

BRENTSIDE HIGH SCHOOL

LEARNING AND ACHIEVING TOGETHER



**Examination Invigilator
Recruitment Pack**



Message from the Headteacher

Dear Prospective Candidate,

I am delighted that you have shown an interest in the post of Examination Invigilator at Brentside High School and I hope that the information in this pack will encourage you to apply for the position. We seek to appoint an Examination Invigilator who will contribute strongly to our well organised, calm and efficient examination and invigilation team.

Our school's journey has been one of significant improvement, supported by stable leadership. It is my privilege and my responsibility to lead the school as Headteacher, working with a staff team who are totally committed to making a real difference to the life chances of our students. Our school has changed from one that was undersubscribed, with below average achievement, housed in poor quality buildings, to the strong school we see today, with achievement over time significantly above that of students nationally at both Key Stages Four and Five and now housed in our impressive main school building with an additional, same-site building added in recent years to meet the demand for places. Whilst student results remain above national average, our challenge is to build back post covid to be significantly above again. Our students and staff deserve the best and I look forward to working in partnership with the successful candidate alongside the rest of our team to support the next stages in our school's development.

I believe that our school is unique and that our diversity of experience, belief and culture enriches our classrooms, which are vibrant and responsive. We know that as a school we change lives, and we have a staff body who are committed to taking every opportunity to make that difference. We work hard to remove students' barriers to learning and benefit from a wide range of partnerships beyond the school. Our support for students goes beyond the academic but can also be seen through our students' achievement.

We believe that our students have the right to a rich, broad and balanced curriculum. 75%-95% of our students study an EBacc curriculum at Key Stage Four. Most students also select an art (visual or performance) at GCSE. This reflects the high value we place on the arts and on other high-quality qualifications such as humanities and modern foreign languages. We also prioritise Religious Studies and Citizenship, supporting our diverse community to understand its rights and responsibilities and to contribute positively to our immediate and wider society. All staff members support student wellbeing and progress and this role supports both aspects, enabling individuals to do their best in their examinations, in a calm, positive and purposeful atmosphere.

The successful candidate can be assured of significant support from the Supervisor Team, The Team Leader and the wider staff body. We have a stable, experienced and skilled staff team. The invigilation team are crucial in supporting our students at a time that many students find challenging.

If you would like to speak with a member of our staff team or to visit the school prior to application, please contact Tara Roach, on t.roach@brentsidehigh.ealing.sch.uk. Completed applications should be received by 12 Noon on Monday, 24 February 2025.

Yours faithfully

Charlotte Hames
Headteacher



Our school

OUR MISSION

Brentside High School challenges all to achieve excellence as lifelong learners with the highest expectations of themselves and others. No exceptions, no excuses.

“Brentside High School lives up to its vision of high expectations for all with ‘no exceptions no excuses.’ Equality of opportunity sits at the heart of that ambition and is demonstrated through progress made by all groups of students.”
(Ofsted February 2020)

The school and its community

Brentside High School is a large 11-19 mixed comprehensive school serving a culturally and socially diverse community in Ealing. The school is popular and oversubscribed and successfully serves the needs of our local community. Our students are complimentary about the school and also proud to be part of our learning community. There are currently just over 1600 students and 160 staff.

Our student population is very diverse and representative of the local community, as is our staff body. There is no majority ethnic group and between us we speak 67 languages. The diversity of our students is a real strength of the school. The student population is fully comprehensive and nearly 40% of students qualify for pupil premium funding.

Brentside is currently rated by Ofsted as a ‘Good’ school. We engage in a range of partnerships including supporting other schools. Being outward looking is important to us, as we firmly believe

that by working in collaboration with other schools and institutions, the experience that we offer to our students is greatly enhanced. On entry into Year 7 the ability profile of most cohorts is in line with national norms. However, the progress made by our students at both Key Stage 4 and Key Stage 5 is significantly above average. This occurs because of the positive ‘attitude to learning’ displayed by our students and our staff.

LEARNING AND ACHIEVING TOGETHER

Our school motto ‘Learning and Achieving Together’ underpins everything we do in school from ensuring that all our students are encouraged to achieve their full potential, in and out of the classroom, to the continuing professional development of our highly qualified staff.

Our students are proud of their school and are happy, positive and friendly young people that we are proud to serve. We instil into them the realisation that the route to a happy, fulfilling and successful life is through high quality education.



Curriculum

All learners have access to a broad and balanced curriculum, rich in depth and supportive of individual students' needs and aspirations. We believe in social equality and see a breadth of knowledge and skills as key to enabling our students to be confident, informed and capable.

We are ambitious for our students and believe that all should have access to high quality qualifications and to creativity; we pride ourselves on the breadth of our arts provision and also on our EBacc curriculum, enabling all students to study a broad, quality curriculum throughout Key Stage 3 and Key Stage 4, before specialising at Key Stage 5.

