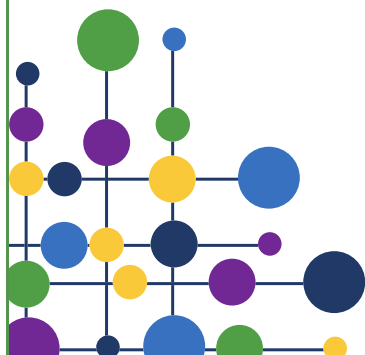
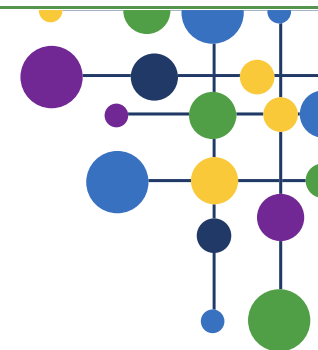




Application Pack for Exams Invigilator Whitcliffe Mount Academy





Welcome from the CEO

Academic Year 2022 /2023

Dear Applicant,

Thank you for taking an interest in this vacancy working across the trust. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post.



Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

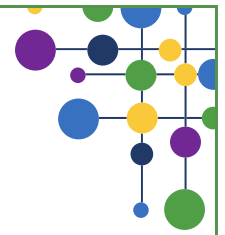
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and five primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount School, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley and Luck Lane Primary Academy, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our teaching staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme for Early Career Teachers. All staff receive full induction training and ongoing support to ensure they enjoy working for the trust.

More than seven hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.



Dear Candidate,

Whitcliffe Mount Academy is a large secondary school of 1,250 students in years 7 to 11. Our new purpose-built school was opened in 2017 and boasts state of the art, specialist facilities across the breadth of the curriculum. We are located just off Junction 25 of the M62 and in close proximity to, and within easy access of Huddersfield, Bradford and Leeds. In the academic year of 2022/23, Whitcliffe Mount joined SHARE Multi-Academy Trust and I joined in November 2022 as new Headteacher. As a leadership team we are embracing the Trust philosophy of “valuing people, supporting personal best” and we are embedding these values into our daily practice, and into vision and aims of the school. As a school staff body, we are enthused by the opportunity to consistently improve our practice and to working closely with our peers from across the Trust to develop and to share best practice.

Being part of SHARE Multi-Academy Trust and Teaching School Hub for Kirklees and Calderdale, provides staff a wealth of support and a wide range of opportunities to collaborate and to network. This means we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice.

Good behaviour routines and a consistent approach in the setting of high expectations permeates all that we do. We work as a team to develop and to improve, and value good staff and student well-being. Our curriculum is broad, balanced and well sequenced and we are working hard to support our students in making clear links between components of learning so that they become confident, independent learners. Our teaching professionals are offered the flexibility to be creative and to develop their ideas in order to motivate and inspire students. We are focused upon offering students of all abilities, including the most vulnerable, the best educational experience, support and guidance to be happy, successful and aspirational in life.

We also offer students a wealth of extended learning opportunities from; Brilliant Club, Duke of Edinburgh, Rugby Pathway, Rotary Club Technology tournaments, Musicals, Dance Academy, to chess club for fun. The PE department support our students to represent the school in a wide range of sports including Football, Rugby, Basketball, Netball and Athletics (to name a few). We offer our students an annual sports

tour, competing in football and netball teams; this year to Barcelona. Students gain from a wealth of opportunities offered including leadership experiences in every year group as part of our Student Leadership Team. Our extended learning opportunity is available from before school, lunchtimes and after school; as well as school holidays such as ski trips, sports tours and summer school. A strong belief exists that offering a wide range of extended learning opportunities ignites students interests and allows them to uncover skills and abilities that support their sense of achievement and happiness in school and into adulthood. We believe that every child can succeed and it is our privilege to provide them the opportunities to identify their talents and their future dreams and aspirations. This is demonstrated through badges and accreditations we have been awarded as a school such as Careers C&K Accreditation, Mental Health Award, Eco-Schools Award and National Online Safety Mark.

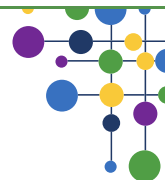
Whitcliffe Mount is a wonderful school community and a great place to work, and where all our staff team members can make a positive impact upon the life chances of others.

