



READING BLUE COAT SCHOOL

JOB PROFILE INFORMATION PACK

EXAMINATION INVIGILATOR (PART TIME, CASUAL)



Closing date for applications: Until posts are filled

Applications must be made on a School Support Staff Application Form, which can be downloaded from our website "Vacancies" page <http://www.rbc.org.uk/vacancies/>

This should be submitted, together with your CV and letter of application, by email to recruitment@rbc.org.uk. You will be required to sign and date this form in person if invited to attend an interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.



READING BLUE COAT SCHOOL

BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school with 760 pupils. Boys aged 11 – 18 and girls aged 16 – 18. The School was founded in 1646 by Richard Aldworth, a merchant of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital.

In 1947, Reading Blue Coat School moved to the magnificent 46 acre estate of Holme Park in the Berkshire Thames side village of Sonning, four miles east of Reading, where it remains today. The ethos of the School derives from its Christian foundation and traditions, fostering care and consideration within the community. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The School employs in excess of 170 salaried staff, of whom about 50% are academic staff.

FACILITIES

The School enjoys excellent facilities and continues to invest in the site.

Key developments over the past five years include;

- the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches;
- the Sixth Form Centre;
- a Psychology and Geology Centre;
- a riverside boathouse;
- an IT Centre;
- a Design & Technology Centre;
- a Drama Studio;
- and various other amenities have been completed.

The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building.

The Governors have further ambitions for the School and we have planning permission for the next phase in our development which will include:

- a new Grounds, Maintenance and Activities Centre;
- a new Performing Arts Centre.

ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this



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range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics and French in Year 7, Languages in Year 8 and Science in Year 10.

Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.

In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies in Year 10.

In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Government and Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers and the School's own UP (university preparation) programme. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.

The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2017 academic results were impressive; the A Level results were Blue Coat's best ever with 82.7% achieving A*-B and at GCSE the School has achieved 90% A*- B five years running.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2017 just under 90% of students achieved places at their preferred university.

PASTORAL

Pastoral care focused on the individual is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy, and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through music, sport, drama and public speaking.

SPORT

Reading Blue Coat has an enviable reputation both locally and nationally for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential – physical fitness and skill, teamwork and learning how to win and lose. Sports are coached to a very high level while providing for, and encouraging, those for whom participation rather than excellence is important. Major sports are athletics, cricket, football, rowing, rugby and girls' hockey and netball. Other competitive sports include, but are not limited to, badminton, basketball, boys' hockey, cross country, golf, tennis and touch rugby.

DRAMA, MUSIC AND THE ARTS

Reading Blue Coat School has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at Reading Blue Coat are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music



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is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summer time" – an outdoor festival of the arts, and other eclectic events that take place across the year.

CO-CURRICULAR

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat School offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh, Young Enterprise, Film Club, Archery, Creative Writing and Journalism.

COMMUNITY

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by our founder, Richard Aldworth. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports. Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Further afield, the School has an established partnership with a school in Ghana.

Further information is available on the School's website at www.rbc.org.uk.

Contact for questions about careers at the School and the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU or by email to recruitment@rbc.org.uk



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JOB DESCRIPTION

EXAMINATION INVIGILATOR (PART TIME, CASUAL)

Line Manager: Examinations Manager

Department: Examinations

Main Purpose of the job:

To oversee and supervise public and internal school examinations, ensuring they are carried out according to the guidelines and regulations set out by the JCQ (Joint Council for Qualifications). This allows each candidate to sit the exam in the same conditions as other candidates throughout the country.

MAIN RESPONSIBILITIES

The main responsibilities fall into four sections which are as follows;

- Before the exam.
- At the start of the exam.
- During the exam.
- At the end of the exam.

BEFORE THE EXAM

- Pick up stationery boxes from the exam office.
- Put up regulation notices and clocks in the exam room.
- Set out seating labels in accordance with the seating plan.
- Ensure the correct papers are given to the correct candidates.
- Write the centre number and exam times on the white board.
- Set out answer booklets on desks before candidates are allowed to enter, unless candidates are to write on the question paper/booklet.

