



<b>POST</b>	Examination Invigilator
<b>RESPONSIBLE TO</b>	Exams Manager/ Head Invigilator
<b>PAYMENT</b>	Rate of pay: £10.42 per hour plus an additional payment of £1.30 per hour for holiday pay, therefore £11.72 in total
<b>HOURS OF WORK</b>	Casual, part time work (Variable between 8.00 am – 5.30 pm), according to examinations' timetable.)
<b>START DATE</b>	October 2023. This is a fixed term post with an anticipated end date of 29 February 2024.

**\*Applications from all faiths are welcomed\***

### **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.

**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.
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**

<b>ESSENTIAL CRITERIA</b>	<b>Method of Assessment</b>
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

#### **DESIRABLE CRITERIA**

#### **Method of Assessment**

<b>DESIRABLE CRITERIA</b>	<b>Method of Assessment</b>
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

### **COMPLETING YOUR APPLICATION FORM**

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 each of 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. This post is also subject to a satisfactory Social Media Check.

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

**Closing date: 9AM on Friday 01 September 2023.**

**It is intended that interviews will take place week commencing 04 September 2023.**

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**

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.

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 very proud our recent Ofsted inspection has again graded the College for all areas as **Outstanding** demonstrating a sustained track record of outstanding both academically and pastorally. Our results at A level and BTEC/CTEC as measured by ALPs are consistently outstanding, 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.

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 Media & Creative Digital Media 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.

A core focus on **Staff wellbeing** is key to our success, the college provides numerous initiatives throughout the year to support wellbeing and everything we do is underpinned by the Framework for Ethical Leadership in Education.

### **What our staff say about Notre Dame Catholic Sixth Form College**

*"Being a new member of staff what I have enjoyed most about the environment is the diversity. Students from such a variety of backgrounds provided an opportunity within the classroom to gain different perspectives."*

**Teacher of Geography**

*"I have worked at Notre Dame for 15 years, as it is a college which puts the students at the front and centre of everything we do. As a community we are diverse and inclusive providing a space for students to discover themselves academically, socially and spiritually."*

**Enhancing Excellence Coordinator, Head of EPQ and Teacher of Biology**

*"A great community spirit! Staff and students work well to make a caring, positive environment."*

**Head of Geography**

*"There is a very friendly, supportive atmosphere at Notre Dame and as a member of staff I feel valued."*

**Teacher of Criminology and Senior Tutor**

*"I love the shared vision of helping students reach their potential not just intellectually, but emotionally and spiritually. It really does come through in what is valued here."*

**Teacher of Philosophy, Theology and Ethics**



**Notre Dame**  
CATHOLIC SIXTH FORM COLLEGE

## WHAT OUR STUDENTS SAY ABOUT US



Name: Somtochi Agim

School: St Thomas a Becket Catholic High School

Programme of study: A-level Biology, Psychology and Media Studies

What do you like most about Notre Dame?: "I love the diversity at Notre Dame and how there is a clash of culture and it makes Notre Dame lively. There is also so much freedom and opportunity to express yourself no matter what faith or background you come from."

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Name: Jack Johnson

School: The Famley Academy

Programme of study: A-level Psychology, PE and History

What do you like most about Notre Dame?: "The best thing about Notre Dame for me was the freedom; choosing between studying, going to get food or meeting friends really made Notre Dame an enjoyable experience."

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Name: Neil Davies-Odusanya

School: Cardinal Heenan Catholic High School

Programme of study: A-level Maths, Physics and Computer Science

What do you like most about Notre Dame?: "Notre Dame is a fantastic multicultural college I am proud to be part of. The teachers are very supportive and there are many extra curricular opportunities such as TEAM ND".