



# Notre Dame

CATHOLIC SIXTH FORM COLLEGE

www.notredamecoll.ac.uk  
enquiries@notredamecoll.ac.uk

0113 2946644

Principal: Justine Barlow

## EXAMINATION INVIGILATOR

(Casual, part time work

Variable (between 8.00 am – 5.30 pm), according to examinations' timetable.)

**Rate of pay:** £9.00 per hour, inclusive of holiday pay.

### Exam Invigilation at Notre Dame Catholic Sixth Form College

We are seeking to recruit Exam Invigilators on a casual part time basis over examination periods for predominantly 'A' level students (age range 16-19 year olds). We are therefore looking for reliable, attentive and conscientious invigilators who would like to be a part of our exam invigilation team at an outstanding Sixth Form College. Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

**Reporting to:** Examinations Office Staff/Head Invigilator

**Main Purpose of Job:** To ensure the fair and proper conduct of examinations in an environment that enables students to perform at their best.

### Main Duties and Responsibilities:

To support the Examinations Office Staff/Head Invigilators with the day-to-day operation of examination venues. This activity may include:

1. assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
2. closely following and enforcing exam procedures and regulations;
3. assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
4. ensuring that candidates do not talk once inside examination venues;
5. invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
6. checking attendance during examinations;
7. recording details of late arrivals and early leavers and collecting scripts from early leavers;
8. escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
9. escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;



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10. collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;
11. supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

## To assist Examinations office staff/Head Invigilators with other examination processes. This may include:

1. assisting with the packing of examination papers, stationery (**sometimes heavy**) and equipment prior to the examinations and the delivery to and from venues as appropriate;
2. scribing for students with special needs.

**The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.**

## Examination Invigilator Person Specification

Referees will be asked specifically to comment on the attributes below.

The ability to meet the person specification will be verified by the application, interview, task, certificates and references as appropriate.

## PERSONAL AND PROFESSIONAL REQUIREMENTS

### Method of Assessment

A = Application I = Interview T = Task C = Certificate/s R = References

### ESSENTIAL CRITERIA

### Method of Assessment

ESSENTIAL CRITERIA	Method of Assessment
Ability to work under pressure	A, I, R
Flexible, available at main examination times	A, I, R
Work on own initiative or as part of a team	A, I, R
Reliable and punctual	I, R
Conscientious and accurate	A, I, R
Responsible	A, I, R
Good IT skills	A, I, R
Good communication skills	A, I, R
Good literacy skills	A, I



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## DESIRABLE CRITERIA

## Method of Assessment

Experience of working in an educational environment	A, I, R
Previous invigilation experience	A, I, R
Experience of working with young people	A, I, R
Proven administrative skills/experience of dealing with paperwork	A, I, R
Level 2 Maths and English or equivalent	A, C

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage, we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification** and ***you should address these clearly in your application.***

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

**Completed applications should be returned via the TES Portal.**

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

## About Notre Dame Catholic Sixth Form College



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We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2000 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

## An Outstanding College

We are Ofsted grade 1 Outstanding and have a sustained track record of outstanding results at A level and BTEC/CTEC as measured by ALPs, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

## Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors.



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The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this for example, students at the College are encouraged to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Health and Social Care students; the Medevs (medical, dentistry and veterinary science enrichment group) and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first-class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

## Staff at Notre Dame Catholic College

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

## What our staff say about Notre Dame Catholic College

Teacher of Law

*'I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.'*

## Head of Department

*'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'*

## Course Leader

*'I am new to the College and I have found everyone to be so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'*



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## Teacher of Health and Social Care

*'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'*





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## WHAT OUR STUDENTS SAY ABOUT NOTRE DAME CATHOLIC SIXTH FORM COLLEGE.



Name: Aaron Sangha

School: Cooperative Academy Priestthorpe

Programme of study: A-Level English Literature, History and Law.

University: University of Newcastle Upon Tyne - BA Ancient History

What did you like most about Notre Dame?: "It's an amazing college with so many opportunities and a thriving community to be a part of. All the staff are kind and caring and it is a fun place to be. I have loved the past two years and I am glad I came here."



Name: Laureen Missidimbazi

School: Leeds East Academy

Programme of study: A-Level French, Business and Art

University: University of Salford - BSc Interior Architecture with a foundation year.

What did you like most about Notre Dame?: "Notre Dame is a supportive environment full of amazing teachers and staff who care about their students. There are many opportunities for both academic and extracurricular advancement"



Name: Michael Heaney

School: Corpus Christi Catholic College

Programme of study: A-Level Law, English Literature and History

University: University Of Cambridge - BA English

What did you like most about Notre Dame?: "Notre Dame is a great college to meet new people and offers a wide range of subjects to study. The teachers are friendly and willing to help you."