AT THE START OF THE EXAM

- Ensure that candidates' bags and coats are left in the designated location and not next to or with the candidates.
- Register candidates into their seats, as according to the seating plan.
- Read regulations and procedures set out by the exam board to candidates.
- Ask if any candidate has a mobile phone in their possession and to hand it in immediately.
- Read subject specific instructions to candidates if necessary.



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DURING THE EXAM

- Supervise all aspects of the exam and remain vigilant throughout.
- If a candidate arrives late, warn them that the exam board may not accept their script.
- If a candidate requests to leave the exam room for a bathroom break, they must be accompanied at all times and name and time noted down on invigilation sheet.
- If suspicion arises that a candidate may be cheating in some way, speak to the Senior Invigilator.
- All instances must be recorded, including late arrivals, cheating, mobile phones etc.
- Ensure candidates stay for the full duration of the examination.

AT THE END OF THE EXAM

- Ensure all scripts are collected in candidate order.
- Collect all exam papers before candidates are allowed to leave the exam room.
- Dismiss candidate's one row at a time, after all scripts/answer booklets and question papers have been collected.
- Return all scripts and exam material, boxes, notices, clocks to the Exam Manager.

Additional Duties:

1. To follow all Health and Safety Policy guidelines and policies as stated within the school's Health and Safety Policy.
2. To act professionally and with good conduct at all times.
3. The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.

Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.



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PERSON SPECIFICATION

EXAMINATION INVIGILATOR

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Essential Skills, Qualifications and Attributes:

- Ability to touch type (to be a scribe for eligible students).
- Good command of English (written and spoken).
- Ability to handle confidential documents responsibly.
- Good attention to detail.
- Ability to remain observant and vigilant throughout the examination.
- Ability to stay calm under pressure.
- Excellent reliability, punctuality and flexibility.

Desirable Skills, Qualifications and Attributes:

- Previous experience of exam invigilating desirable although not essential as full training will be provided.
- Familiarisation with the document 'Guidelines to Students sitting Public Examinations' (will be provided).



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SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- Contract Status: Casual worker, term-time-only.
- Salary: £12 per hour (including holiday pay).

If employed by the School, salary is paid by bank transfer on the 25th of the month, or next working day thereafter, throughout the year.
- Place of Work: Reading Blue Coat School, Sonning on Thames, Berkshire
- Working hours: The main examination periods are January/February, April/May/June and November. Applicants must be fully flexible and available throughout these key months.
Morning examinations start at 9:00 am.
Afternoon examinations start at 1:30 pm.
You will be required to report for duty to help set up the Examination Hall, this could be up to one hour prior to the start and stay 10 minutes afterwards to wrap up at the end of the exam. Flexibility is essential and you may be required to stay an additional 1 hour after the main examination has finished.
- Meals: Lunch and refreshment are provided free by the School.
- Parking: Free Car parking is available on site
- Sports facilities: Membership of the School Sports Centre with access to fully equipped gym and swimming pool

Full details and terms and conditions of employment will be issued if an offer of employment is made.



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POLICY STATEMENT

CHILD PROTECTION and DATA PROTECTION

- Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people.
- The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

Interview

- The selection process will test and assess the above issues. As required by regulation, the interview will be based on;
 - 'competency questioning',
 - and where appropriate will address: the candidate's attitude towards children and young people;
 - his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
 - gaps in his/her employment history;
 - Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:
 - motivation to work with children and young people;
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people;
 - emotional resilience in working with challenging behaviours;
 - Attitudes to use of authority and maintaining discipline.

Recruitment, selection and disclosure policy and procedure

- Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Policies" page.

Data Protection

The School will process personal data in accordance with the Data Protection laws and its Privacy Notices. If you wish to read our privacy notices and how we handle your data please follow this link: <https://www.rbc.org.uk/privacy-notices/>