



Information for Applicants



The City Academy, Hackney
Values and Success

Lead Exam Invigilator

Content:

CEO's letter	Page 3
Principal's Letter	Page 4
About us	Page 5
How to complete the application	Page 7
Job Description	Page 8
Person Specification	Page 10



City of London Academies Trust
Guildhall, PO Box 270
London EC2P 2EJ
020 7332 1432
enquiries@cola.org.uk www.cola.org.uk

Dear Applicant,

I am delighted that you have chosen to apply for a post with the City of London Academies Trust.

COLAT is driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve. Combining the heritage and traditions of the City of London Corporation with an innovative and enterprising approach to teaching and learning, we aim to ensure that every one of our schools can be judged as 'outstanding' within three years of joining our Trust.

Our expectations are high for both our students and our staff. Our 'Foundations of Excellence', which run through all Trust schools, have been the framework for our sector-leading success so far. These core principles have led to the City of London and COLAT being recognised as the best performing academy chain for progress and attainment of disadvantaged children for two years in a row in The Sutton Trust's annual report, 'Chain Effects' (2016 and 2017). This fuels our determination to continue to develop the work we do, while remaining focused on the ambitions for our schools and making a significant difference to children's lives.

In striving for excellence in all aspects of our work, we are acutely aware that this will only be achieved through hard-working and motivated staff. We therefore ensure that we invest in our people, allowing them to grow and achieve their career goals within the Trust or beyond. We are committed to providing first-rate training and development opportunities to all our staff, in addition to excellent career advancement opportunities within our growing Trust. In the classroom, we expect the kind of exemplary behaviour that allows our staff to generate exceptional learning outcomes for our children. Being sponsored by the City of London Corporation also means our staff benefit by having access to a huge range of resources, events and exciting learning opportunities that other Trusts are simply not able to offer.

We are always looking for like-minded individuals to join us on our journey. Making the choice to work for COLAT means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your specific talents whatever they may be. We look forward to receiving your application.

Yours faithfully,

Mark Emmerson
Chief Executive Officer



The City Academy, Hackney
Values and Success

Homerton Row, London, E9 6EA
T: 020 8525 5440
F: 020 8985 3908
admin@thecityacademy.org
www.thecityacademy.org
Principal Mark Malcolm

Dear Applicant,

Thank you for expressing an interest in the post of **Lead Exam Invigilator** at The City Academy, Hackney.

This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff.

We want you to look forward to each day at the academy. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities, and simply having worked in our school at some time in your career will enhance your curriculum vitae.

If you feel that you can make a positive contribution to our academy, please apply online via our website, www.thecityacademy.org. I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me.

Yours sincerely,

Mark Malcolm
Principal

About us

The City of London Academies Trust is driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

Combining the heritage and tradition of the Corporation of London with a refreshingly innovative and enterprising approach to teaching and learning, we aim to ensure that every one of our schools can be judged as Outstanding within three years of joining the Trust.

Our academies draw upon the best traditions, institutions, heritage and historical successes of the City Corporation and London. We deliver life-transforming learning experiences allowing all our pupils, whatever their background, to make a positive contribution to their local, national and global communities.

The City of London, its schools and academies are characterised by:

- High expectations, aspirations, excellence and a belief that all can succeed;
- Combining creativity, innovation and enterprise, alongside tradition and continuity;
- Developing people who are confident, resilient, compassionate and democratic.

Although all schools within the Trust are different, they all subscribe to the same ethos. All City academies are expected to exhibit the five attributes of outstanding educational provision. These simple and effective principles, our Foundations of Excellence, are the essential drivers that deliver outstanding outcomes for learners and are key to the success of City of London academies. They are:

High expectation leadership	Dynamic and skilled leadership from school leaders and governors founded in the core belief that all children can succeed.
Exemplary behaviour	Behaviour for learning based on a set of defined core values that promote engagement, respect, tolerance, probity, curiosity, resilience, creativity and independence.
Outstanding creative teaching	Highly skilled teaching that inspires, engages, supports and challenges learners whatever their starting point.
Assessment that informs intervention	Target-setting and assessment systems that set challenging targets and provide data that supports intervention if that progress is not being made.
A challenging curriculum	A formal curriculum that matches the high expectations of progress providing a range of high status qualifications for each learner. A rich informal curriculum that supports the wider development of each learner through personal, sporting, creative and employer experiences.

About our school

The City Academy, Hackney was established in 2009, based on the highest expectations of academic achievement and personal development. Our students have achieved outstanding GCSE results and our second set of A-level results are excellent. All of our sixth form students have progressed to university or high-level apprenticeships.

