

Exam Invigilator

at Durham Sixth Form Centre

Applicant Information Pack

Start date: 15th April 2024



Welcome

It is with great pleasure and enthusiasm that I extend a warm welcome to you from our academy trust.

Providence Learning Partnership is a new trust, initially established with Durham Sixth Form Centre who will be joined by Durham Mathematics School in the near future. Based in Durham City centre, Durham Mathematics School will be a specialist academy for A level mathematicians who also have a keen interest in physics and / or computer science. We continue to work very closely with the Department of Education and Durham University in realising DMS and look forward to making further announcements about it in the coming months.

Our academy trust is dedicated to empowering students to become lifelong learners, critical thinkers and compassionate leaders. We value:

- High quality, inspirational teaching and learning.
- Excellent support, care and guidance.
- Personal and professional integrity.
- Ambition and progress for our students, our communities and ourselves.

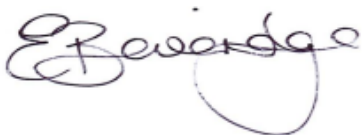
Together, we embark on a journey that prioritises academic achievement, nurtures talent, and promotes a holistic approach to education. Through collaboration, dedication, and a shared vision, we aspire to create an environment where every individual can thrive and reach their fullest potential. Our students are placed at the heart of our decision making which is reflected in our Vision:

1. Ensure the students within our trust continue to **achieve above the National Average** and are able to successfully progress as a result of the high quality, inspirational teaching and learning which we value.
2. Establish our academy trust with an emphasis on **wellness, resilience and challenge**, developing the skills needed to thrive in a dynamic, innovative and ever changing educational landscape.
3. Lead and champion excellence in post-16 education through extensive and sustainable **partnership networks**.

Our collective efforts continue to shape the future of our education provision, embracing diversity, inclusion, and the pursuit of knowledge. As a community, we value the input, creativity, and expertise of each member, understanding that it takes a collaborative effort to create an exceptional educational experience.

I encourage you to actively engage, share your ideas, and contribute your skills to our shared mission. Together, let us inspire, support, and empower one another, laying the foundation for a brighter tomorrow.

Once again, welcome to Providence Learning Partnership. I am excited about the possibilities that lie ahead and look forward to the incredible journey of growth and success that we will potentially undertake together.



Ellen Beveridge
Chief Executive



Dear Applicant,

Welcome to Durham Sixth Form Centre and thank you for your interest in the advertised post. I hope the following information gives you an insight into our academy.

Durham Sixth Form Centre is a large post-16 provider based in the North East of England, with approximately 1,800 students on roll. We are situated in the middle of Durham City centre, a couple of minutes walk from both the bus and railway stations. Students generally enrol at Durham Sixth Form Centre from over 60 different secondary schools from across County Durham, Sunderland and into Northumberland.

We were inspected by Ofsted on 1st and 2nd March 2017 and are delighted with the outcome. We are an 'outstanding' post-16 academy. Our students have an excellent record of success, which they work hard to achieve. Trends over time demonstrate the following headlines:

In academic qualifications:

- Progress (VA), when measured, has been consistently above the National Average (NA) and has continued to improve over time.
- A level average point score (APS) is significantly above the NA and in the top 12%.
- A level AAB grades are in the top third percentile nationally.

In applied general qualifications:

- Progress (VA) has been consistently above the NA.
- Progress (VA) has improved consistently and is ranked in the top 4% of schools and Academics nationally.
- Overall attainment (APS) is consistently above the NA.

Our award winning Careers, Progression and Aspirations team is renowned for their success in supporting students' progression achievements whether that be to competitive universities and courses, higher and degree apprenticeships, further study or employment.

We recently celebrated 110 years in education. We are housed in various buildings, often referred to as a mini university setting. Our site comprises a 1913 former girls' grammar school, which was converted to sixth form accommodation in 1983. In addition to the original building, there is now a science specific wing; a 200 seated theatre; our Hunter resource centre; visual arts centre and Freeman's Quay leisure centre. In 2019, we expanded further to include our digital media centre, which houses a grab-and-go café, conference facility, TV studio, small cinema room and additional classroom space. We also have a dedicated Art Gallery on site, the Dead Dog Gallery, with an ever changing exhibition and community programme in place.

