

Exam Invigilator



Casual Hours, £14.53 per hour

CANDIDATE
INFORMATION PACK



ACHIEVEMENT, STUDENTS & LEADERS MATTER

Tel: 0191 214 2201

www.northernleaderstrust.org

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU



INTRODUCTION

From the Principal

The Northern Leaders Trust, formed in 2014, is a growing, passionate Trust in the North East of England. Our eyes are firmly fixed on providing the best education possible for young people in our city, our region and nationally. The Trust's main objectives are encompassed in its vision statement, which is: Through the provision of high-quality inclusive education, the Trust will support and enable all our learners to believe in themselves, to succeed in life and aspire to be all that they can be.

We are currently looking to expand our team of Examination Invigilators for the coming exam season and beyond to invigilate our school on a casual basis. We are seeking individuals preferably with previous experience working with children or young people in a supervisory capacity, however previous experience invigilating examinations is not essential as full training will be given.

The role involves supporting the Examinations Officer in the distribution and collection of exam papers, and invigilation of exams ensuring exam regulations are followed by students.

What we are looking for candidates with:

- The ability to provide effective supervision to students during examinations
- The ability to ensure that examination regulations are followed at all times
- Availability to work a minimum of 6 sessions per week as part of a planned rota of invigilation during May, June and other times of the year when exams are running.
- A commitment to embedding a culture of high expectations and positive behaviour for learning.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Access to the Local Government' Pension Scheme
- Salary sacrifice schemes including Car Sacrifice, cycle to work and childcare voucher schemes
- Free on-site parking
- Free gym access at Kenton School

We look forward to receiving your application.

Examination Invigilators

Job Description

Pay Range: N3

Responsible to:

Exams Officer



Job Purpose

To supervise pupils/students whilst they are undertaking examinations in accordance with school and examination board policies and procedures.

Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Main Duties

JOB DESCRIPTION

- To assist in the preparation of the examination venue including distribution and collection of exam papers and any necessary equipment.
- To maintain discipline and supervise the conduct of pupils/students in and around the examination venue, dealing with and reporting any misconduct in accordance with school procedures. Also, to refer to senior staff when appropriate.
- In the absence of teachers take responsibility for starting and finishing examinations for small numbers of pupils.
- To escort pupils/students to the designated 'withdrawal room' if deemed to be necessary.
- To escort pupils to the appropriate seat and check for absences to be followed up.
- To monitor students during the examination to ensure exam regulations are adhered to.
- To provide additional support to pupils/students who require assistance to complete examination papers.
- To ensure all scripts and examination stationery are collected and checked at the end of each examination and to assist the examinations team in checking off completed scripts in preparation to forwarding to the examination's boards.
- To return confidential scripts and associated documentation and equipment to the examination secure area.
- Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
- Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.



GCSE Results Day

Our 2024 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

Examination Invigilators

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1. Ability to effectively supervise secondary age students and ensure examination regulations are followed.
2. Effective literacy and numeracy skills.
3. Ability to work with minimum supervision.
4. Ability to maintain discipline and supervise conduct during examinations.
5. Good interpersonal skills.
6. Flexible, reliable and available for work all year round at short notice.
7. Applicants must be available to work during May and June.

Desirable

1. Experience working with secondary school age children/young people in a supervisory capacity.
2. Experience of exam invigilation.

Part B: Assessment Stage

Items 1 - 6 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1. Ability to maintain order during examinations.
2. Effective oral communication skills.
3. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
4. motivation to work with children and young people
5. ability to form and maintain appropriate relationships and personal
6. boundaries with children and young people
7. emotional resilience in working with challenging behaviours
8. attitude to use of authority and maintaining discipline.
9. No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Examination Invigilators

Person Specification

Assessment/Selection Methods

The above will be assessed through a selection process of student-based activities and formal interview.

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check*
- 4 Confirmation of Qualifications and Qualified Teacher Status, including confirmation of professional status from relevant professional regulatory body for teachers who have worked overseas.
- 6 Medical clearance
- 7 Identify and Right to work in the UK check
- 7 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process



A-Level Results Day

Northern Leaders Trust is laying the foundations now for a period of solid growth over the coming years. These results are just the start of this journey.

About our Trust

Northern LeadersTrust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative Studio school.

Under the leadership of Chief Executive Officer Ian Kershaw, the Trust's main objectives are encompassed in its vision statement, which is "to change the current and future lives of our students for the better, by providing them with the highest possible quality of education tailored to their differing needs. Therefore, we will work tirelessly to ensure that all our students, from all backgrounds and starting points, are enthusiastic learners, attend and behave well, are safe and healthy, make excellent progress and achieve highly, then progress to the most challenging and rewarding higher education and careers. Then they will be capable, creative, caring, committed, flexible, thriving adults, who change their world, their country, their family and themselves for the better".

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

About our Schools

Studio West



Studio West opened in 2014 as a 13 to 19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 550 students with a PAN of 90.

The ethos of Studio West is enshrined in 'Learning that connects.' The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as 'Good' by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.



For further information, please visit our website www.northernleaderstrust.org

About our Schools

Kenton School



Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website
www.northernleaderstrust.org

Additional Information for Applicants

Casual Engagements

Casual engagements are offered on an ad hoc basis. As this is an engagement rather than a contract of employment, the school are under no obligation to offer work and casual workers are under no obligation to accept.

Pay and Rolled Up Holiday Entitlement

The pay for the post is £14.53 per hour which is equivalent to local government pay spine point 3 within N3 based on a full-time annual salary of £24,404 pa.

This rate includes an allowance of 15% to cover annual leave entitlement.

Start Date

The start date of the post is ASAP. Candidates will be required to attend mandatory safeguarding and induction training.

Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.



Application Process

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to hr@northernleaderstrust.org



Kenton School, Drayton Road,
Newcastle upon Tyne, NE3 3RU



Learning that Connects

Studio West, West Denton Way,
Newcastle upon Tyne, NE5 2SZ