



Pathfinder

Multi Academy Trust

A Partnership of Church and Community Schools

# Invigilation Coordinator

## Archbishop Holgate's School

Closing date: Thursday 22 March 2018

Interview date: W/C 9 April 2018



**Archbishop Holgate's School**

A Church of England Academy Founded 1546

We are seeking to appoint a self-motivated Invigilation Coordinator to work within our Examinations team, working flexibly during examination periods (normally 8:00am to 4:00pm).

The successful candidate will be responsible for a range of duties, including the secure delivery of examination papers between rooms, the setting up of smaller exam rooms, the supervision of candidates, and supporting the Exams Officer and SENCO to ensure that examinations are conducted and packaged as instructed by the Joint Council for Qualifications (JCQ).

Completed application forms should be posted or emailed to: Mrs Jacqui Sissons, Head's PA, Archbishop Holgate's School, Hull Road, York, YO10 5ZA  
[jsissons@archbishopholgates.org](mailto:jsissons@archbishopholgates.org)

### School

Archbishop Holgate's School

### Job Title

Invigilation Coordinator

### Reports to

Examinations Officer, SENCo

### Grade

Grade 5 Level 1 - £18,338 pa  
(This equates to £9.50 per hour, approximately £3,056 for the two month contract)

### Additional Information

37 hours per week. Working hours 8:00am to 4:00pm weekdays starting 30 April through to and including Friday 29 June 2018. Certain days there can be exams that will run past 4:00pm, therefore flexibility would be appreciated.





# Archbishop Holgate's School

Archbishop Holgate's is a flourishing school signified by outstanding examination results, high quality teaching and learning, an inspiring curriculum complemented by sporting and musical achievements and a wide, varied programme of extra-curricular opportunities. We are a school committed to ensuring that our students develop in all ways and at the heart of all we do is a commitment to 'Values, Care and Achievement':

***Christian values that underpin all we do.***

***Outstanding pastoral care that sees each student as an individual.***

***Maximum achievement for all students, at all levels.***



We have excellent students and a talented staff, colleagues who are committed to ensuring that the young people in our care achieve and succeed. Collectively, as a school community, we seek to nurture aspiration and promote excellence. We enrich our students in many different ways and when they leave Archbishop's they do so as well rounded young people with the skills, qualities and relevant qualifications to help them shape their own futures and also to benefit the communities they serve.

As recently as October 2017 the school was delighted to once again be awarded outstanding judgements in all areas of the SIAMS Inspection.

The last five years have seen the school enjoy its best ever results at GCSE and Post 16.

At KS5 the sixth form has consistently performed in the top 10% of Post 16 providers. Previously the sixth form has topped the national league tables for the delivery of vocational qualifications and for the last two years the A Level performance placed the sixth form in the top 1% of Post-16 providers nationally.

At KS4 the school consistently performs significantly above the national average, with the 2017 outcomes outstanding in all areas with a Progress 8 figure that places the school in the top 10% of all schools nationally.

Overall progress residual	+0.56
Maths progress residual	+0.40
English progress residual	+0.75
Ebacc progress residual	+0.47
Technical progress residual	+0.69

In April 2014 the Headteacher was invited to Downing Street to celebrate outstanding performance in State Education.

***"Evidence presented during this visit demonstrates that Archbishop Holgate's remains an outstanding school, both in terms of its pastoral provision and academic progression pathways. The school is well led and as a result there is an atmosphere of continuous improvement that is shared across the senior team and means that priorities for improvement are accurately identified and actions taken are impactful and result in timely improvement."***

***(YCP – June 2017)***



Pathfinder

Multi Academy Trust

# Pathfinder Multi Academy Trust

We are an inclusive partnership of church and community schools underpinned by a shared vision, common values and a commitment to providing an outstanding and holistic education to all the young people we serve.

## ***Collaborate***

As a family of schools, we work collaboratively to celebrate and nurture both the similarities and distinctiveness of each school's individual ethos and values.

## ***Celebrate***

We celebrate the uniqueness of all pupils, and through outstanding pastoral care, academic challenge and inspirational teaching we support each child to flourish and succeed.

## ***Develop***

We develop outstanding leadership at all levels that delivers maximum achievement whilst supporting and developing the vision and values that underpin all we do.

## ***Thrive***

We generate positive and challenging learning environments which allow staff to grow and thrive through excellent professional development.

## ***Nurture***

We nurture an ethos in which children learn by example and grow spiritually, morally and socially to understand the uniqueness and diversity of communities, faiths and cultures - locally, nationally and internationally.

## ***Community***

Partnering with the Church of England, other schools, educational institutions and the Pathfinder Teaching School to ensure we provide an outstanding education from pre-school to post 16.

“Your present circumstances don't determine where you can go; they merely determine where you start.”





# Job Description

## Main Purpose of Job

Working at the heart of the schools examinations system, to ensure students' examinations run smoothly and efficiently following all regulations.

