

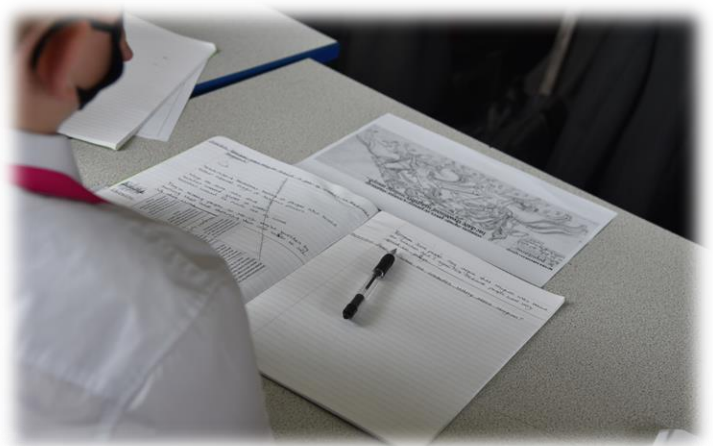
Forward Thinking, Cohesive, Proud

Candidate brief for the position of **Exam Invigilators * 5**

Tenure: Casual – Term Time Only

Start: November 2022

Salary: Rate per hour £13.06



Contents

Welcome from the Chief Executive Officer	3
An Introduction to Chingford Academies Trust	4
The Role	5
The Person Specification and Assessment	8
How to Apply	11
Appointment Process	12
The Trust Charter	13



Chair of Trustees
Anthony Young
Chingford Academies Trust
Nevin Drive
Chingford
London E4 7LT

Tel: 020 8529 1853
Fax: 020 8506 3875

Dear Applicant

Thank you for expressing an interest in the post of Exam Invigilator at Chingford Academies Trust. We hope the information in the pack will give you a good flavour of our schools as well as the application procedures and that, having read the pack, you will decide to apply.

Chingford Foundation School (CFS) and South Chingford Foundation School (SCFS) have 120 years of combined history and experience in delivering a positive, aspirational environment for our students to flourish. Whilst we have continued to adapt to the changing world around us with the creation of our Multi Academy Trust, our commitment to helping students of all abilities and backgrounds achieve their dreams has only strengthened. We are incredibly proud of our staff and students and passionate about driving improving standards across the Trust, aspiring to offer a world class education and professional development model for all.

When completing the application form, please follow the instructions contained in this pack and demonstrate clearly how you meet the person specification and job description.

We very much look forward to receiving your application.

Yours sincerely



Anthony Young

Chair of Trustees

An Introduction to the Chingford Academies Trust

A warm welcome to the Chingford Academies Trust, where we provide students with an excellent secondary education. The two secondary schools challenge and extend students of all abilities and backgrounds and prepare them to contribute positively to the communities in which they live.

Our commitment to quality, achievement and the 'comprehensive ethos' makes our schools the natural first choice of students, parents and staff in the local area who are keen to contribute to the successful development of tomorrow's young citizens.

We are proud of recent developments to provide educational spaces for our expanding roll that create a sense of wonder and awe at Chingford. These have included the Clive Moore Sports Hall, our Arts Centre, state of the art Library facilities, additional classrooms and external recreation areas. We are further developing our site with an extension to our Science facility which will be ready in September 2020.

At South Chingford Foundation School, we offer a smaller learning environment 'where everybody will know the student's name' and the support will be individualised to inspire students to make excellent progress. There is a thriving extra-curricular programme including and externally funded Saturday School which is well attended.

Our strengths, including what Ofsted say about our schools:

The Schools serve a diverse community and are inclusive in their approach.

Pupils say that they are encouraged to respect others and treat everyone equally.

Behaviour in lessons is calm and purposeful. It contributes to an atmosphere where pupils are able to engage in their learning.

Pupils are proud of their school. They behave well around the School and in lessons. They are cheerful, polite, helpful and very supportive of each other.