Between 75% and 95% of our students study the full EBacc curriculum, with between 5% and 25% of our students studying additional literacy and numeracy or specific subject development lessons.

Sixth form

The school has an active and vibrant Sixth Form offering a wide range of courses to students between the ages of 16 and 19.

The majority of students work towards level 3 (Advanced level) qualifications which will allow them to progress to university. These are A level, CTEC or BTEC certificates and diplomas. In addition, level 3 students study citizenship, PSHE and PE as part of their enrichment curriculum and can study for the extended project qualification (EPQ) as an additional AS qualification.



Safeguarding Statement

Principle

Brentside High School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the students in its care. The school believes that all children and young people have the right to grow up in a safe and caring environment, which includes the right to protection from all types of abuse.

The students in our care have the right to expect adults in positions of responsibility to do everything possible to foster these rights. They have the right to be safeguarded from harm or exploitation whatever their:

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status

Governors and staff in this school understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

Purpose

The purpose of the policies which are linked to this statement is to:

- afford protection for the students at Brentside
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

Scope

All policies apply to the Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of Brentside High School

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures
- sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- adopting a code of conduct for all staff and volunteers
- providing effective management through induction, support and training
- ensuring staff and volunteers understand about 'whistle blowing'
- dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance



BRENTSIDE HIGH SCHOOL

LEARNING AND ACHIEVING TOGETHER

Examination Invigilator

Salary: £13.85 per hour

We are looking to expand our examination invigilator team. The role involves working as part of a team to support the set up and invigilation of examinations at key times during the year including December and January, with the busiest time being May and June. Each season is treated as a separate period of employment and invigilators do not therefore have to commit to all examination periods. Most examination set-up starts at 08:30 and examinations are usually finished by 15:30 daily. Training is provided for all invigilators.

Our invigilators are calm, positive, organised and flexible – if this describes you and you would like to know more about this employment opportunity, please visit the school website, under the Join Us, Staff Vacancies section and submit an application form to Tara Roach on t.roach@brentsidehigh.ealing.sch.uk by 12 noon **Monday 24 February 2025**.

The school is committed to safeguarding children and the successful candidate will be required to apply for an enhanced disclosure from the DBS. Further information regarding this can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

In addition, as part of the shortlisting process, we may conduct an online search as part of due diligence checks in the recruitment process.



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Job Description

Title: Examination Invigilator

Reporting to: Lead Invigilator / Examinations Officer

Liaises with: Academic staff and students

Main Purpose:

- **To provide support to the examination process.**

Specific Duties:

- **To support the Lead Invigilators with the day-to-day operation of examination venues.**

This activity may include:

- assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with school and JCQ procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- ensuring that candidates do not communicate with one another once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with school and JCQ procedures;
- checking attendance during examinations;
- recording details of late arrivals;
- escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- collecting and collating scripts at the end of the examination in accordance with school and JCQ procedures;
- 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 staff with other examination processes. This activity may include:

- assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- assisting with the preparation of seating plans;
- delivering scripts to departmental and school offices.

Person Specification

Specific skills and Knowledge:

- Effective oral/written communication skills
- Numeracy

Personal attributes:

- Positive, confident approach
- Ability to calmly support others who are under pressure
- Accuracy and attention to detail
- Flexible approach to work (availability to work seasonal hours is essential for the nature of this job)
- Ability to relate to staff and students
- Ability to work under pressure and to tight deadlines

Qualifications:

All invigilators must be in possession of a successful DBS (Disclosure and Barring Service) check. This will be arranged by the school.



Contact details

Brentside High School
Greenford Avenue,
Hanwell, London W7 1JJ

Telephone
020 8575 9162

E-mail
info@brentsidehigh.ealing.sch.uk

Website
www.brentsidehigh.ealing.sch.uk

How to find us

Public transport

The school is served by various bus routes as follows:

E1, E3 and E11 buses stop close to the entrance on Greenford Avenue

E2, E9, E7, E10, buses stop on Ruislip Road East. The main entrance to the school is close by.

Tube stations

Ealing Broadway (Central and District Line). Take E1, E2 (destination Greenford Broadway) E9 (destination Barnhill Estate) or E10 (destination Northolt) from Haven Green (directly opposite the station). Alight at Brentside High School on Ruislip Road East.

Greenford (Central Line). Take the E6 bus from the stop opposite the station and alight at Greenford Road, near Greenford Broadway. Buses travelling from Greenford Broadway in the direction of Ealing stop outside the school. (E1, E3, E2, E9, E7, E10). Mini cab service available at Greenford Tube station.

Main line

Hanwell railway station (GWR mainline) is a short bus ride away (E3)

Parking

60 parking spaces available on site for staff.

Please contact Tara Roach if you require on-site parking for the day of the interview.

