



The Shared Learning Trust

THE STOCKWOOD
PARK ACADEMY

Exam Invigilator

Would you be interested in supporting the smooth running of our exam process?

Would you like the opportunity to earn some extra money on a flexible basis?

Would you enjoy being a part of a successful team in a dynamic Academy in Luton?

If you have answered yes to these questions, Stockwood Park Academy would love to hear from you!

The Stockwood Park Academy are seeking confident, reliable and punctual individuals to join our Academy as Exam Invigilators. Examinations are a crucial element of school life and we want to ensure that our students' have the most efficient and effective experience possible. Therefore, we are looking to recruit exam invigilators on casual basis who will be instrumental in supporting this aim.

The successful candidate will:

- Be able to give clear and concise guidance.
- Be able to use initiative.
- Be able to exercise good judgement.
- Have basic literacy and numeracy skills.
- Be able to follow guidelines, and procedures.
- Be able to address health, safety or welfare issues.
- Be able to work effectively as part of a team.
- Be able to work flexibly, by agreed hours on a casual basis.
- Exude confidence and authority
- Be suitably dressed and conduct themselves in a manner appropriate to an examination environment

Job Specifics:

- **Start Date:** 12th March 2018
- **Salary:** £8.28 an hour
- **Job Role:** Casual contract

Why work for Stockwood Park Academy:

- £30 million state of the art modern facilities in an Ofsted rated 'Good' school
- You'll be working alongside charismatic, supportive and lovely colleagues
- Excellent opportunities to get your foot in the door in a successful and expanding Academy

Here's what Ofsted have to say: *"The Principal and SLT have successfully raised the quality of teaching and improved students' achievement in most subjects including English and Maths. The quality of teachers' professional development is good, leaders have successfully created a good culture for staff development and ensures that teachers are suitably equipped for their subjects and other responsibilities. The behaviour of the students is good, they behave well in lessons and students are proud to be at the academy and enjoy coming".*

HOW TO APPLY

Closing Date: Monday 19th February at 12pm Interviews: Monday 26th February

Please read the information in this pack. If you are interested in this job opportunity, please do apply online today via our career site on www.thesharedlearningtrust.careers.eteach.com.

We look forward to hearing from you!

If you have any questions about the role, please contact Hannah Chandler, Recruitment Officer on 01582 211 226 or email hannah.chandler@thesharedlearningtrust.org.uk.

'We believe in the safeguarding and welfare of children and expect all staff to share this view'.

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff 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. We are an equal opportunities employer. The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



The Shared Learning Trust

THE STOCKWOOD
PARK ACADEMY

INFORMATION FOR APPLICANTS:

Exam Invigilator



WELCOME TO THE SHARED LEARNING TRUST



The Shared Learning Trust has appointed Cathy Barr as its new Chief Executive Officer. Cathy is already part of the Shared Learning Trust's family of schools, having been Principal of the Stockwood Park Academy in Luton for the last five years. The Shared Learning Trust is a stand-alone multi academy trust, which runs a family of four schools based in Bedfordshire: Stockwood Park Academy, the Chalk Hills Academy, the Linden Academy and the Vale Academy. Cathy grew up locally, in Harpenden, and went to school in St Albans. She has almost 25 years' teaching experience under her belt, qualifying in 1993 and joining the team at Stockwood Park (then the Barnfield South Academy) in 2009.

Cathy said of her appointment: "I am thrilled to have been appointed CEO of the Shared Learning Trust. I care passionately about the students we teach and will do all I can to ensure each and every child, from the age of two to 18, gets the best possible care and education in our academies."

– We recruit people for attitude and train for skills

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you!

Recruiting the right teachers and staff help us to achieve the goals we set for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our Academies. For this reason, we try to articulate clearly our vision, values and expectations when putting together information for applicants.

We aim to recruit staff who:

- are excited by their role and by the prospect of working with young people, even those who are less well motivated;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- recognise that teaching can be a demanding job but react positively to those demands rather than complaining;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- see break duty as an opportunity to talk to children;
- are quick to praise and slow to criticise; and are not afraid to admit to seeing themselves as potential leaders of the future.

I am conscious that this may be your first contact with our Academy Trust and first impressions are very important. I hope what you read; coupled with anything else you discover about us, inspires you to apply for this post.

WELCOME TO STOCKWOOD PARK ACADEMY



Dear Applicant,

Thank you for your interest in our Academy.

As a new principal, I know well the excitement of considering a new challenge and all that it can bring. We welcome visits to the academy prior to application, as we are proud that:

- Our students are extremely motivated, and have an exceptional desire to achieve and behave impeccably.
- Our staff are highly qualified and work tirelessly in the pursuit of world-class progress for all of our students.
- The facilities at The Stockwood Park Academy are state of the art, providing students with the opportunity to develop their interests and skills in a wide range of areas.

As an Academy within the Shared Learning Trust, we believe our key aim is to give every child the best possible opportunity to flourish and develop into decent, disciplined, well-educated and employable adults.