Yours faithfully



Rebecca Hesmondhalgh
Headteacher





Exams Invigilator Role Profile

Role Title	Exams Invigilator	Reporting to	Examinations Officer
Section	Exams		
Contract type	Casual, as and when required	Grade / Salary	Hourly rate £12.53 inclusive of holiday pay

Part A – JOB DESCRIPTION

Overall purpose of role	To implement examination procedures during internal and external exams and assessments and ensure the proper conduct of examination candidates according to JCQ guidelines.
Safeguarding Requirements	This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.

Key Outputs
<ol style="list-style-type: none"> 1. Set up the examination room(s) – posters, equipment, ID cards, etc 2. Hand out appropriate question papers to candidates 3. Read out examination instructions and instruct candidates to begin examinations 4. Record examination start and finish times 5. Complete exams attendance register and invigilator log as required 6. Ensure silence in the examination room and avoid disruption 7. Monitor candidates ensuring no candidate has forbidden items and removing any found 8. Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Examinations Officer 9. When absolutely necessary, escort candidates to the toilet 10. Ensure that candidates are given special access arrangements, if applicable 11. Maintain the security and integrity of the examination room 12. At the end of the examination, collect question and answer papers in accordance with instructions checking that all candidate papers are accounted for 13. Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing 14. Ensure no bags, coats, mobile phones or other unauthorised materials are brought into any exam room 15. Periodically attend any invigilation training within school 16. Undertake any other duties associated with the role, as may be decided by your line manager or the Principal.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Range of Teachers / Support Staff of 300.
- Range of Students approximately 1400.

Work/Business contacts

Internal: All teachers and support staff; all students.

External: External Candidates, Parents.

Expertise in Role Required (At selection - Level 1)**Essential or Desirable**

- | | |
|--|-----------|
| • General understanding of the operation of a school | Essential |
| • Experience of working with children/young people | Essential |
| • Experience of working in a school environment | Desirable |
| • Experience of working with children who have SEN / EAL | Desirable |
| • Experience of general clerical work | Essential |
| • Good reading and writing skills | Essential |
| • Ability to count and undertake basic calculations | Essential |
| • Good written and verbal communication skills | Essential |
| • Ability to work effectively with and support colleagues | Essential |
| • Ability to use own initiative when appropriate | Essential |
| • Commitment to the safeguarding of young people | Essential |
| • Know when and be able to ask for help or advice if needed | Essential |
| • Ability to follow instructions given by the Examinations Officer, Senior Exams Invigilator and/or invigilator coordinating the exam room | Essential |
| • Good organisational skills | Essential |
| • Ability to manage own time effectively | Essential |
| • Conscientious and thorough approach to tasks | Essential |
| • Aware of the need to maintain confidentiality and professional conduct at all times. | Essential |

Other (Physical, mobility, local conditions)

- | | |
|--|-----------|
| • Is willing to work flexibly within scope of overall hours, e.g. before and after the normal school day | Essential |
| • Good availability throughout the summer exams periods | Essential |
| • Flexible availability during term-time to accommodate internal and external exams taking place within school | Essential |

Expertise in Role - After initial development - Level 2

- Make 'on the spot' decisions when and if appropriate.

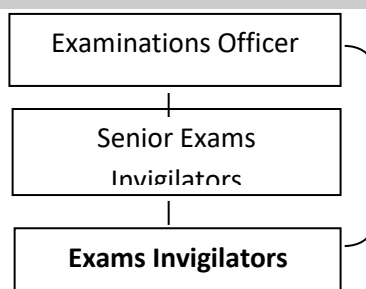


Expertise in Role (Advanced - Level 3)

- Assist the Examinations Officer with general exams administration when and if required

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this. Candidates will be assessed against the job description and expertise profile from evidence provided in their application form, references and a selection process (including interview). Where criteria are to be identified through the Selection Process, this may involve written exercises, group discussions, presentations, interview etc.

Structure



Signatures

Approved by : CEO

Approved by : Post Holder/or Representative

Revised January 2019

To apply, please complete an application form on the Every Candidate Portal - [Every Candidate Portal - View Job Details](#)

Closing date: Friday 20th October 2023

