



CROXLEY DANES SCHOOL

Appointment Brief for Examinations Invigilator

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





CROXLEY DANES SCHOOL

Dear Applicant,

Thank you for showing an interest in the post of Examinations Invigilator starting in May/June 2021.

This is an extremely exciting time to join Croxley Danes School as in September 2020, the school opened its brand new permanent accommodation at Baldwins Lane in Croxley Green, including a building with a capacity for over 1200 students. The permanent site for the school comprises 12.3 hectares. This far surpasses the need for a six form entry school, therefore the space afforded to the students on site is, compared to other local schools, second to none. Furthermore, the permanent school building has been meticulously designed to ensure both students and staff experience a first-class learning environment. More details about (and images of) the permanent site can be found [here](#)

The Danes Educational Trust currently comprises five schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onslow St Audrey's School and De Havilland Primary School. Dr Josephine Valentine OBE is the CEO of the Danes Educational Trust. She was Headteacher of St Clement Danes School for 20 years. She is a National Leader in Education, a DfE Advisor and has oversight of all five schools. If appointed, you will benefit from teaching within an established, outstanding Trust whilst also contributing to the education of the first cohorts of students in a new school at an exciting stage in its development.

We are heavily over-subscribed with 660 students across Years 7-10 who are aspirational, confident and have excellent attitudes to learning. They are extremely proud of being the first cohorts of students in a brand new school and excited about the future. Staff overwhelmingly report that they are delightful to teach and fun to have in the classroom. Their behaviour is excellent.

We are looking to recruit 12 Examinations Invigilators with a positive and enthusiastic approach. To be successful in this role you will be flexible, an excellent time keeper and have good attention to detail and the ability to handle situations in a calm and logical manner. You will be good at working independently as well as part of a team while supporting and taking direction from the Examinations Officer.

I want Croxley Danes School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

We are part of the Danes Educational Trust, more information about the Trust can be found [here](#).

Yours sincerely

MR S THOMPSON
Headteacher



DANES EDUCATIONAL TRUST



Becoming part of the team at the Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of five schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onslow St Audrey's School and De Havilland Primary School and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust's vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of 'Making the Difference Together' and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all



Job Title: Examinations Invigilator

Hourly rate: £9.87 per hour

(£8.91 for work carried out + £0.96 holiday pay)

Working pattern: Exam season – June 2021

with mandatory training from 17th May 2021

Casual Working Agreement

Core Purpose

We are seeking 12 examinations invigilators to supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

No specific examination experience is necessary (training will be provided) however an understanding of the formality and importance of the examinations should be appreciated e.g. exams are carried out according to the rules and conditions as set out by the applicable examination board.

To be successful in this role you will have good attention to detail, be flexible, an excellent time keeper and have the ability to handle situations in a calm and logical manner, and to work independently as well as part of a team while supporting and taking direction from the Examinations Officer. Previous experience in an educational setting would be advantageous.

Tasks include preparing exam rooms, distributing papers and stationery, advising candidates of exam conditions, observing students during the exam ensuring that all regulatory requirements are adhered to and assisting with collecting of scripts and tidying the exam room in readiness for the following session.

There are morning and afternoon sessions between the hours of 8.00am and 4.30pm available. Ideally, we ask our invigilators to be committed to work a minimum of 3 full days, or 6 sessions per week (or more).

Please note: In readiness for the examination sessions commencing 7th June 2021, compulsory training will take place week commencing 17th May 2021. You will be expected to attend this training if you are appointed.

Job Description



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Our Vision

At the Danes Educational Trust we are committed to 'Making the Difference Together' sharing best practice and supporting each other to be the very best we can be.

Core Values

The post holder is expected to share our commitment to our core values:

- We value joy in working, teaching and learning together
- We encourage everyone within our Trust to feel optimistic about the future and how they can shape it
- We support all individuals in developing resilience to enable them to respond to change and grow as a result
- We value and support the wellbeing of all individuals who learn and work in our schools
- We provide equality of opportunity and experience for all
- We provide a safe and secure learning environment for all

Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.

Additional Information

All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Supervision/Job Context

The post holder is managed by the Examinations Officer.

Contacts

The post holder will work members of staff in the school and have contact with students and parents.

Job Description continued.



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We are looking for ...

