



## CANDIDATE INFORMATION BROCHURE



**Clacton Coastal  
Academy**  
To make our best better



**Academies  
Enterprise Trust**  
To make our best better

To inspire young people to make their best better



November 2016

Dear Candidate

Thank you for taking the time to apply for the Exam Invigilator role at Clacton Coastal Academy.

Clacton Coastal Academy opened in September 2009 and is part of Academies Enterprise Trust, the largest nationwide, multi academy sponsor in the country.

Academies Enterprise Trust firmly believes that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Clacton Coastal Academy has an exciting future and this appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

The Recruitment Team

## **Clacton Coastal Academy**

Clacton Coastal Academy is a new and exciting multi-million pound independent school for 11-19 year old students in West Clacton. We are one of the largest academies in Essex and the United Kingdom.

We want our students to be challenged by new and exciting learning experiences and have their personal skills, talents and abilities extended to ensure they achieve their potential. At Clacton Coastal Academy, we strongly believe that this combination is essential in ensuring that all students achieve at the highest level possible and develop a real sense of belief in what they can do.

Clacton Coastal Academy offers high, quality teaching, a clear sense of purpose and outstanding facilities. We are here to offer commitment and support to our students, to open minds and to open doors to new and exciting opportunities for our young people. The academy does not function in the same way as a traditional school. Our independent status gives us a flexibility that enables us to be innovative and creative in our approaches to organisation, curriculum and teaching. We are at the forefront of curriculum innovation in making a personalised learning journey for our students a reality.

As an independent school, our expectations are very high — attendance, behaviour, uniform and attitudes to learning are all monitored closely to achieve excellence and we demand the very best from all students in order to make our best better. In return, we aim to offer the highest quality of teaching and learning from very committed and highly skilled staff. The academy provides a safe, secure and inspiring learning environment — our students will be cared for, their self confidence nurtured and mutual respect developed.

Clacton Coastal Academy is proud to be part of a wider family of academies within

+ and the opportunities for support, innovation, collaboration, partnership and excellence that ensures we fulfil our duty to inspire young people to make their best better.

Our aim is to transform the lives of our students giving them the best opportunities to fulfil their potential. In order to achieve this we aim to provide the highest quality education for all our students, raise their aspirations and attainment and build on their individual needs, talents and abilities.

## **Job Description**

**Post:** Exam Invigilator

**Responsible to:** Examinations Officer

**Role:** Invigilation of Exams

### **Main Duties & Responsibilities:**

- Invigilate examinations maintaining the rules set by the External Examination Boards and in- house regulators
- Manage the behaviour of students whilst they are undertaking examinations to ensure that examination conditions are maintained, reporting back to the Examinations Officer any issues arising
- Respond to questions from students regarding procedures
- Distribute and collect examination papers, materials and equipment as required
- Provide general administrative support as required, i.e. completing examination attendance register
- Deal with students who arrive late to an exam quickly and in accordance with regulations and procedures
- Deal with any immediate problems and emergencies in accordance with Academy procedures and policies.
- Collect completed examination scripts after the examination as per instructions and return to the Examinations Officer or appropriate member of staff as required
- When required, provide support for individual students in special circumstances, for example those who may require additional examination invigilation time because of a special need, or who need assistance with writing i.e. accurately recording spoken text.
- Supervise students who have to leave the examination room for any reason, for example illness
- Attend and participate in meetings prior to invigilation, as required
- Attend and participate in training sessions, as required

**General:**

- To understand and apply Academy policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development
- Attend relevant Academy meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the work place.
- Ensure that all duties and services provided are in accordance with the Academy's Equal opportunities Policy.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out any other reasonable duties commensurate with the post.

*The post holder will receive training, support and access to the appropriate courses for development.*

## Person Specification

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Educated to NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of general Academy policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Ability to use photocopier Ability to use word processor
<b>Communication</b>	Written	Ability to complete forms and record information accurately
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
<b>Working with children</b>	Behaviour Management	Understand and implement the Academy's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the Academy
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the Academy
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the Academy Ability to work on own
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	N/A
	Time Management	Punctuality & reliability




	Creativity	Ability to follow instructions accurately
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality/Data Protection
	CPD	Undertake training as required



## Our Academies

AET has a number of academies located across England.



