

CULCHETH HIGH SCHOOL

› THE BEST THAT WE CAN BE

Invigilator





› Letter from the Headteacher

Thank you for expressing an interest in joining Culcheth High School. Within this pack you will find information about the school, job vacancy and the application process.

We wish to appoint several Invigilators to join our Examinations team.

The appointments are offered on a casual basis and the working hours are determined by the school exam timetable. In 2018 you will be working in April/May until late June.

The role involves:

- ensuring correct exam procedures are followed
- distribution and collection of examination papers
- monitoring students during the examination periods.

We are looking for candidates who:

- can work effectively within a team environment
- are able to interpret regulations and work within a set of defined procedures
- can remain calm under pressure
- possess good organisational skills, with attention to detail.

Previous experience of working in a school environment or as an Invigilator is desirable, but not essential as full training will be provided.

Flexibility regarding working hours is required and the roles would be suitable for applicants looking for a supplementary form of income.

If you believe you are suitable for one of these roles, then I look forward to receiving your application. Thank you in advance for the interest you have shown.

Yours faithfully

C P Hunt (Mr)
Headteacher

A young boy with short brown hair, wearing a black school jacket over a white shirt and a striped tie, is smiling and looking down at a yellow cube with red polka dots. He is sitting at a desk. In the background, there is a bulletin board with a large orange circle and the word 'Theorem' written inside it. The image has decorative orange and yellow curved lines overlaid on it.

Our School

As a high performing school, we offer a rich, broad and engaging education for all our young people.

› Our School

As a high performing school, we offer a rich, broad and engaging education for all our young people. Culcheth High School is a successful mixed community school currently catering for around 1100 11-16 year olds. Our current examination performance places us consistently as one of Warrington's highest performing schools. Not only do students at Culcheth attain much higher success ratios than students nationally, they also make excellent progress from their starting points. The school's aim is to get the very best from each student; not only through superb teaching and learning but also by encouraging involvement in extra-curricular and community activities.

The school enjoys an enviable reputation within its locality. It is extremely popular and has been significantly oversubscribed in recent years with the school roll growing. It attracts students from more than 25 different primary schools within four different local education authorities. We are part of Warrington Local Authority which provides a supportive and professional advisory service.

Our most recent Ofsted report (May 2014) gave us a grade 2 rating ("good"). We are delighted that the improvements made in the school have been given public acknowledgement. The school was rated "good" in all major areas. Inspectors praised teaching and learning ("a good proportion of lessons are now outstanding"), personal development ("behaviour and attitudes to learning are good") and leadership and management. We were pleased with the report but not complacent. We want to improve further and our ultimate objective is to achieve Ofsted's highest award of 'Outstanding School'.

› Our School's Purpose is

To inspire students to achieve and guide them to be confident, articulate and skilled citizens to enable them to thrive in a diverse British and global community.

› Our Vision of Culcheth High School is

- A truly exceptional forward thinking school with high expectations for all learners through a relentless approach to breaking down barriers to learning and evidenced by high standards of achievement across all ages, regardless of background
- A learning centred school which strives to nurture and develop the talents of all of its students
- A vibrant, tolerant and aspirational school community characterised by high levels of staff and student happiness and mutual respect, underpinned by pride, ambition and a commitment to achievement and enrichment for all
- A school community where all staff are committed to the 'Always Learning' ethos through personalised professional development underpinned by a collaborative coaching culture which promotes and nurtures all staff to sustain excellence and develop further
- A school that truly works in the community, with the community and for the community
- A financially efficient school that can provide for itself, think for itself and utilise resources to maximise the best outcomes for all
- A school that provides a relevant, purposeful and inspiring curriculum for all students enabling them to be active citizens in a modern diverse British and global community.



Our Staffing

We have a very capable and talented team of staff.

› Our School's Values are

We want everyone to work in a caring school where everyone is valued and everyone values relationships. Our emotionally intelligent school community will celebrate individual differences and people will understand how their actions will impact upon, and be perceived by, those they affect;

We expect all members of our school community to be the best they can be and help others to be the best that they can be by valuing: **Respect, Honesty and Excellence.**

› Our Staffing

We have a very capable and talented team of staff. The Senior Leadership Team consists of the Headteacher, 1 Deputy Headteacher, 5 Assistant Headteachers and the Finance and Business Manager. We have circa 70 teaching and 50 support staff.

The school is also supported by a committed and enthusiastic Governing Body, the members of which have a diverse range of skills and expertise.

We are strongly committed to the development of our staff. We use external courses to support colleagues but also believe firmly in the benefits of internal expertise – sharing through coaching and “in-house” good practice sessions. We also work with a group of other schools to support teacher training in middle-management and excellent classroom practice.