Through sustained effort, and a clear focus and direction, Durham Sixth Form Centre is a truly embracing and dynamic organisation. We are committed to promoting the principles of equal opportunities and we aspire to an environment where all our students and employees can develop their potential. We have a strong professional development programme and have achieved CPD Mark accreditation, Investors in People Gold and Governor Mark among others. Our most recent Ofsted inspection report said 'The Headteacher and the highly skilled leadership team have established a culture in which students flourish and grow. Consequently, there is a healthy appetite for learning and achievement in an environment that demands high expectations for academic, vocational and personal excellence'.

Our academy operates according to the Values of our trust which we feel help to determine the culture, ethos and atmosphere of Durham Sixth Form Centre.

If you are energetic and passionate about post-16 education and have the skills and aptitude required for the role then we would welcome your application and look forward to hearing from you.

A handwritten signature in black ink that reads 'Jo Lain'.

Jo Lain
Principal



Exam Invigilator

- Vacancy (including application process)
- Job Description
- Person Specification
- Staff Benefits



Vacancy

Position:	Exam Invigilator
Hours of work:	As required
Contract:	Casual
Salary:	Grade 1 SCP 3, £10.79 per hour
Start date:	15th April 2024 or as soon as possible

Recruitment Dates

Application Closing Date: 10am on Thursday 14th March 2024

Interview Date: TBC

Advert

This is an exciting time to join Durham Sixth Form Centre; we are an oversubscribed post-16 institution; our results are significantly above National Averages; we are expanding our premises; we have gained external recognition and national awards for our work.

We know that the very best way to continue to provide outstanding education is to ensure our teaching staff and support staff are outstanding. With this in mind we wish to appoint a reliable and punctual exam invigilator, who is able to provide an efficient and effective invigilation support service to the examination department and ensure the integrity of its examinations.

The successful candidate will play a key role in upholding the integrity of the examination/assessment process. They will carry out duties as specified within JCQ regulations. (JCQ Checklist for invigilators issued annually once released by JCQ). This role involves effectively working with the exams team and directly with our students to ensure that all students are given an equal and fair opportunity to undertake their exams in a professional manner. It is a role that requires an individual that demonstrates flexibility, adaptability and a range of practical and people skills.

Under management of the Exams and Returns Manager the Exam Invigilators will be responsible for supporting all internal / external examinations ensuring they run smoothly. No prior experience in exam invigilation is necessary as all training will be provided. We are particularly interested in applicants who are available any day of the week (Monday – Friday). You may only want to work mornings or afternoons, once or twice a week. This job can be flexible around your needs.

They must also have the ability to communicate effectively with staff and post-16 students and their parents; and be committed to working in an inclusive environment in support of the values, vision, purpose and direction of Durham Sixth Form Centre.

The Application Pack is available on our website <https://www.durhamsixthformcentre.org.uk/vacancies/>

Application Process

Applicants should submit the following information on, or before the closing date:

- A completed Application Form using the GoogleForm which can be found by clicking [APPLY NOW](#)
- A supporting Letter of Application of a maximum of no more than two sides of A4, which includes information **under the following titles:**
 1. Why are you interested in applying for the role?
 2. How would your skills meet the needs of the post?
 3. How would you best describe your personal qualities?
 4. What 'extra' would you bring to the role if appointed.

Note: The supporting Letter of Application should be uploaded in the relevant section on the GoogleForm.

Additional Information

Providence Learning Partnership:

- Ensures all appointments are subject to an enhanced DBS check, satisfactory medical report and satisfactory references.
- Is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share in this commitment.
- Is an equal opportunity employer.
- Operates a strict no-smoking policy.

Job Description

Schools rely on the professional input and expertise of a range of staff. 'Support staff' is a generic title for all staff who do not teach. Some support staff work alongside teachers and some work behind the scenes to ensure that there is an efficient infrastructure within our academy which supports effective teaching and learning to take place. Support staff contribute in many ways, directly and indirectly, to student outcomes and the academy's Ofsted judgement and are integral to both. Approximately half of all of our employees are support staff.

Job Title: Exam Invigilator
Contract: Casual
Scale: Grade 1 SCP 3, £10.79 per hour
Responsible to: Examinations and Returns Manager

Summary of the Key Areas of Responsibility:

1. To provide support for students, teachers and the curriculum via the invigilation of examinations.
2. To provide essential exam day duties: before examination duties (Specific to Durham Sixth Form Centre).
3. To provide essential exam day duties: during examination duties (Specific to Durham Sixth Form Centre).
4. To provide essential exam day duties: after examination Duties (Specific to Durham Sixth Form Centre).
5. To provide support for examination preparation.
6. To provide support for examination administration.

