



CANDIDATE INFORMATION PACK

LEAD EXAMINATION INVIGILATOR

Why work for us?

- A genuine commitment to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued
- A school where teachers really can teach: students behave very well at Holyport College and they want to learn. Teachers at Holyport College will teach across the full age and ability range however we will always work to make sure that we take their strengths and preferences into account
- Two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks
- Extensive opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and hope to introduce an annual trip to the USA from next year
- Subsidised accommodation may be available in Windsor. No deposit required
- Exceptional opportunities for CPD through our partnership with Eton College
- An excellent career move: we actively seek to further the careers of our staff and to promote from within where possible. Staff have moved on from Holyport College to their choice of comprehensive, grammar and independent schools
- The (optional) opportunity to become involved in the boarding life of the school for additional payment



LETTER FROM THE HEAD MASTER

Holyport College is a co-educational state day and boarding school for pupils aged 11 – 19 years, providing an outstanding, all-round education.



Dear Colleague,
Thank you for your interest in Holyport College and for considering us as your next career move. I firmly believe that Holyport College represents one of the most unique and exciting opportunities in education today. We opened in September 2014 and have been growing ever since (reaching full capacity in September 2019). From 11-16 we are a fully comprehensive school teaching our traditional academic curriculum to students from across the ability range. At Sixth Form, we offer an aspirational academic pathway with entry criteria to match and our aim is to prepare students for study at the best Universities in the world, including Russell Group and Oxbridge. Our students are happy, well motivated and are making exceptional progress. Our school is a community in which parents, carers, students and staff work together to ensure the best possible outcomes, not just academically but for the development of our students as human beings.



The College operates an extended day (finishing at 17:30 from Monday to Thursday) and all staff contribute to the co-curriculum programme however the overall percentage contact time on teaching staff timetables is significantly lower than in most other state schools to compensate for this: we hope that you will be able to leave work at work and we are constantly striving to ensure that our staff enjoy a good work life balance. For most roles, we are also open to discussion regarding part time working and flexible working arrangements.

Schools are not defined by OFSTED and, whilst we are exceptionally proud of our Outstanding OFSTED rating, we are also continually working to be the best school which we can be, not for OFSTED, but for our students, staff and community. That said, there are a number of comments in our OFSTED report which we think prospective employees should consider:

- *The school is a harmonious community where all groups coexist and cooperate together particularly well.*
- *Pupils are thoughtful, respectful and friendly. They are exceptionally proud to be a part of this new school. Behaviour is impeccable*
- *The school's pastoral system is a real strength.*
- *Pupils are encouraged to develop as confident, articulate young people with an enthusiasm for learning and life*

We are honoured to have as our educational sponsor Eton College. Eton's fine traditions, its educational expertise and exceptional pastoral care help us to create a school where students aspire, achieve and succeed. And yet we are forging our own path and identity to become one of the country's best schools.

Our website and Twitter feed (@holyportcollege) will help you to get a further flavour of the school. We are happy to arrange visits to the school from prospective candidates and, should you have any questions at all or if you would like to arrange a visit, please do not hesitate to get in touch.

Walter Boyle
hmpa@holyportcollege.org.uk

Holyport College welcomes speculative applications from suitably qualified individuals at any time.



JOB DESCRIPTION – LEAD EXAMINATION INVIGILATOR

REPORTS TO: Examination Officer
START DATE: May / June 2019
SALARY: £12.50 per hour, Zero Hours Contract

KEY RESPONSIBILITIES

Job definition and purpose

A Lead Invigilator is defined as an invigilator who is responsible for supervising the main examination venues – usually the Sports Hall and Drama Studio.

The Lead Invigilator is the person in charge of the invigilation team on duty and supervision of candidates within an examination room.

- To supervise examinations, working in accordance with all regulations, policies and procedures to maintain the integrity and security of the examination session.
- To safeguard the health, safety and welfare of pupils in the examination room.
- To ensure equal opportunities and accessibility of examinations are available to all candidates.

Main Responsibilities

Before the Exam

To be responsible for the setting up of the examination room and ensure it meets the necessary requirements by delegating the following tasks to the invigilation team, where appropriate.