› Our Facilities

We are proud that high-class teaching and learning at Culcheth High School is supported by the best in modern facilities. We moved into a £29m new building in July 2010 with fantastic, state-of-the-art modern facilities. Each classroom is equipped with projectors and interactive equipment; there are now around 1200 computers for student use. Main features include:

- An open-plan restaurant and café
- Fabulous science labs and technology suites
- Large areas for creative and media
- A superb multi-purpose assembly hall
- Classrooms that operate dually as double learning spaces
- A Conference Centre
- Extensive ILC
- Community facilities including a multi-gym
- Free parking

A young woman with long brown hair, wearing a dark school blazer, white shirt, and dark tie, is smiling at the camera. In the background, other students in school uniforms are blurred. The image is decorated with several thin, curved lines in yellow, orange, and blue.

Our Location

The school is based in the leafy village of Culcheth, in rural north Cheshire, mid-way between Manchester and Liverpool.

› Our Location

The school is based in the leafy village of Culcheth, in rural north Cheshire, mid-way between Manchester and Liverpool. It is a well appointed village, with a population of around 6,000. It is ideally located within easy access of a network of motorways and major roads. It is within close proximity to several business and technology parks. Housing in the area consists mainly of private property supplemented by some rented accommodation. The majority of our students live in Culcheth and the surrounding villages but we take students from other parts of Warrington and also other authorities such as Salford, Wigan and St Helens.

› Our Vacancy

Start Date:	April/May until late June 2018
Closing Date:	12:00pm Thursday 25th January 2018
Grade/Salary:	£9.73 per hour which includes holiday pay
Contract Type:	Variable hours on a casual basis

Students work hard
and behave well.
They are respectful
to teachers and
other adults.
OFSTED



› Job Description

Job Title:	Invigilator
Salary:	NJC Grade 2, point 5
Responsible to:	Examinations Officer

Overall Purpose of the Job:

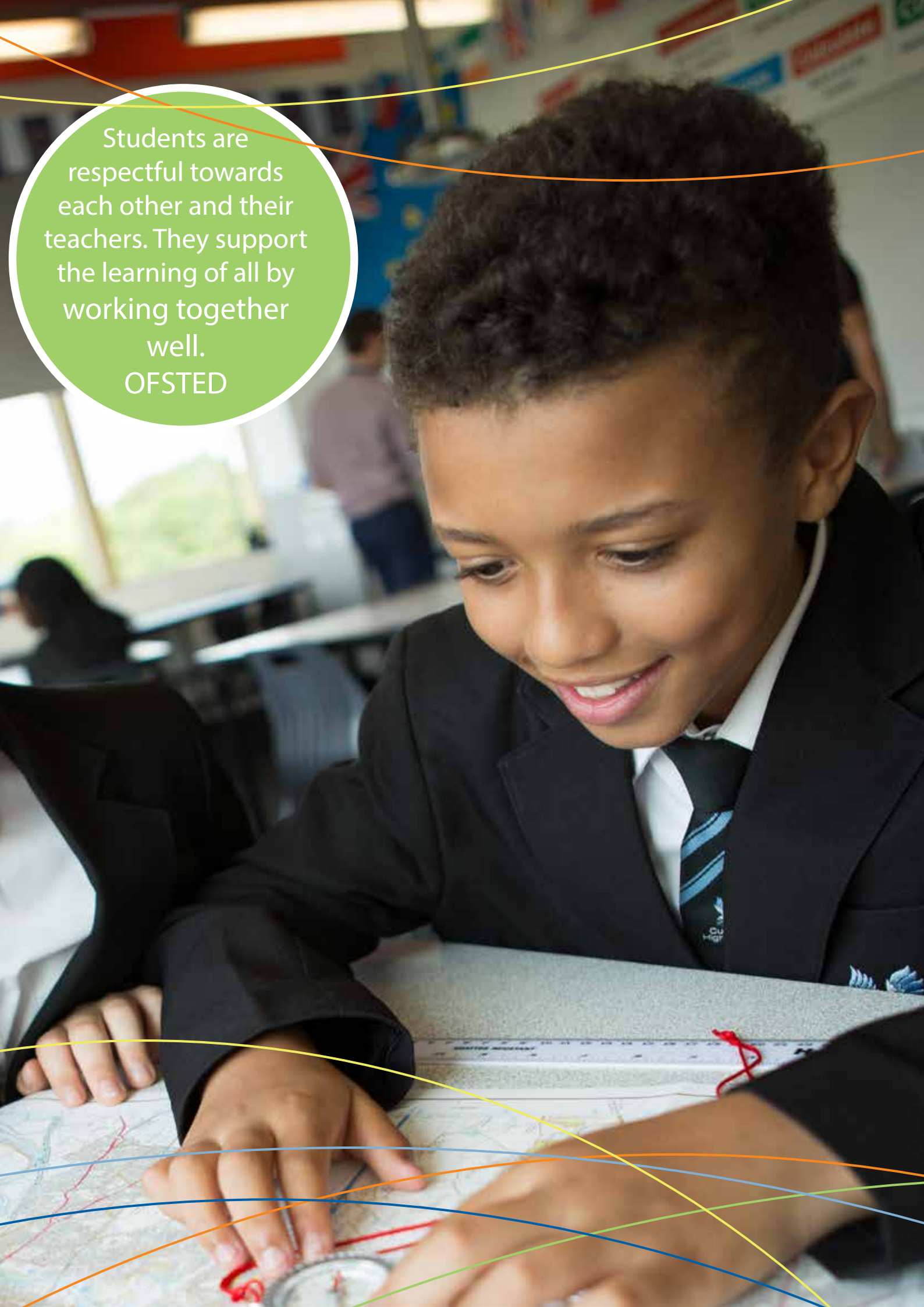
To participate in conducting external examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

