



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER



DEYES
HIGH
SCHOOL

LYDIATE
LEARNING TRUST

Applicant Information Pack

Exam Invigilator

Deyes High School



Start Date:

Seasonal work

Salary:

£12.26 per hour plus holiday pay

Contract Term

Casual

Welcome from the Head of School



Dear Applicant,

Thank you for your interest in the position of Exam Invigilator. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Deyes High School is proud to have been the founding school in Lydiate Learning Trust. As a Trust we are expanding and working together across both the primary and secondary sectors with the ambition of becoming outstanding. Our place in Lydiate Learning Trust enables us to benefit from a wealth of collaboration in all aspects of school life, from leadership and teaching and learning to professional development and our people strategy.

Deyes High School is a vibrant, ambitious and oversubscribed school. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

In April 2024, our new state of the art building was completed and is now fully operational. Staff and students are now benefitting from our modern building which spans three floors and boasts a host of state-of-the-art facilities, including high-tech classrooms, specialist science laboratories, a learning resource centre, an art studio and a multi-use games area. Our new building is net zero carbon in operation, with photovoltaic panels for solar power, hybrid natural vent units and three air source heat pumps. When Phase Two is completed in August 2025, the school grounds will include large playing fields and sports pitches, a wildlife garden, a nature trail, and a habitat area to support learning and promote wellbeing for our 1,400 students.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Deyes offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Deyes High School, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Warmest wishes,



Victoria Beaney
Head of School

About Us

Our **mission** is to engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passions. We aim to **Engage, Enable** and **Empower** all learners, young and old, across Lydiate Learning Trust to ensure our schools are outstanding.

Our Values

Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.

Our Aims

We pride ourselves on our values and always try to do what is right, so that all learners reach their full potential, regardless of their starting point.

ENGAGING

1. Engaging with all learners, breaking down barriers, to develop an intrinsic love of learning.
2. Engaging with staff so that they are highly valued and listened to.
3. Engaging with families so they can work alongside their child and school on the learning journey.

ENABLING

1. Enabling all of our staff, and those in other academies, to reach their potential through effective CPDL, providing first class quality experiences for all.
2. Enabling a happy, safe, supportive environment for all.

EMPOWERING

1. Empowering learners to take personal responsibility for their future, with a lifelong love of learning.
2. Empowering learners with the tools for academic success and happiness.
3. Empowering learners to develop the self-esteem and confidence which are necessary for a full and happy life.
4. Empowering learners to have a pride in their work, respect for their surroundings and good relationships with others at school and in the local and wider community.
5. Empowering leaders at all levels to lead ethically, with high levels of perseverance, proficiency and integrity.
6. Empowering the wider community to work alongside us to our mutual benefit.

We can we offer you

At Lydiate Learning Trust, we take pride in our inclusive culture. We believe in recruiting talented and capable individuals, developing them to achieve their career ambitions, and thereby engaging, enabling, and empowering our young people. Our staff play a crucial role in ensuring the future success of our students and our Trust. We are proud to have created an environment that prioritises young people and fosters growth and development for all.

Lydiate Learning Trust is forward-thinking, and if you join our team, your professional development will be as important to us as it is to you. We aim to equip our staff to deliver their best by offering a generous benefits and training package. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jobs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward

Safeguarding

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment and maintain a vigilant and safe environment.

All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures. All posts are subject to an enhanced DBS check and medical clearance.

Equal Opportunities

Lydiate Learning Trust is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [Equal Opportunities in Recruitment Monitoring \(Page 1 of 6\)](#) form which can be found on our Careers Homepage

How to apply

If you are interested in joining us on our journey, please apply by completing the online application form on TES or via our website [Current Opportunities – Lydiate Learning Trust](#)

Job Description – Exam Invigilator

Purpose	<ul style="list-style-type: none"> To supervise examinations in accordance with the procedures, guidelines and regulations for the integrity and security of examination papers under the direction/instruction of senior staff. To remain vigilant at all times during the test / examination periods so that all students have a fair and equal chance of completing the test / examination within the designated time.
Reporting to	Examinations Officer
Salary	£10.50 per hour
Working Time	The Lydiate Learning Trust employs invigilators during its examination periods. The majority of examinations take place in May and June, but there are also some at other points of the year. This role is casual and invigilators are invited to work as and when exams are taking place.