If you want to lead in a highly effective team, contribute to raising standards and aspirations of young people then Stockwood Park is the place for you!

We look forward to your application and meeting you soon!

Warm regards

Richard Found

ABOUT THE SHARED LEARNING TRUST

The Shared Learning Trust is a stand-alone multi academy trust, which runs a family of four schools based in Bedfordshire:

- The Stockwood Park Academy, Luton, ages 11-18, judged 'Good' by Ofsted
- The Chalk Hills Academy, Luton, age 11-18, judged 'Good' by Ofsted
- The Sixth Form, Luton, age 16-19, judged 'Good' by Ofsted (A part of both Chalk Hills and Stockwood)
- The Linden Academy, Luton, age 4-11, judged 'Good' by Ofsted
- The Vale Academy, Dunstable, age 4-13, judged 'Good' by Ofsted

Our Academies are supported in their work by our Teaching School, based at The Chalk Hills Academy. The structure of our family of schools means that we can be with a child every step of the way, from teaching them to tie their shoe laces right through to congratulating them on their university place or their first job.

Our Trust is vibrant and friendly, supported by 3 state-of-the-art buildings. It is a learning environment where all students have the opportunity to be high achievers, make good friends, contribute to their community and take part in a wide range of extra-curricular activities.

VISION & VALUES – *‘Strive, Achieve, Believe’*

At The Shared Learning Trust, we provide opportunities for all our students and adults to be aspirational and develop a passion and excitement for learning. Working with our communities, we ensure all students are able to achieve beyond their targets to reach the success they deserve. Our students develop a strong self-belief so that they flourish and develop into well-rounded, self-respecting young people.

Our commitment to our vision can be seen through:

- Our academies working together to provide more opportunities for all students and staff
- A focus on the development of our staff with opportunities for clear and dynamic career progression and high quality recruitment and retention.
- Strong Trust approaches to our key issues, for example; teaching, assessment, attendance and curriculum development.
- Partnerships with schools outside of our Trust to maximise opportunities for all.
- Close working and communication with our families and local community.
- Care for our families beyond the school day.
- Excellent lessons and learning incorporating effective use of new technologies.
- An interesting yet challenging curriculum.
- 16-19 provision, which ensures progression, routes for all.
- A Cross-Trust focus on high achievement and high standards.
- Ensuring that every child in our Trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom.
- Exemplary behaviour and conduct at all times.
- A can-do attitude across the Trust that fosters belief and high expectation.
- Ensuring no opportunities are missed.

ABOUT THE STOCKWOOD PARK ACADEMY

Providing the very best education for all our students is the simple goal for The Stockwood Park Academy. Whilst firmly rooted in traditional values, we have made our Academy a vibrant and exciting place with a positive ethos that runs throughout the Academy. We want our children to flourish and develop into decent, disciplined, well-educated and employable adults.

We have an innovative curriculum, which makes the transition from primary to secondary education an enriching and enjoyable experience and enables students to follow a personalised route to success. Our students are achieving the highest standards in the classroom, on the sports field and among the community.

Our state of the art building which we moved into in February 2011 offers cutting edge facilities that are benefiting students even further. Our hardworking and motivated staff are providing outstanding lessons and are given the best possible support. We work closely with parents and carers, encouraging their children to achieve and ensuring that excellent progress is made.

With the rigorous use of data, constant assessment of student progress and quality assurance methods, together, we are achieving more than we ever thought possible. We instantly respond if students experience difficulties. Dialogue with teachers is encouraged as a framework for students to develop ideas, ask questions think about their learning.



OFSTED AT STOCKWOOD PARK ACADEMY



Leadership and Management: 'GOOD'

- The leadership team are working effectively under the direction of the Principal and Associate Principal. There is a good range of effective professional development opportunities for staff, which are based within the academy. Leaders have successfully created a good culture for staff development.

Behaviour and Safety of Students: 'GOOD'

- The behaviour of the students is good. Students are proud to be at the academy. They wear their uniform with pride. Students make good contributions to their learning and most complete their work with care and attention to how it is presented. Students behave well in lessons, the Academy works very hard to ensure that students whose behaviour is challenging are given good support. One student said, 'The academy has really helped me to improve.'

Quality of Teaching: 'GOOD'

- In most areas, including English and mathematics, there is evidence of good teaching. Teachers have strong subject knowledge, a good understanding of how students learn, and high expectations. Planning is consistent and effective, and, in the main, careful assessment enables the teachers to know the students well

Achievement of Pupils: 'GOOD'

- Students enter the Academy with knowledge and skills that are typically below average for their age and abilities. They make good progress in English, Mathematics, Humanities, and most other subjects. The proportion of students making better than expected levels of progress, given their starting points, are good in both English and Mathematics.
-

CPD AND TRAINING- *We invest in you!*

All four Academies at The Shared Learning Trust are a part of our Teaching Trust, which is held at The Chalk Hills Academy. We aim to offer exceptional teacher training and high quality professional development programmes to new and experienced staff to support them in excelling in their career.