Summary of Main Duties:

- Collection of examination papers and materials from the Examinations Officer if requested
- To ensure the examination room meets JCQ requirements
- To assist in maintaining the integrity and security of the examination throughout its duration in accordance with JCQ and school procedures
- To distribute the examination papers and examination materials in accordance with the seating plan provided by the Examinations Officer
- Instruction and monitoring of candidates as they enter the examination venue
- Ensure candidates are aware of the JCQ regulations, fire procedures and of any erratum notices before the start of the examination
- To ensure any access arrangements candidates may have during an examination are implemented
- To maintain a register of attendance and to provide details of any absent candidates to the Examinations Office as soon as possible
- Be vigilant during the examination and monitor the room for malpractice and other irregularities
- To report any suspected malpractice to the Examinations Officer and to keep a documented record
- Deal with any emergencies such as a fire evacuation or illness
- To collect all examination scripts and check against the official Examination Board attendance register before returning to the Examinations Office
- To act as a prompter to individual candidates if directed by the Examinations Officer
- Packaging of examination papers if requested by the Examinations Officer
- Any other administration duties which may be requested by the centre

Students are respectful towards each other and their teachers. They support the learning of all by working together well.

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> Person Specification

	Essential/ Desirable
SKILLS AND ABILITIES	
Ability to work effectively within a team environment	E
Be able to interpret regulations and work within a set of defined procedures	E
Ability to remain calm under pressure	E
Good organisational skills, with attention to detail	E
Have a sympathetic approach to dealing with student issues	E
Confident and able to communicate to a hall full of students	E
KNOWLEDGE AND EXPERIENCE	
Excellent communication skills	E
Experience of working in an educational environment	D
Ability to be systematic and well-organised in all aspects of the job	E
Previous experience of examination invigilation	D
QUALIFICATIONS	
GCSE (or equivalent) Maths and English Language at grade C or above	E
PROFESSIONAL VALUES AND PRACTICE	
Professional in approach and appearance	E
Reliable and punctual	E
Willingness to undertake further training if required	E



› Application Process

Please download, complete and return the application form by the closing date specified. Candidates are asked to complete all the relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification. This should be no longer than 2 sides of A4 paper. You may include examples from previous paid, unpaid or voluntary experience.

Please ensure that you provide an up to date email address with your application as we often contact candidates electronically rather than by post. The completed application form should be emailed to info@culchethhigh.org.uk or posted to:

Headteacher
Culcheth High School
Warrington Road
Culcheth

Please note that due to the volume of applications we receive, we will only be able to contact candidates who have been selected for interview. If you do not hear from us within 4 weeks of the closing date, please assume that we will not be calling you for interview on this occasion. Warrington
WA3 5HH

Closing Date: 12pm Thursday 25th January 2018

For additional information about the school please visit the website www.culchethhigh.org.uk.

› Background Checks and Safeguarding Students

Culcheth High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

Thank you for considering Culcheth High School and we look forward to receiving your application.

One of Warrington's Highest Performing Schools at GCSE in 2017

76% of students achieved a standard pass in English and Mathematics

56% of students achieved a strong pass in English and Mathematics

59% of students gained at least one **A*** or **A** grade

35% of students gained 3 or more **A*** - **A** grades

26% of all GCSE grades were an **A*** or **A** grade or **9** - **7** grades



**CULCHETH
HIGH SCHOOL**
› THE BEST THAT WE CAN BE



- › RESPECT
- › HONESTY
- › EXCELLENCE

Culcheth High School

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