-  Primary Academies
-  Secondary Academies
-  Special Academies



## North

Academy	Location	Opened	Age Profile
Caldicotes Primary Academy	Middlesbrough	April 2013	3-11
Cottingley Primary Academy	Leeds	December 2012	3-11
Feversham Primary Academy	Bradford, West Yorkshire	November 2012	3-11
Firth Park Academy	Sheffield	August 2013	11-16
Hall Road Academy	Hull	September 2012	3-11
Hillsideview Academy	Middlesbrough	September 2014	11-18
Kingswood Academy	Hull	July 2013	11-16
Meadstead Primary Academy	Barnsley	June 2013	3-11
Newington Academy	Hull	September 2012	3-11
North Ormesby Primary Academy	Middlesbrough	October 2012	3-11
Shafton Primary Academy	Shafton, Barnsley	December 2012	4-11
St Helen's Primary Academy	Barnsley, Monk Bretton	December 2012	3-11
Swallow Hill Academy	Leeds	July 2013	11-18
The Green Way Academy	Hull	September 2012	4-11
Unity City Academy	Middlesbrough	September 2013	11-16

## London and South East

Academy	Location	Opened	Age Profile
Aylward Academy	London	September 2011	11-19
Bexleyheath Academy	Bexleyheath, Kent	September 2011	11-18
Charles Warren Academy	Milton Keynes, Buckinghamshire	September 2012	4-11
Kingsley Academy	Hounslow, Middlesex	April 2013	11-18
Newlands Academy	London	September 2013	11-16
Nightingale Academy	London	September 2010	11-19
Noel Park Primary Academy	London	September 2012	3-11
Richmond Park Academy	London	September 2010	11-16
Sir Herbert Leon Academy	Milton Keynes, Buckinghamshire	September 2012	11-19
St James the Great Primary Academy	East Malling, Kent	April 2012	3-11
Trinity Primary Academy	London	September 2012	3-11

## East

Academy	Location	Opened	Age Profile
Ashingdon Primary Academy	Ashingdon, Essex	September 2011	5-11
Clacton Coastal Academy	Clacton on Sea, Essex	September 2009	11-19
Columbus School and College	Chelmsford, Essex	May 2012	3-19
Felixstowe Academy	Felixstowe, Suffolk	September 2011	12-19
Greensward Academy	Hockley, Essex	September 2008	11-18
Hamford Primary Academy	Walton-on-the-Naze, Essex	April 2012	5-11
Langer Primary Academy	Felixstowe, Suffolk	May 2012	3-11
Maltings Academy	Witham, Essex	September 2008	11-18
New Rickstones Academy	Witham, Essex	September 2008	11-18
Pioneer School	Basildon, Essex	June 2012	3-19
Plumberow Primary Academy	Hockley, Essex	September 2011	5-11
Tendring Enterprise Studio School	Clacton-on-Sea, Essex	September 2012	14-19
Tendring Technology College	Frinton-on-Sea, Essex and Thorpe-le-Soken, Essex	September 2011	11-19
Westerings Primary Academy	Hockley, Essex	September 2011	4-11

## Midlands

Academy	Location	Opened	Age Profile
Anglesey Primary Academy	Burton on Trent, Staffordshire	December 2012	4-11
Beacon Academy	Loughborough, Leicestershire	December 2012	4-11
Cordeaux Academy	Louth, Lincolnshire	December 2012	11-18
Four Dwellings Primary Academy	Birmingham	January 2013	3-11
Four Dwellings Academy	Birmingham	March 2013	11-16
Greenwood Academy	Birmingham	January 2013	11-16
Lea Forest Primary Academy	Birmingham	December 2012	3-11
Montgomery Primary Academy	Birmingham	October 2012	3-11
North Thoresby Primary Academy	Lincolnshire	July 2013	4-11
Percy Shurmer Academy	Birmingham	September 2012	3-11
Tamworth Enterprise College	Tamworth, Staffordshire	September 2012	11-16
The Rawlett School	Tamworth, Staffordshire	September 2012	11-16
Utterby Primary Academy	Lincolnshire	July 2013	4-11

## South and West

Academy	Location	Opened	Age Profile
Barton Hill Academy	Torquay, Devon	September 2012	3-11
Broadlands Academy	Keynsham, Bristol	December 2012	11-16
Brockworth Primary Academy	Gloucester, Gloucestershire	September 2012	4-11
Everest Community Academy	Basingstoke, Hampshire	September 2011	11-16
Hazelwood Academy	Wiltshire	June 2013	3-11
Millbrook Academy	Brockworth, Gloucestershire	January 2012	11-18
New Forest Academy	Holbury, Southampton	September 2012	11-18
Offa's Mead Academy	Chepstow, Gloucestershire	September 2012	4-11
Ryde Academy	Isle of Wight	September 2011	13-18
Sandown Bay Academy	Isle of Wight	September 2011	11-18
Severn View Primary Academy	Stroud, Gloucestershire	September 2012	4-11
The Ridge Academy	Cheltenham, Gloucestershire	September 2012	5-11
Winton Community Academy	Andover, Hampshire	November 2012	11-16
Wishmore Cross Academy	Woking, Surrey	September 2012	11-16

## Mission Statement

To inspire young people to make their best better.