Many pupils choose to stay on in the Sixth Form. A student explained "We stayed because our Sixth Form has a good reputation."

Parents, carers and staff are overwhelmingly positive about the Schools' work.

Positive relationships between teachers and pupils underpin engaging and effective learning.

Chingford Academies Trust

South Chingford Foundation School

JOB DESCRIPTION

JOB TITLE:	Examination Invigilator
RESPONSIBLE TO:	Examinations Officer
GRADE/PAY RANGE:	£13.06 per hour (to be paid via timesheets)
HOURS:	As directed
KEY CONTACTS:	Internal: Pupils/Staff
RESPONSIBLE FOR:	N/A

PURPOSE OF THE JOB

The Examination Invigilator is responsible for

- The invigilation of school and public examinations
- The proper conduct of examination sessions in the presence of the candidates
- Being vigilant and supervising candidates at all times to prevent cheating and distractions
- Contributing to the overall ethos, work and aims of the school

MAIN DUTIES AND RESPONSIBILITIES

Operational

1. To establish and maintain good relationships with all students, colleagues and other professionals
2. To be aware of information issued by examination board/s such as 'Instructions for the Conduct of Examinations', 'Checklist for Invigilators', 'Notice to Candidates' and the 'Warning to Candidates'

3. To assist in the setting up of exam venues as per examination board requirements
 4. To assist in the evacuation of the examination room in the case of emergency as per school and examination board policies and procedures
 5. To report as required, any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff
 6. To give one's whole attention to the proper conduct of the examination as per examination board and school requirements including the following points:
 - To take all reasonable steps to ensure that candidates take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of the question paper, stationery list or in the syllabus for the subject being examined
 - To warn candidates that any unauthorised materials must be handed in
 - To ensure that only authorised persons are allowed in the exam room
 - To ensure that each candidate in the examination room can be observed by an invigilator at all times
 - To ensure that no candidate leaves the room until at least one hour after the published starting time or a period equal to the duration of the examination, if less than one hour
 - To summon assistance as required and without disturbing candidates in order to deal with unexpected situations such as:
 - Candidates who need to leave the room temporarily (must be accompanied by a member of staff)
 - Candidates in need of medical attention
 - Concern regarding unusual activity of materials
- To inform candidates when they have five minutes remaining and to stop writing at the end of the examination
- To collect all scripts, question papers and unused stationery before candidates leave the examination room
 - To ensure that staff do not remove question papers from the examination room until the end of the examination session

Administrative

1. To undertake and ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including collating papers

General

1. To attend relevant meetings and training sessions as required
2. To keep abreast of developments and changes in fields relevant to role
3. To assist in such duties and activities relating to any of the above areas appropriate to grade as the Examinations Officer may from time to time reasonably require
4. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. To be committed to, and comply with, all school policies.
7. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
8. To participate in appraisals annually in line with school policy.
9. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfill role effectively.
10. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
11. To work effectively and successfully in your team within school.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education', (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education' (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder

Signature Date

CHINGFORD ACADEMIES TRUST
SOUTH CHINGFORD FOUNDATION SCHOOL

PERSON SPECIFICATION

Post	Examination Invigilator
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<u>Education and Training</u>	Essential (E)	Desirable (D)	A/I/T/R*
Educated to at least GCSE Grade C standard or equivalent in English and Mathematics (certificate/s to be available at interview)		D	A/I
<u>Experience</u>			
Experience of working in a busy administration environment		D	A/I/R
Experience of working in a school or similar establishment		D	A/I/R
<u>Key Qualities</u>			
Ability to build and form good relationships with students and colleagues	E		A/I
Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues and students	E		A/I
Good standard of numeracy and literacy skills	E		A/T
Ability to use basic ICT software packages, equipment and other resources effectively	E		A/I
Ability to absorb and understand a wide range of information	E		A
Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation		D	A
Ability to work as part of a team			A/I/R

	E		
Ability to work with minimum supervision and the ability to follow direction from Line Manager	E		A/R
Able to work flexibly and respond to unplanned situations	E		A/R/I
Awareness of the importance of confidentiality	E		A/I
Initiative and ability to work when under pressure	E		A
Recognition of the importance of personal responsibility for Health & Safety	E		A
Commitment to the school's ethos, aims.	E		
Appointment to the post is subject to a satisfactory enhanced DBS check	E		

Application/Interview/Test/References

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service website.'

