



The Collegiate Trust  
Exceptional Education for All

## EXAM INVIGILATOR

# Information for Applicants

**Academy** *The Quest Academy, South Croydon*

**Required** *Throughout the year*

**Salary** *£8.68*

**Interviews** *As applications arrive*



# Welcome



Dear Applicant

A very warm welcome to the Quest Academy. We are a great place to begin or further your teaching or support staff career.

At the Quest we know that having great people is our biggest asset and we work very hard to make sure that the posts we offer, the professional development we provide and the environment we create are the cornerstones of a highly successful Academy on a journey from 'good' to 'outstanding'.

As a new or experienced colleague you'll be joining an Academy which has already demonstrated considerable success. In the main Academy all of our students make excellent progress above the national average by the end of Year 11 (Our Progress 8 figure overall was +0.46 in 2017 and in our thriving Sixth Form, Quest6, all of our students pass every subject (100% A\*-E in 2015, 2016 and 2017) with a quite remarkable 55% A\*-B and 32% A\* or A in 2016) and an impressive record of sending almost every student to University, including Oxbridge.

I know that the atmosphere in the Academy and the climate in the classroom are key considerations for staff. At the Quest we have created a disciplined environment where you can share the passion of your vocation with well-behaved and curious learners. Levels of attendance are above the national average because our students enjoy coming to school and we have very well crafted systems of support in place to make sure there is no distraction from learning in the classroom.

We also believe we are outstanding in the support we provide for staff development. We have achieved the 'CLPD Gold Mark' for our professional development work. We run in-house training sessions every week to update and further our colleague's skills and we offer part time taught Masters and Doctorate programmes with Christ Church Canterbury University for more experienced teaching staff. In addition, for newly qualified teachers we are one of the founding members of the 'Croydon Hub' which with three other local schools provide a comprehensive professional studies programme each week to help further those skills learnt in training. We also participate in the Schools Direct programme with the two Teaching School Alliances we are members of. There really are unparalleled opportunities available to those joining our teaching team.

We are also very fortunate to occupy a stunning 17 million pound building with extensive grounds which we moved into in 2014. Every teaching area is brand new and across the campus we have invested in nearly one million pounds of cutting edge IT equipment to support learning.

Geographically we are ideally located just 15 minutes from the M25, forty minutes from central London by train and Croydon itself is undergoing major investment as a place to work and live. Rents are relatively low for London and the town centre, with venues such as Boxpark and the Southend restaurant quarter, mean there is always something to do.

I do hope that our vacancy will be of interest to you. We welcome visits at any time to see us at work so that we can show you all of this in person.

With best wishes

**Mr A Crofts**  
*Principal*



## Key Information

The Quest Academy is committed to ensuring that each student succeeds academically and personally. Our motto, *Learning Changes Lives* (Eruditio Vitas Commutat) reflects our belief in the importance of our work. We are committed to making sure that every student makes outstanding progress. We have high expectations of every student, offer the best quality teaching and insist on the highest standards of behaviour and respect.

The Quest is a positive, rich and innovative learning environment where every student can achieve excellence in all that they do, in the classroom and beyond it.

We offer a wide range of enrichment activities to extend learning in a range of contexts and promote leadership, teamwork, reflection, confidence and high self-esteem.

We are constantly searching for new ways to encourage participation and service to others as the basis for the development of lifelong learning and a happy and successful life.

Our strength comes from strong partnerships: with our parents, the community we serve and the close links we have with our sponsor. Together we have extensive experience and expertise to guide our work.



*You can find out more information about our school, and our Trust at the following websites:*

[www.thequestacademy.org.uk](http://www.thequestacademy.org.uk)

[www.tct-academies.org](http://www.tct-academies.org)

## Information about *The Collegiate Trust*

Our Trust works in the Crawley and Croydon areas with a clear vision to deliver *exceptional education for all*. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB).

The Trust has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff. *Gossops Green*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1<sup>st</sup> March 2018. We also have approval to develop a primary free school in Croydon / Sutton, and we shall also welcome *The Quest Academy*, *Courtwood Primary* and *Gilbert Scott Primary* into the Trust over the coming months.

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Finance Manager* & *HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

## Our Values

Strong moral values underpin the ethos of The Quest Academy. We welcome students from a wide range of cultural and faith (or non-faith) backgrounds and expect all families to value and support the moral values at the heart of all aspects of life at The Quest Academy.

We foster understanding, tolerance and mutual respect whilst producing confident, capable and respectful young people. At all times, we aim to create an environment that nurtures and develops:

- Integrity
- Compassion
- Respect
- Tolerance
- Kindness
- Courage
- Generosity
- A life-long love of learning

These values make The Quest Academy a positive and inclusive community in which all students feel safe, valued and part of the family.



## Quest6

Students at The Quest Academy's 6<sup>th</sup> Form, Quest6, have excelled across the range of courses that are on offer. For three years running, students have achieved a 100% pass rate at A Level and every single Sixth Form student has now gone on to further study.

In addition to academic excellence, Quest6 is a positive, rich and innovative learning environment where every student can achieve excellence in all that they do, in the classroom and beyond it. We offer a wide range of enrichment activities to extend learning in a range of contexts and promote leadership, teamwork, reflection, confidence and high self-esteem.

Students at Quest6 (and staff) have access to cutting-edge, state-of-the-art facilities that – for at least the foreseeable future – are arguably the best that Greater London has to offer. A dedicated social study area, seminar-style teaching rooms, brand new technology as well as access to all of Quest's new buildings ensure that current and future Quest6 students will learn in a modern, peaceful, exceptional education environment.