## Vision Statement

To help students achieve world class learning outcomes by developing world class teachers in a world class community.

## Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

## Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles;

For further information about Academies Enterprise Trust please visit our website [www.academiesenterprisetrust.org](http://www.academiesenterprisetrust.org) or contact [recruitment@academiesenterprisetrust.org](mailto:recruitment@academiesenterprisetrust.org) to answer any questions you may have.



## **A commitment to training and personal development**

As we head further into the 21st century and all schools and academies come to terms with the ever changing face of the workforce, leadership and management of professional development is at the very top of AET's agenda. We firmly believe that personal and professional growths are key factors in staff's perception of their worth to an organisation and consequently in how much additional effort they are prepared to put into that organisation.

The aim, therefore, of the team leading CPD across AET is to facilitate the design, co-ordination and monitoring of coherent and effective development activities and training programmes that address the challenges and barriers facing each academy and embed training and development as the central component of workforce development and school improvement.

Our vision for our academies is to develop a learning-centred culture with the entire school workforce, including both teachers and educational support staff, giving the same attention to the design, delivery and monitoring of their professional development as is given to the teaching and learning of students. Indeed, for our academies to continue to improve, teachers and other adults need to feel that their learning and development is just as important as the students'.



## Staff Benefits

### Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes



### Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in Childcare vouchers through Sodexo to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

### Financial

- AET JTRS Apple Product Store – AET employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- Halfords – Gift Vouchers are available to purchase with a 10% discount for AET employees, students and families.
- Halfords Autocentres – AET employees are eligible to receive a range of discounts on their motoring costs, such as MOT's, servicing and repairs.
- EAG Essex Auto Group – AET employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- EPCIS (Employee Personal Computer Initiative Scheme) – this is a HMRC approved scheme which allows you to purchase a Training Package which includes a high specification computer from a selected range. Your payment is deducted from your gross salary before you are taxed.
- Life Assurance
- Pension

### Health and Wellbeing

- Edenred Travel Club – this provides all AET employees with discounts and special offers on holidays all over the world.
- Halfords Cycle to Work – this scheme allows eligible employees to purchase a cycle tax efficiently through their employer, with deductions being made from the employee's salary before Income Tax and National Insurance are applied. The repayment of the cycle will be over a 12 month period.
- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of AET a discount on all footwear purchased directly from Hi-Tec via its online store.



- Westfield Health – AET Solutions has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.
- Westfield Rewards – Employees who have Westfield Health qualify to receive discounts at over 200 High Street and online stores, such as ASDA, Boots, Debenhams, House of Fraser and M & S.
- Virgin Active – AET employees can obtain a corporate discounted membership. Virgin offers a range of therapy and wellbeing treatments where the costs can be claimed for under their Westfield Health annual benefit allowance.

## **Academies Enterprise Trust Professional Services Team**

AET academies are supported by the Professional Services Team, who work closely with the academies to deliver AET vision to make our best better.

AET's fundamental philosophy is to 'build the capacity and pace of leaders at all levels of the academy to take responsibility for their own academy's (phase or aspect) continuous and sustainable improvement. It is not the role of AET Professional Services officers to instruct academy-based staff, on the, what or the how of doing their jobs. It is the responsibility of AET Professional Services staff to challenge, support and monitor the progress and development of the academy-based services:

- Regional Managing Director engagement
- Leadership development
- CPD for the whole school workforce
- Ofsted guidance and support
- Maturity Matrices
- English and Literacy
- Mathematics and Numeracy
- Facilities (including Security, Health and Safety)
- Resident Ofsted Inspector
- Finance
- Human Resources (including recruitment and retention)
- Learning Technologies
- Data and Information
- ICT Infra-structure
- Community Sports Development
- PSHE Education and CEIAG support
- Community Learning
- Marketing and Public Relations
- Governor Training
- Special Educational Needs and Disabilities
- Partnerships including apprenticeship programmes
- Teaching School Network

## **Academies Enterprise Trust, Safe Recruitment Procedure**

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure and Barring Service**

A Disclosure and Barring Service Certificate will be required for all posts.

### **Shortlisting**

Only those candidates meeting the right criteria will be short listed.

### **Interview**

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### **Reference Checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

### **Equal Opportunities**

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### **Data Protection**

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.