege.devon.sch.uk

Phone: 01395 255615