



Notre Dame
CATHOLIC SIXTH FORM COLLEGE

have faith in your future

EXAMINATION INVIGILATOR

(Casual, part time work)

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE - BACKGROUND

Notre Dame is a Catholic Sixth Form College located near to the universities and within walking distance of the city centre with good transport connections to the rail/bus stations. It is a very successful college of approximately 1900 full time 16-18 year olds. The College is rated as 'Outstanding' by Ofsted and is oversubscribed. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage).

In 2017, the A level ALPs grade was 3 (i.e. the top 25% of all providers) and grade 2 at AS (the top 10% of all providers). Notre Dame's achievement rates makes it one of the best sixth form centres in the country. Student progression is excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, with an increasing number of students opting for apprenticeships.

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment which lives by its mission to build a community based on faith and trust. Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Although parts of the campus are 100 years old, there has been extensive new building work in recent years. A further five teaching blocks were opened during the last 12 years, including new science labs and the latest addition opened last year.

At present approximately 92% of students follow A Levels or Applied Level 3 courses. The remainder follow Level 2 courses.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama, voluntary work, overseas visits (Spain, France, USA, Prague, China). There is a first class programme of student support and a very active Chaplaincy group.

Recruitment and Selection Policy Statement

Notre Dame Catholic Sixth Form College is committed to safeguarding and promoting the welfare of young people and we expect all staff and students to share this commitment. A full copy of our Recruitment and Selection Policy is available on request.

This policy must be read in conjunction with our Equality and Diversity policies and forms part of our commitment to our statutory duties.

JOB DESCRIPTION AND RESPONSIBILITIES – INVIGILATOR

Reporting to: Examinations Office Staff/Head Invigilator

Hours/days of work: Variable (between 8.30 am – 5.30 pm), according to examinations' timetable.

Rate of pay: £9.00 per hour.

Notre Dame has a team of invigilators who support us on a regular basis during the examination periods. We are looking for temporary, reliable staff to join this team.

Main Duties and Responsibilities:

Main purpose:

To ensure the fair and proper conduct of examinations in an environment that enables students to perform at their best.

Duties:

To support the Examinations Office Staff/Head Invigilators with the day-to-day operation of examination venues. This activity may include:

- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- closely following and enforcing exam procedures and regulations;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

To assist Examinations office staff/Head Invigilators with other examination processes. This may include:

- assisting with the packing of examination papers, stationery (**sometimes heavy**) and equipment prior to the examinations and the delivery to and from venues as appropriate;
- scribing for students with special needs.

This post is likely to give the opportunity for substantial access to young persons and is subject to a Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

Thank you for your enquiry and interest in this post.

POST OF EXAMINATION INVIGILATOR

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Ability to work under pressure
- Flexible, available at main examination times
- Work on own initiative or as part of a team
- Reliable and punctual
- Conscientious and accurate
- Responsible
- Good IT skills
- Good communication skills
- Good literacy skills

DESIRABLE CRITERIA

- Experience of working in an educational environment
- Previous invigilation experience
- Experience of working with young people
- Proven administrative skills/experience of dealing with paperwork
- Level 2 Maths and English or equivalent

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

Completed applications should be returned via the TES Portal.

Closing date: 19 February, 2018

It is intended that interviews will take place on Thursday, 1 March, 2018.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.