- Countersign the release of exams papers from secure storage with the Examinations Officer before the start of each exam;
- Arrange for the collection of stationery boxes, papers and answer booklets from the Examinations Officer;
- Ensure all papers are stored securely in the examination room and that no adults or students have access to them;
- Ensure the room is accessible to all students, including those with any form of disability;
- Check clocks are in working order, accessible and accurate;

- Ensure there are the correct number of desks;
- Check lighting is working and suitable;
- Advise Examinations Officer if the room is too hot or too cold;
- Ensure stationery lists and any subject-specific instructions issued by the awarding body are available;
- Ensure the Exam room check list has been done and signed off before the start of each exam;
- Ensure the whiteboard shows all necessary information relating to the exam;
- Check that all invigilators know where the *JCQ Instructions for Conducting Examinations* is kept;
- Set out candidates' examination cards in accordance with the seating plan;
- Ensure invigilators are aware of candidates eligible for extra time and where those students are sitting;
- Check sound/recording equipment for orals and listening exams is operating correctly.
- Set up any laptops required during the exam and ensure there is a memory stick for each one;
- Arrange for the opening and distribution of examination papers as per the seating plan. Ensure candidates all have correct paper;
- Be aware of evacuation procedures and ensure the invigilators on duty understand these.

During the Exam

- Ensure candidates enter the exam room in silence and all unauthorised materials are handed over before they enter the room e.g. mobile phones;
- Inform candidates they are under examination conditions and ensure these are maintained until the examination is finished and students are dismissed from the room;
- Read the announcement to candidates from the Invigilation Handbook, as well as any erratum notices and ensure candidates are aware of evacuation procedures;
- Notify the Examinations Officer of absentees from the register as quickly as possible;
- Maintain efficient time-keeping, ensuring these are accurately recorded on the whiteboard, including timings for candidates who are late or are allowed extra time;
- Ensure candidates' queries are responded to in accordance with examination regulations;
- Notify Examinations Officer if a candidate raises a concern or problem regarding the examination paper;
- Notify the Examinations Officer immediately should there be any concerns over behaviour, malpractice or other issues;
- Supervise late candidates; ensuring they are briefed, seated and can commence the exam with minimum fuss;
- Supervise any students who may need to leave the room during the exam in accordance with the examination regulations;
- Ensure the incident log is completed by the invigilation team should something happen during the exam or a student leaves the room i.e. toilet break.

After the Exam

- Organise the collection of papers by the invigilation team, as directed in the Invigilation Handbook;
- Ensure that all candidates are dismissed in an orderly fashion and in accordance with examination regulations and school procedures, with as little disturbance as possible to other students who may still be working;
- Organise the return of any mobile phones etc. to candidates in accordance with school procedures;

- Arrange for the sorting of papers into candidate number order by subject/tier and ensure there are no missing scripts;
- Maintain security of scripts by ensuring they are not left unattended at any time and they are safely delivered to the Examinations Officer at the end of the exam;
- Ensure the examination room is left in a tidy state ready for the start of the next examination;

Management / Supervision of Others

- Supervision of the invigilation team on duty in the examination room;
- Supervision of a group of students during the examination.

Decisions

- Work is carried out within clearly defined policies and procedures; advice on any queries should be sought from Examinations Officer or Senior Leadership Team.

Work Environment

- Examinations are set within clearly defined deadlines and rules; the post-holder is unlikely to be dealing with conflicting priorities.
- Periods of 2-3 hours sitting, standing and walking around examination room. Carrying of stationery boxes, examination papers and related items which may be heavy.

Knowledge and Skills

- Post-holder should be literate and numerate and educated to at least GCSE standard.
- Ideally the post-holder will have experience of supervising staff and groups of pupils.

General

- The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
- The post-holder is required to carry out duties in accordance with school policies and procedures at all times.



PERSON SPECIFICATION – EXAMINATION INVIGILATOR

QUALIFICATION CRITERIA

- Right to work in UK
- Post-holder should be literate and numerate and educated to at least GCSE standard, 5 GCSE at Grade C or above, including Mathematics and English (or equivalent level 2 qualifications)

EXPERIENCE

- Experience of Invigilation.
- Experience of supervising staff and groups of pupils.

SPECIFIC SKILLS

- Ability to co-operate and collaborate with staff
- Ability to work with minimal supervision
- Ability to follow written procedures to carry out tasks
- Awareness of data protection issues
- Meticulous attention to detail

PERSONAL CHARACTERISTICS

- High level of security and confidential awareness
- Possess integrity
- Punctual and reliable
- Flexibility over working hours

OTHER

- The post holder must be committed to the safeguarding and promoting the welfare of all pupils
- Have an Enhanced DBS check

APPLICATION INFORMATION

DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

APPLICATIONS

Applications should be returned by e-mail to careers@holyporthcollege.org.uk and must be received by the College no later than **Noon, Monday, 25th February 2019**. **Interviews will be held on Thursday, 28th February 2019**.

Applications must contain the following:

- A fully completed Support Staff Application Form;
- A fully completed Recruitment Monitoring Form;

Applicants may also provide Curriculum Vitae to supplement information given in the Application Form.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for interview.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

The way we manage your personal data is set out the College's Privacy Notice, available on the College website www.holyporthcollege.org.uk