Key Areas of Responsibility	Brief Outline
1. To provide support for students, teachers and the curriculum via the invigilation of examinations.	<ul style="list-style-type: none"> ● To assist with the preparation of the examination room, ensuring JCQ requirements are met. ● To maintain the confidentiality of examination documentation. ● To ensure scripts and associated documentation and equipment and securely despatched to Examination Boards or the Examination Manager to return the secure storage facility. ● Promote a positive and calm working environment for all students and treat all pupils and colleagues with professional respect. ● To report any security concerns to the Examination Manager. ● To be aware of the Emergency Procedures, should they occur, during an examination and assist in the evacuation procedure. ● To work within a team, supporting colleagues in their associated roles. ● To be a role model to pupils in speech, dress, behaviour and attitude. ● To assist Senior Invigilators in their roles.
2. To provide essential exam day duties: <u>before</u> examination duties (Specific to Durham Sixth Form Centre).	<ul style="list-style-type: none"> ● Registers, Access Arrangements information, seating plans and cards to be collected from the Examination Office. ● Exam room to be set up before papers are distributed. Cards checked against registers, seating plans should be used for guidance. ● Exam papers to be checked then placed on exam desks along with necessary stationery. ● All required signs are displayed, including JCQ regulations. ● Ensure all candidates are able to see the board detailing instructions and a clock for timings. ● Candidates allowed access to the exam room, having their ID card checked on entry, also being checked for banned items and inappropriate clothing. ● As Candidates enter there must be at least one invigilator at the front and one invigilator at the back of the room. ● Invigilators must prevent candidates from any communication once in the exam room. ● To ensure students do not have in their possession any items forbidden in the examination environment i.e. books, papers or technological equipment unless specified by the examination board.

<p>3. To provide essential exam day duties: during examination duties (Specific to Durham Sixth Form Centre).</p>	<ul style="list-style-type: none"> ● Communicate to the Examination Office as soon as possible any absent candidates. ● Complete a precise seating plan for the exam room once all candidates have started. ● To supervise and monitor students during examination periods, this will include ensuring you can see all candidates. ● Update the Examination Office of late arrivals/ongoing absentees. ● Inform the Examination Office of any candidates' unusual behaviour i.e. not attempting exam papers.
<p>4. To provide essential exam day duties: <u>after</u> examination duties (Specific to Durham Sixth Form Centre).</p>	<ul style="list-style-type: none"> ● All Exam scripts and papers for finished exams to be collected before candidates are allowed to leave the exam room. ● Candidates exit the exam room in complete silence, to be monitored and reminded as appropriate. ● Exam scripts to be sorted and checked against the exam room register in the exam room. ● Once all roomings are finished for the specific exams complete the official register and bag exam scripts. ● Exam Scripts to be forwarded for despatch to the general office or returned to the exam office for storage in the secure facility.
<p>5. To provide support for examination preparation.</p>	<p>Prior to busy exam periods, Invigilators may be required to assist in preparation to enable exams to run effectively. Examples of preparation are:</p> <ul style="list-style-type: none"> ● Preparation and checking desk identification cards. ● Preparation and checking examination registers and papers. ● Collation of exam stationery for specific exam requirements. ● Preparation of exam packs for invigilators - including all appropriate equipment and signage needed (internal signs and JCQ signs)
<p>6. To provide support for examination administration.</p>	<p>Other than prior to or during exam seasons there may be examination administration tasks. e.g.</p> <ul style="list-style-type: none"> ● Collation and checking of exam certificates in preparation for issue to candidates.
<p>What To Do If</p>	<ul style="list-style-type: none"> ● You believe that any suspected malpractice is taking place, please inform the Examination and Returns Manager immediately. ● You are the sole invigilator in an exam and need assistance please contact the exam office in the first instance then try the general office (0191 3830708).
<p>Contract Of Employment</p>	<p>Contractual employment for the role of 'Exam Invigilator' complies with the terms of conditions of a casual worker, and are employed on a 'as and when needed' basis. The term casual worker refers to temporary work falling within one of the following definitions:</p> <ul style="list-style-type: none"> ● which occurs once for a short period of time; ● which occurs more often but on an irregular or unpredictable basis; ● where there is no obligation on the authority/school to offer work, and no obligation on the individual to accept it. <p>Whilst casual workers receive pay for actual hours worked, they are also entitled to some of the same terms and conditions as permanent employees of a local authority. Importantly, this includes the accrual of paid annual leave entitlements for casual staff.</p>
<p>Modelling</p>	<ul style="list-style-type: none"> ● To model the values, ethos and vision of the school in pursuit of excellence and equity, valuing individual achievement. ● To help build, communicate and implement a shared vision. ● To role model and actively promote high expectations for all members of the school community through your role within the structure. ● To contribute to the efficient management of school routines. ● To be an appraisal team member in line with school policy. ● To be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by individual action/inaction.
<p>Training/Qualifications</p>	<ul style="list-style-type: none"> ● The employee will be expected to undertake on-going research to develop their knowledge base and will undertake any CPD, inset and qualifications as deemed necessary by the Headteacher. ● Where formal qualifications are identified the employee will be required to sign an agreement to reimburse the school of any training costs incurred if the employee leaves before qualification and/or if they leave before a period to be specified after qualification.