Knowledge, Experience and Training

- An understanding of the formality and importance of examinations
- Good attention to detail
- Good time keeping and the ability to be flexible, calm and logical
- Ability to work independently as well as part of a team while supporting and taking direction from the Examinations Officer
- Previous experience in an educational setting would be advantageous
- A natural aptitude to model the Trust's core behaviours – 'We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together'

Person Specification



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Curriculum Summary

We currently have nine faculties: English, Maths, Science, Humanities, Modern Foreign Languages, Technology, Physical Education, Creative Arts (Art, Music and Drama) and Social Sciences.

All Faculties currently have a Head of Faculty or Faculty Co-ordinator. Over the course of the next five years a number of curriculum and pastoral middle leadership roles, as well as a variety of senior leadership posts, will also become available, ensuring that aspirational staff will have opportunities to progress their career and assume additional responsibilities at the school.

All our Faculties use Schemes of Work that have been developed from tried and tested resources from St Clement Danes, our sister school. As such, the students are following an identical curriculum and assessment framework at Key Stage 3 which facilitates progress comparisons with an established school which has outstanding student outcomes. Every data comparison to date demonstrates that the students have adopted the positive attitude to learning that is highly evident in our sister school and are making equivalent progress. When the students reach Key Stage 4 they will follow the same specifications at GCSE as St Clement Danes to facilitate the sharing of resources, knowledge and expertise, which should reduce workload whilst promoting positive academic outcomes. The school has high expectations of student behaviour, which is proving to be exemplary. To learn more about the curriculum and to download the KS3 curriculum booklet, please visit our website: <https://www.croxleydanes.org.uk/198/ks3-ks4-curriculum>

There is a rich programme of Extra-Curricular activities and Student Participation Groups underway. Successful candidates will be encouraged to add to these opportunities for our students. In addition, many Faculties have already started to create links with the local community in Croxley Green where the school will be situated. Examples of this can be seen on our [News Pages](#) and [Twitter Feed](#). We are keen for successful candidates, to further develop these links. The current extra-curricular programme can be downloaded from our website: <https://www.croxleydanes.org.uk/200/extra-curricular-1>

Staffing

As a new school, we have an extremely keen, committed and cohesive staff group. The active staff room committee organise social events at least once per term. We are looking for colleagues who want to make a difference to the lives of the families we serve whilst also developing their own interests and careers; we hope they will, like our current staff, also enjoy working at our school.

School Summary





Resources

Our school is fortunate to be extremely well resourced. There are interactive TVs in all classrooms and software has been purchased to support and facilitate learning and reduce workload: ActivInspire, Show My Homework and Mint Class have all been very well received by teaching staff. There is also considerable investment in curriculum software in all Faculties, for example - Accelerated Reader, Hegarty Maths, Kerboodle, and Active Learn to name but a few. In the fullness of time, each Faculty will have its own dedicated ICT resources, either through a computing suite of 30 PCs or the provision of 30 laptops. Through a prudent expenditure and staffing plan, the school has been able to provide all the resources requested by staff whilst also developing significant reserves to develop financial resilience at a time when funding is a significant issue in most schools.

Accommodation

The funding envelope for the development of the permanent site and construction of the school building was approximately £30million and therefore **from September 2020** the school is able to provide first class facilities to create a rich learning environment, which is populated by students and staff who demonstrate a 'can-do' attitude and enjoy celebrating one another's successes. The building has been designed around the faculty system, in which classrooms within a faculty are grouped together, each Faculty benefiting from its own staffroom.

With the permanent site totalling 12.3 hectares, the playing fields are extensive but also many of the aesthetic features of the site, such as an historic lime tree walk and other established shrubs and trees, have been retained to create a landscaping effect which few other schools can offer. In addition to the playing fields, there will be dedicated tennis courts and (separate to the tennis courts) dedicated netball courts and a floodlit astroturf.

Our permanent site is situated within walking distance of Croxley Green underground station and a short bus ride from Watford town centre. Opposite the school is a parade of shops and several key bus routes serve the location. Croxley Green itself is a welcoming and cohesive community of which the school is already becoming a part. We hope that this relationship will only grow and flourish as we move into our permanent building.

School Summary continued





CROXLEY DANES SCHOOL

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Headteacher:
Stephen Thompson, MA (Cantab) PGCE

<https://www.croxleydanes.org.uk/>



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