## Job Description

|                        |                            |
|------------------------|----------------------------|
| <b>Job Title:</b>      | <b>Exam Invigilator</b>    |
| <b>Accountable To:</b> | Principal & Governing Body |
| <b>Responsible To:</b> | Exam Officer               |



### **Purpose of the Post:**

The Exam Invigilator will help assist the Exam Officer to ensure the exam hall runs according to exam board regulations whilst exams are taking place.

### **RESPONSIBILITIES**

#### *Key Areas of Responsibility:*

1. Assist the Exam Officer to:
  - a. Ensure that the students enter and exit the exam hall in the prescribed manner.
  - b. Ensure that the exam hall runs according to the exam board regulations.
  - c. Collect the exam papers at the end of the exam.
2. Be present in the exam hall in accordance with the timetable for the examinations.
3. Follow the exam board guidelines and regulations at all times.
4. Maintain an appropriate awareness of and work effectively within the policy and procedures.
5. Operate safely within the workplace.
6. Act in a professional manner at all times and maintain confidentiality of information.
7. Attend school exam meetings as required.
8. Any other duties as required.

### **PERSON SPECIFICATION**

#### *Knowledge and understanding:*

- Good standard of general education.
- Ability to communicate effectively.
- Well-organised approach to work.
- Able to meet deadlines and targets.
- Reliability and punctuality.
- Accuracy and attention to detail.
- A flexible approach to work.
- Ability to work to predetermined instructions.
- Ability to work alone or as part of a team.
- Ability to keep calm under pressure.
- Common sense.
- Ability to judge when a decision is not yours to make.
- Ability to be firm and fair at all times.

### Qualifications and Experience

- Experience would be preferred but full training can be given if necessary

### Personal Qualities

- Integrity
- Confidentiality
- Calm and patient manner

***The Collegiate Trust*** is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the *Disclosure and Barring Service*.

Appointment will be dependent upon further health, medical and attendance checks.

## Schedule for Appointment

### FOR AN APPLICATION FORM PLEASE VISIT THE WEBSITE OR CONTACT:

Miss G Bolter, email: [gbolter@thequestacademy.org.uk](mailto:gbolter@thequestacademy.org.uk) or by telephone: 020 8657 8935.

### PLEASE RETURN FORMS TO:

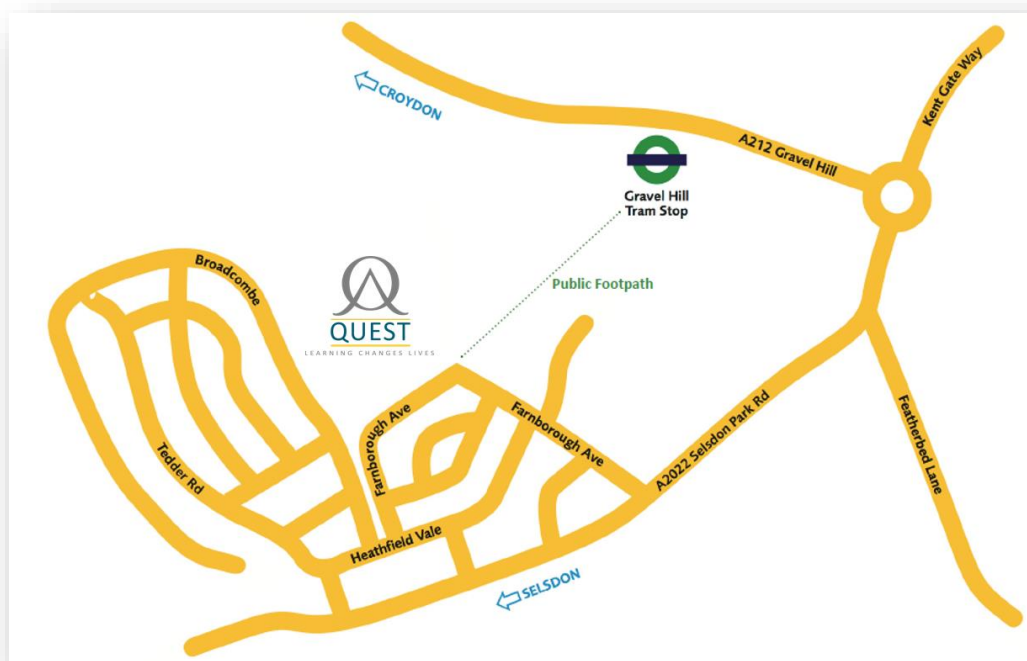
Miss G Bolter, The Quest Academy, Farnborough Avenue, South Croydon, CR2 8HD

### CLOSING DATE:

Applications accepted throughout the year



## How to Find Us



### By Car:

If you are travelling by car, The Quest Academy is located on Farnborough Avenue which is off of the A2022, Selsdon Park Road. If you are coming from the M25 junctions 7 (Croydon), 6 (Caterham) or 4 (Orpington) provide easy access to Selsdon.

### By Train

The nearest mainline station is East Croydon. You can then take either a number 3 tram (toward New Addington) and alight at Gravel Hill or one of the several buses that serve the area; 433, 130 or 466.

### By Tram

There is a wide footpath (keep to the right hand side) which runs from the tram stop past the back of John Ruskin College, Gilbert Scott Primary School and Red Gates School, finishing in the corner of Farnborough Avenue. This walk takes about 12mins. The Academy is located on the right hand side in Farnborough Avenue.

### By Bus:

Bus routes: 433, 64, 130, 466, 359.

## The Quest Academy

Farnborough Avenue, South Croydon, CR2 8HD

☎ 020 8657 8935

✉ [office@thequestacademy.org.uk](mailto:office@thequestacademy.org.uk)

💻 [www.thequestacademy.org.uk](http://www.thequestacademy.org.uk)