Person Specification		Essential	Desirable
Qualifications and training			
1.	No specific educational qualifications are required but basic numeracy and literacy skills should be demonstrated.	✓	
2.	First Aid experience		✓
Role specific experience and knowledge			
3.	Experience in an administrative role.		✓
4.	Excellent organisational skills with the ability to work to a high degree of accuracy with attention to detail, with energy and drive.	✓	
5.	Experience of working within an educational environment		✓
6.	Ability to work as part of a team, respecting confidentiality.	✓	
7.	Experience of working with young people, parents and other stakeholders.		✓
8.	Aptitude to evaluate, monitor and prioritise work with minimal supervision whilst meeting deadlines.	✓	
Skills			
9.	Ability to deal with delicate, difficult and confidential situations.	✓	
10.	Proactivity and ability to take a lead when necessary.	✓	
11.	Self-motivated and able to use own initiative.	✓	
12.	Ability to integrate into a team environment.	✓	
13.	Communication skills with adults and students.	✓	
14.	ICT competency including use of spreadsheets.		✓
Personal Qualities			
15.	Clean and smart appearance.	✓	
16.	Outstanding interpersonal and relationship building skills.	✓	
17.	A commitment to upgrading skills.	✓	
18.	Able to work to own initiative and deal with unexpected problems.	✓	
19.	Exemplary health, attendance and punctuality.	✓	
Commitment, equalities and safer recruitment			
20.	Commitment to upholding and promoting the trust values with honesty, loyalty and fairness.	✓	
21.	Promote and safeguard, at all times, the welfare of children and young adults.	✓	
22.	Demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the appropriate policies.	✓	
23.	Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with young people and colleagues.	✓	

Staff Benefits

Pension scheme

All contracted members of staff will be automatically enrolled into either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate).

National terms and conditions

We offer national terms and conditions in line with the School Teacher's Pay and Conditions document (STPCD) and Burgundy Book for teachers or the NJC Green Book for support staff.

Training and development

Professional development opportunities aimed at the continuous process of enhancing your skills, knowledge and competencies discussed with your appraiser on an individual basis.

City centre parking

Durham City Centre barriered private parking for staff whilst at work which extends to free all year round parking, 24 hours a day, 7 days a week, 365 days a year.

Staff wellbeing working group

For the staff, by the staff, our wellbeing working group meet at least 3 times a year and is open to all members of staff. To date the group has raised money for charity, built a Staff Wellbeing portal, organised socials, sporting events and family days out.

Healthcare services

All staff benefit from a range of comprehensive health and wellbeing services including: GP service which gives staff the access to a General Practitioner around the clock, 24/7, access to nurse support services and physiotherapy provided face-to-face at times, dates and locations convenient to our staff.

Live webinars

Online webinars for Mental Health First Aid and Stress Coaching are available to staff which run frequently throughout the year with a choice of dates and times.

Health and Wellbeing

Free Flu vaccines, menopause counselling and access to financial wellbeing coaches through our staff absence insurance policy.

Daily breakfast

We provide a selection of hot drinks, cereals, croissants, toast and jams complimentary each morning in the refectory for staff and students.

Lifestyle

Our lifestyle benefits include shopping discounts with hundreds of online and high street retailers, discounted gym membership and cycle to work schemes.



Durham Sixth Form Centre is part of Providence Learning Partnership which is a company limited by guarantee [Companies House Number: 11652271] and an exempt charity registered in England and Wales.