Our mission is to develop highly qualified and skilled young adults who achieve to the best of their individual ability and embrace a desire for lifelong learning in their chosen path when they leave. We will fully equip our students to deal with the challenges of the 21st century by displaying the highest standards of professionalism and becoming ethical, active citizens fully committed to supporting their local and global community.

The City Academy, Hackney offers all students an outstanding opportunity to learn and achieve in a purpose-built environment with access to the highest standards of teaching, support and challenge. We achieve those standards

by promoting a working environment which pioneers innovation, professional development and the highest standards of teaching and support.

Address

The City Academy, Hackney
Homerton Row,
London,
E9 6EA

The academy is located in the Borough of Hackney, East London – and is easily accessible via both the London Overground and numerous bus routes.

London Overground

The academy is a short walk from both Hackney Central and Homerton overground stations.

We are just six minutes from Stratford with connections to the Central and Jubilee lines, DLR and mainline services from Liverpool Street.

Bus routes

There are also a large number of buses that service the surrounding area:

to Homerton High Street – 394, 425, 488

to Mare Street – 38, 48, 55, 106, 242, 253, 254, 394

How to complete the Application Form

It is essential that a fully completed application form is submitted. City of London Academies Trust cannot accept CVs alone. It is recommended that you retain a copy of your application form, so you can refer to it if you are invited for interview.

The main sections of the application form ask for various information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies required for the job. When completing the application, you should provide your entire work history, including a description of any gaps in employment. In addition, outline your skills, qualifications and any notable awards. These can be selective, and you only need to provide those you consider relevant to the job you are applying for.

Section 5 is the most significant element of the application form. Using no more than two sides of A4 please provide an accompanying letter explaining why you are applying for this post and how your experience, skills, training and personal qualities match the requirements of the role as set out in the job description and person specification.

As part of your letter of application we are interested in knowing your impact so please provide relevant evidence. For instance, if you are seeking a pastoral role provide relevant data on the reduction of exclusions. If seeking a teacher role provide progress and attainment data of classes taught. If you do not meet all the essential criteria, it is unlikely that you will be shortlisted.

City of London Academies Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly. For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and applicants for vacant posts are expected to share this commitment. If you are offered a job, the offer will be conditional on satisfactory pre-employment checks. These can include: identity, references, qualifications and other evidence, e.g. driving licence, as well as a medical questionnaire, and a Disclosure and Barring Service (DBS) check.

Please provide details of two referees, one of whom should be your present/most recent employer. **References will not be accepted from relatives or friends.** References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Please email your application form to the email address provided in the advert. If posting an application, please ensure the correct postage is paid and that it is sent with enough time to be received before the closing date. City of London Academies Trust cannot be held responsible for postal issues or errors.

City of London Academies Trust



Job Description

Post: Lead Exam Invigilator

Accountable to: Exams/Cover Officer

Salary: £17 Hourly

Working Pattern: Casual contract (relief basis), required to be available from 7.45am on examination days.

Location: The City Academy Hackney

Disclosure level: Enhanced

Main Purpose

To support the Exams Officer. Supervise examinations, working in accordance with all regulations, policies and procedures to maintain the integrity and security of the examination session. To safeguard the health, safety and welfare of pupils in the examination room. To ensure equal opportunities and accessibility of examinations are available to all candidates.

Key Accountabilities

- To be responsible for the setting up of the examination room and ensure it meets the necessary requirements by delegating the following tasks to the invigilation team, where appropriate.
- Start and finish exams, delegate responsibilities to the invigilation team.
- Ensure the room is accessible to all students, including those with any form of disability; Check clocks are in working order, accessible and accurate
- Ensure there are the correct number of desks and they are at least 1.25 metres apart; Check lighting is working and suitable; Advise Examinations Officer or Facilities team if the room is too hot or too cold
- Ensure stationery lists and any subject-specific instructions issued by the awarding body are available
- Check the relevant notices and posters are displayed inside and outside the exam room
- Ensure the Centre number is on display and the whiteboard shows all other necessary information relating to the exam
- Check the yellow JCQ Instructions for Conducting Examinations is inside the examination room and ensure all invigilators are aware of where it is; Set out candidates' examination cards in accordance with the seating plan
- Set out cards on desks for candidates eligible for extra time, as indicated on the seating plan, and ensure invigilation team is aware of where those students are sitting
- Arrange for the collection of stationery boxes, papers and answer booklets from the Examinations Officer
- Ensure papers are stored securely in the examination room and that no adults or students have access to them
- Ensure the invigilation register is completed and be responsible for the signing in and out of any visitors to the examination room
- Be aware of evacuation procedures and ensure the invigilators on duty understand these.
- Prior to the examination arrange for the secure storage of unauthorised items, such as mobile phones or other electronic devices, by allocating an invigilator to this task either outside, or at the back of, the examination room.
- Be responsible for the calling in of students from outside the examination room.
- To arrange adequate supervision of students inside of the examination room to ensure candidates enter

appropriately and in compliance with examination regulations.