"The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf". (Ref: Keeping Children Safe in Education, most recent edition).

*I - Interview; L - Lesson Observation; R - Reference; A - Application

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

You can find out more information by taking a look at our websites:

www.chingfordfoundation.org and www.southchingfordfoundation.org.uk

To arrange a visit to the Trust schools please contact HR on 020 8529 1853 extn: 226 or email

hr@chingfordacademiestrust.org.uk

Closing date: Tuesday 18th October 2022 9am

Interview date: TBC

Please return your completed application to jobs@southchingfordfs.org.uk

The Trust is committed to safeguarding children and successful candidates will undergo an enhanced DBS check.



How to Apply

- i. Read carefully all the information about this post.
- ii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide additional information on a separate sheet. Please note that your application form will be photocopied for the Selection/Interview Panel, therefore clarity is essential. It is important that all gaps in your career history and employment are fully explained on your application form.
- iii. Send your completed application form by email (if downloaded) to:
jobs@southchingfordfs.org.uk or post to:

Human Resources
Chingford Academies Trust
31 Nevin Drive
Chingford
London
E4 7LT

Your application must be received by Tuesday 18th October 2022

Recruitment Process

Suitable applications will be shortlisted for interview as quickly as possible.

If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. Please ensure that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Pre-employment Checks

Chingford Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity (if working at a school, one of which must be your current Chief Executive Officer/Headteacher). It is our usual policy to take up references before interviews wherever possible. An offer of employment is conditional on any reference provided being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK.
- Complete a Medical Declaration in order to ensure fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position.

Our Trust is committed, through daily practice, to our belief that our job is to create an environment in which strong relationships pervade; staff and students are committed to building, repairing and reflecting on our behaviours so that our harmonious community is maintained.

This Charter supports CAT Strategic Objectives 3 and 4:

Strategic Objective 3:

To develop a culture within the constituent Academies of the MAT in which all employees and students have outstanding behaviour and attitudes to one another, their learning and the community of schools

Strategic Objective 4:

To nurture a culture in which personal development contributes to the creation of a harmonious community

Creating the Right Environment

- Committing to our part in creating a harmonious community for young people to be educated in.
- A setting where young people feel confident to engage with adults and where adults facilitate opportunities for young people to talk.
- To be open to delivering programmes and undertaking training to facilitate improved engagement and creating a harmonious community.
- To provide opportunities through the curriculum to help all young people to see the world of opportunities and the possibility of relationships beyond their immediate peer groups.
- Giving young people a forum in the school to become leaders.

Building Relationships

- Being warm, empathic, and curious about all students in our care.
- Meeting and greeting students in classrooms and conversing with them in and outside of classrooms at every opportunity.
- To be constantly offering students opportunities to expand their horizons.
- Supporting staff to show the joy of their craft.

Repairing Relationships

- Behaviour practices that are based empathy, reflection and positivity.
- Whatever the cause, to be prepared to intervene at all times in order to make young people feel calm, soothed and secure.
- To be able to help young people feel confident in 'help seeking' without fearing threat, danger or shame.
- Staff and student openness to proactively repair relationships that appear to have broken down using restorative justice, warmth, understanding and kindness.

Reflecting and Improving

- Staff development and training that ensures adults and students cultivate positive behaviours and reflective practices in the art of good listening, good dialogue, empathy and understanding.
- Training for parents and carers in order to support them to empower families.
- The school to utilise the most current research practice, and resources in order to enable students to make informed choices about how they can relate to each other, how they live their lives and how they treat their bodies, brains and minds.

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