## Core Responsibilities, Tasks and Duties

- To support the Examinations Officer and SENCo in ensuring that school examinations are conducted as instructed by the Joint Council for Qualifications (JCQ).
- To have responsibility in ensuring the secure delivery of correct examination papers to the relevant students and members of staff (Invigilators).
- In keeping with strict regulations, setting up small rooms within the school for examinations to be taken in.
- Sorting and packing secure examination papers in preparation to be posted back to the examination awarding body.
- Acting as a roving invigilator during all examinations for all examination rooms.
- Ensuring all examinations for students are conducted as per JCQ regulations.
- Maintaining a good relationship and communication between the Examination Officer and SENCo, ensuring that examinations run smoothly.

## Supervision/Management of People

None.

## Creativity and Innovation

- Operates within agreed protocols but seeks to modify and improve systems and methods of working in specialist area of work.
- Monitors and is responsive to the needs of staff that require support from this post, contributing to the development and improvement of processes relating to school examinations.
- Communicates effectively with a range of colleagues including the Examinations Team and SENCo.

## Contacts and Relationships

### Internal

Works in collaboration with a range of staff within the school who require examination support as required during the examination period.

### External

None

## Decisions – Discretion and consequences

- Communicates information effectively to a range of staff, including the Examinations Officer and the SENCo.
- Responds to short notice requests regarding student examinations.
- Recognises that it is necessary to make adjustments to planned activities in order to enable deadlines to be met but must adhere to the JCQ Regulations at all times.

## Resources

None.





## Work Environment

### Work Demands

Work may be subject to frequent change and interruption.

### Physical Demands

Frequently carrying a small wheeled trolley up and down stairs that contains examination papers securely, also would need to transport completed examination papers from the school Sports Hall to the Secure Examinations Office (maximum at any one time would be 300 papers).

### Working Conditions

Based in rooms around the school and frequently in the Sports Hall. The majority of this role will require standing for long periods of time to ensure the invigilation of student examinations are conducted correctly.

### Work Context

Very minor risk of verbal abuse and physical harm from a minority of pupils and members of the public who behave aggressively.

## Knowledge and Skills

- No previous knowledge of examination regulations are required, as sufficient training will be given.
- A high degree of accuracy.
- Ability to work independently to meet deadlines.
- Ability to adhere to strict deadlines and procedures.
- Excellent communication skills.
- Excellent interpersonal skills.
- Effective time management and organisational skills.
- Good literacy and numeracy skills.
- A flexible and adaptable team player.

## Position of Job in Organisation Structure

This post is part of the examinations team of 4 people and will also work with other internal and external invigilators.



## Benefits of working at Pathfinder

### Pension Scheme

As an employee of Pathfinder MAT you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Pathfinder MAT also pays into the scheme on your behalf at the following rates (regardless of earnings):

#### Support Staff Pension Scheme

LGPS – Pathfinder MAT contributes an additional 19.9% of your salary.

#### Teachers' Pension Scheme

Pathfinder MAT contributes an additional 16.48% of your salary.

For more information please visit:

[www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) [www.nypf.org.uk](http://www.nypf.org.uk)

### Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and Pathfinder MAT pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be.

For more information visit [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)

### Childcare Vouchers

Pathfinder MAT use Fideliti as the childcare voucher provider. Once you have registered with them they will send invoices to the MAT on a monthly basis for the value of the vouchers you want. The MAT will then deduct the same value from your gross pay each month so that your taxable pay is lower than it otherwise would be. Fideliti deal with all of the administration of childcare vouchers with you and your childcare provider directly.

For more information about the scheme please visit:

[www.fideliti.co.uk/default.aspx](http://www.fideliti.co.uk/default.aspx)

### Employee Assistance Programme



**Education  
Support  
Partnership**

Making sure everyone in Pathfinder Multi Academy Trust team gets the support they need whatever their worries, at home or at

work. The 24/7 confidential Employee Assistance Programme offers specialist counselling and information meaning everyone has support at any time.

#### What does it provide?

The Employee Assistance Programme is available 24 hour a day, 365 days a year, is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. It provides:

- **Emotional support and counselling**
- **Specialist information on work-life balance**
- **Financial and legal information**
- **Management consultation to support those responsible for managing others**
- **Up to six sessions of face-to-face or telephone counselling**
- **Access to online Cognitive Behavioural Therapy (CBT)**
- **Information on local services such as elder care and childcare**

The Education Support Partnership experts assess each call individually and decide what the best course of action for each caller is, whether that be counselling, online CBT or signposting to additional services.

#### Education Support Partnership Grants

A confidential grants service to help you manage your financial and money worries to get you back on track when you are struggling. If you are working in or retired from the education sector and are suffering financial problems caused by unemployment, ill health, sudden life events, bereavement or a personal injury the Education Support Partnership may be able to help you.