Core Duties	
Administration	<ul style="list-style-type: none"> Completion of attendance lists and seating plans. The checking of students' materials to ensure that names and relevant numbers have been entered correctly and completed where necessary. To brief students at the beginning of all tests and examinations, stressing expected behaviours and procedures to be adhered to. To report any malpractice incidents to the appropriate member of staff, complete any written reports where necessary.
Organisation	<ul style="list-style-type: none"> To maintain quiet in the examination room and the immediate vicinity in adherence with the Joint Council for Qualifications (JCQ) rules. Ensuring electronic devices not relevant to the examination are switched off and are stored in accordance with the Joint Council for Qualifications (JCQ) rules. To ensure the correct students enter the examination room. Dealing with students who arrive late in accordance with procedures and Joint Council for Qualifications (JCQ) rules. Distribute and collect examination papers and materials to/ from the relevant students. To escort and supervise students with examination clashes between examination rooms and over lunchtimes as required. To escort and supervise students to allocated areas in emergency situations. Supervision of student scribes/readers to ensure that unauthorised communication does not take place with the student during the examination. Handling any malpractice incidents in accordance with procedures. To handle questions from students in accordance with procedures and Joint Council for Qualifications (JCQ) rules and to seek assistance from a senior member of staff where required. To assist with student first aid/welfare duties as required. To release students who complete examinations before others and maintain quiet vigilance in the examination room at all times.
Resources	<ul style="list-style-type: none"> Prepare the designated room for the examination, ensuring displays or materials are covered/removed.

Core Duties

- Obtain and return examination papers and materials from the examination office/department.
- Responsibility for the security and safety of examination papers and materials outside of the examination office/department.
- Summon assistance, when required, from relevant members of staff.

Support for the school

- Be aware of, and comply with, school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support individual differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development / improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Participate in training activities as required.

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification – Exam Invigilator

E = Essential

D= Desirable

Qualifications & Training	
<ul style="list-style-type: none"> Have achieved or be working towards a Level 2 qualification or equivalent in Maths and English. 	D
Experience	
<ul style="list-style-type: none"> Experience of general clerical/administrative work. 	D
<ul style="list-style-type: none"> Previous experience working in a school setting or with young people. 	D
<ul style="list-style-type: none"> Awareness of safeguarding principles. 	E
Skills/Knowledge/Aptitudes	
Communication	
<ul style="list-style-type: none"> Appears confident when communicating with others. Writes in a clear, factual and logical way. 	E E
Team working	
<ul style="list-style-type: none"> Shows an interest in others, taking time and effort to get to know people and has a willingness to help others. Does not work in isolation, sharing information and keeping others up to date. Takes time out to listen, explain and provide constructive feedback. 	E E E
Organisational Awareness	
<ul style="list-style-type: none"> Understands how own job contributes to the school's activities. 	E
Adaptability	
<ul style="list-style-type: none"> Understands the need for, and the effects of, change and is able to adjust style and way of working taking others into account. Learns from experience. 	E
Use of Technology	
<ul style="list-style-type: none"> Has knowledge of, and is able to use, the range of technology within own workplace (e.g. PCs and laptops including standard software). Has a willingness to remain proficient as the technological needs of the school change. 	D D
Professional Values & Practice	
<ul style="list-style-type: none"> The ability to build and maintain successful relationships with students and adults, treat them consistently, with respect and consideration. Ability to improve your own practice through observations, evaluation and discussion with colleagues. 	E E
Essential Requirements	
<ul style="list-style-type: none"> Requirement to complete the Invigilators' Induction Programme. 	E
<ul style="list-style-type: none"> Positive recommendation from all referees, including current employer 	E
<ul style="list-style-type: none"> Enhanced DBS 	E