Our programmes are facilitated by experienced school leaders, who have exemplary records in leadership and improving outcomes for their students. We are able to cater for specific requests and can offer custom-made support packages that focus on the quality of teaching and learning, curriculum development and aspects of Leadership and Management.

We currently offer:

- The National Professional Qualification for Senior Leadership
- The National Award for Middle Leaders
- The Outstanding Teacher Programme
- The Improving Teacher Programme
- The Recently Qualified Teacher Programme

As Stockwood Park Academy is part of a Multi-Academy Trust, there are fantastic opportunities to climb the career ladder. The Shared Learning Trust are a firm believer in helping all staff reach their full potential and developing their career within our Academies. If you are willing and wanting, we will do all we can to put you on the relevant courses and give you the right opportunities so you can keep achieving more in your career.

TEACHER TESTIMONIALS

"I have been at the Academy since 2000, I started as an unqualified teacher and was supported through the Graduate Teacher Programme. Very soon after I gained my QTS, opportunities arose to get into new roles. I started as Gifted and Talented Coordinator, then I became Head of Department for PE and then I wanted to develop into a pastoral role where I became a House Leader. Then came the opportunity to become an Assistant Principal and I was encouraged to go for that role so I took the leap and now I'm the Assistant Principal for Personal Development, Behaviour Management and Welfare. There is a whole range of CPD on offer with a dedicated Teaching and Learning team who will provide personalised CPD, personalised areas for development for members of staff. In addition to that, they have a number of courses they provide, I've gone on the 'Outstanding Teacher Programme' and developed my own teaching and helped me feel secure in the position I was in. Stockwood Park Academy have already begun supporting with my next step up moving into a Deputy Head or Vice Principal role."

Iain Temple, Assistant Principal for Personal Development, Behaviour Management and Welfare.

"Since the first day I walked into my interview and over the past 4 to 5 years, Stockwood Park Academy have provided many opportunities to me. They have been really supportive, the in-house CPD sessions they provide, the leadership from above and the supportive nature of the teams that I have been a part of has really helped me develop my professional conduct, my character and my ability as a teacher and leader."

Joel Toomer, Curriculum Leader for Humanities

JOB DESCRIPTION

Job Title: Examinations Invigilator

Responsible to: Examinations Officer

PURPOSE OF POST:

To ensure the smooth running of examination process.

PRINCIPAL RESPONSIBILITIES:

1. Ensure the Conduct of pupils is in accord with the school's requirements and that vigilance and silence is maintained throughout the examination.
2. Safeguard the health, safety and welfare of pupils in the examinations room and make aware to the Examinations Officer any problems that arise.
3. Ensure the effective use and availability of resources.
4. Supervise the examination in accord with the laid down regulations stipulated by the Joint Council of Qualifications and guidance of the Examinations Board, e.g. times, materials allowed, SEN pupil requirements etc.
5. Follow procedures agreed with the school on the security of the process and be responsible for specific duties/tasks as advised by the Examinations Officer.
6. To handle incidents and malpractice during examinations as per the guidelines issued to Invigilators and assist the Examinations Officer in putting together subsequent reports, as required.
7. To supervise clash candidates over lunch times and breaks where required.
8. To ensure attendance at meetings and training events conducted by the Examinations Officer.

DIMENSIONS:

Supervisory Management: None

Financial Resources: None

Physical Resources: Possibility of Laptop computers and/or other aids/equipment for SEN pupils

Other: None

CONTEXT:

Invigilators have the prime responsibility for the smooth and effective conduct of examinations. Invigilators will need to exude a confidence and authority, be suitably dressed and conduct themselves in a manner appropriate to an examination environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Physical Effort: N/A

Working Environment: N/A

'The School is committed to safeguarding and promoting the welfare of children and expects all staff 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.'

Person Specification

This acts as the selection criteria and gives an outline of the type of person and the characteristics required to do the job.

Essential: without which candidate would be rejected

Desirable: useful for choosing between two good candidates

| Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria. | | | | |
|--|---|---|---|--------------|
| Attributes | Essential | How Measured | Desirable | How Measured |
| Experience | | | Experience of working in an education/training environment. | 1,2 |
| Skills/Abilities | Able to give clear and concise guidance. | 1,2 | Knowledge of I.T. systems/packages. | 1,2 |
| | Able to use initiative. | 1,2 | | |
| | Able to exercise good judgement. | 1,2 | | |
| | Basic literacy and numeracy skills. | 1,2 | | |
| | Able to follow guidelines, and procedures. | 1,2 | | |
| | Able to address health, safety or welfare issues. | 1,2 | | |
| | Able to work effectively as part of a team. | 1,2 | | |
| | Equality Issues | Able to identify and act on discrimination. | | |
| Specialist Knowledge | | | | |
| Education and Training | | | | |
| Other Requirements | Ability to work flexibly, by agreed hours on a casual basis | 1,2 | | |

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The postholder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)
- (iv) Code of Conduct

'The School is committed to safeguarding and promoting the welfare of children and expects all staff 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