- Supervise candidates to make sure they enter the examination room in silence and do not communicate with each other
- Help candidates get seated as quickly and efficiently as possible
- Check candidates do not take unauthorised items to their seats
- Arrange for the opening and distribution of examination papers as soon as the first candidate is seated. Ensure candidates all have correct paperwork.
- Read the announcement to candidates from the Invigilation Handbook, as well as any erratum notices and ensure candidates are aware of evacuation procedures. Inform candidates they are under examination conditions and ensure these are maintained until the examination is finished and students are dismissed from the room.
- Maintain efficient time-keeping, notifying students of the start and finish times and ensuring these are accurately recorded on the whiteboard, including timings for candidates who are late or are allowed extra time.
- Ensure candidates' queries are responded to in accordance with examination regulations. Notify Examinations Officer if a candidate raises a concern or problem regarding the examination paper.
- Supervise late candidates; ensuring they are briefed, seated and can commence the exam with minimum fuss. Supervise any students who may need to leave the room during the exam in accordance with the examination regulations.
- Arrange for a member of the invigilation team to take the examination register and notify the Examinations Officer of any absentees as quickly as possible.
- Ensure students are supervised during the examination in a quiet and unobtrusive manner. Notify the Examinations Officer immediately should there be any concerns over behaviour, malpractice or other issues.
- Amend the seating plan if any changes have taken place.
- Organise the collection of papers by the invigilation team, as directed in the Invigilation Handbook. Arrange for the sorting of papers into candidate number order by subject/tier and ensure there are no missing scripts. Maintain security of scripts by ensuring they are not left unattended at any time and they are safely delivered to the Examinations Officer at the end of the exam.
- Organise the return of any mobile phones etc. to candidates in accordance with school procedures.
- Ensure that all candidates are dismissed in an orderly fashion and in accordance with examination regulations and school procedures, with as little disturbance as possible to other students who may still be working.
- Ensure the examination room is left in a tidy state ready for the start of the next examination and arrange for the return of all stationery boxes and other items to the Examinations Officer. Remove any notices or signs, as appropriate.
- Supervision of the invigilation team on duty in the examination room; Supervision of a group of students during the examination.
- Ensure work is straightforward and carried out under set procedures and guidelines. Matters of concern are referred directly to the Examinations Officer or Senior Leadership Team, leaving no opportunity for creativity.
- Support Exams Officer with any exam administration before or after exams
- Ensure work is carried out within clearly defined policies and procedures; advice on any queries should be sought from Examinations Officer or Senior Leadership Team.
- Ensure issues are easily identified and remedied.
- Responsible for collecting, maintaining and safe handover of examination papers and related items. Responsible for distribution of examination stationery and equipment, such as pens and calculators, to candidates, and its safe collection at the end of the examination.
- Examinations are set within clearly defined deadlines and rules; the post-holder is unlikely to be dealing with conflicting priorities.
- Work will involve Periods of 2-3 hours sitting, standing and walking around examination room. Carrying of stationery boxes, examination papers and related items which may be heavy.
- The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
- The post-holder is required to carry out duties in accordance with school policies and procedures at all times.

Key Organisational Objectives

- The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

City of London Academies Trust

Person Specification



Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
Qualifications		
Educated to degree level of equivalent		✓
Experience		
Experience of working in a similar role	✓	✓
Leadership experience		✓
Experience working with Children	✓	✓
Knowledge & Understanding		
A sound knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications).		✓
A sound knowledge of the roles of the JCQ and Awarding Bodies.		✓
A sound knowledge of the school's examination policy and procedures.		✓
The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment	✓	
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students	✓	
Skills, Abilities and Personal Qualities		
Well organised	✓	
Well presented	✓	
Ability To demonstrate accuracy and attention to details	✓	
Excellent communications skills, with the ability to communicate with candidates and members of staff clearly and accurately	✓	
Ability to act on own initiative, dealing with any unexpected problems that may arise	✓	
Excellent attendance and timekeeping	✓	
Ability to manage disruptive and difficult behaviour	✓	

