



## Casual Exam Invigilator

Grade 3, Level 1-4  
(£17,775 to £17,992 per annum)  
reduced pro rata

Applications to be received by 12 midnight,  
Sunday 13th October 2019

*‘Working together to achieve  
success’*

[www.josephrowntreeschool.co.uk](http://www.josephrowntreeschool.co.uk)

[contact@josephrowntree.york.sch.uk](mailto:contact@josephrowntree.york.sch.uk)



*'Working together to achieve  
success'*

Dear Prospective Applicant

**Welcome to The Joseph Rowntree School.** Please read the information about the school contained in this letter prior to completing your application.

### **GENERAL INFORMATION**

The Joseph Rowntree School is an oversubscribed 11-18 mixed comprehensive of 1,310 students including 195 in the Sixth Form. It is situated to the north of the attractive and historic city of York, in the village of New Earswick. It is 500 metres from the outer ring-road (A1237) and is easily accessible from the towns and villages of the Vale of York, or the cities of Leeds and Hull.

In 2019 we achieved a strong set of GCSE results in terms of progress measures for our students. Students achieved very highly in a range of subjects for the second year in a row. This is a real reflection of the hard work of students, staff and parents and carers to achieve these outcomes for our learners. This success is also reflected in a very successful set of results at AS and A Level, where again, as well as many notable stories of individual success, our progress measures place us as a very high performing Sixth Form in the top 10% of the country. We are delighted with this well-deserved success for our students, and are determined to build on this and continue to improve the learning experience for students at The Joseph Rowntree School. We were graded 'Good' by Ofsted in 2017 and are determined to further improve our school.

### **ORIGINS**

The original school opened in 1942 as a model school in the North Riding. It was built on land provided by the Joseph Rowntree Trust. It continues to have voluntary controlled status with four governors from the Joseph Rowntree Foundation. It is, however, a non-denominational LA school. Since its illustrious origins the school has expanded considerably in phases to meet the demands of a changing educational scene and increased population.

### **GROUND AND BUILDINGS**

The school is set in very extensive attractive grounds and playing fields. We have an excellent learning environment and superb facilities.

### **THE EDUCATIONAL CONTEXT**

The school is part of the City of York Council's education provision. York is a unitary authority, characterised by forward-looking leadership and a desire to work in partnership with its schools and parents. The school shares this aim. There is a close network of effective working relationships in this relatively small LA. The school also has close links with its six main link primary schools. There is a school wide broadband network extending into all classrooms.

### **OUR STUDENTS**

The students are of above average ability with many from higher socio-economic groups. That said, we are fully comprehensive and proud of it. Approximately 11% of students receive free school meals (17% disadvantaged) and there are 174 on the SEN register (EHCP and K), 31 of whom have an Education & Health Care Plan. Equally, there are students with talents and ability to rank with the best in the country. The intake is largely from the villages of New Earswick, Haxby and Wigginton, with increasing numbers from within the historic city boundary. Our students are friendly, confident, articulate, hardworking and well-motivated. Our strong pastoral and behavioural systems help meet their needs and ensure that they fulfil their potential.

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## **OUR STAFF**

The school is lucky in having a forward thinking and reflective teaching and support staff. There is a wide range of age, experience and expertise. We are friendly, welcoming and helpful. We set a high priority on professional development and job satisfaction. Everyone works very hard and there is a genuine concern to provide high quality education for all of our learners. Working at The Joseph Rowntree School is rewarding and there is a strong induction programme for new staff. Developing best practice is a real focus at the school.

## **ORGANISATION**

There is a simple academic structure based on departments. Guidance and welfare is based on a House system with a Sixth Form. There is a great emphasis placed on teamwork and collaborative working at all levels. Leaders are expected to provide leadership, support and challenge to their teams. The Governing Body provide excellent support whilst challenging us effectively. The Senior Leadership Team consists of the Head, two Deputy Heads, three Assistant Heads, two Associate Assistant Heads and a School Business Manager. We have high standards and expect colleagues to meet these, regardless of which role they play in school.

## **CURRICULUM**

The full range of subjects typical of comprehensive schools is available in the school. Currently there are around 30 different AS/A2 subjects available in the Sixth Form with a small degree of collaborative arrangements with the neighbouring Huntington School. Extra-curricular provision is wide ranging, with particularly high engagement in Sport, Drama and Music. We continue to value all subjects equally, notwithstanding a particular focus on English and Maths. We take pride in ensuring our curriculum offer at all stages meets the needs of all students. Since 2010 we have developed an enhanced resource provision for students on the Autistic spectrum, one of only two units in the City; our philosophy is to allow such students to access as much of the whole-school curriculum as possible in order to match their needs.

## **IN CONCLUSION**

The Joseph Rowntree School is a hard working community with a high level of cohesion and mutual support. It is a civilised school with high expectations of work and behaviour. The students are treated with respect and care, and are expected to do the same in return. Relationships are good.

We always seek to appoint staff with intelligence, enthusiasm, and a willingness to be committed to the students' education. You should like and understand children, but be prepared to demand high standards from them.

Please note that this is a totally no smoking school, which is committed to equal opportunities and investing in its staff.

## **APPLICATION INFORMATION**

Please read our 'How to Apply Guide' which will explain the application process from completing the application form through to appointment. We can accept application forms electronically so please email your application once completed to:- [raw@josephrowntree.york.sch.uk](mailto:raw@josephrowntree.york.sch.uk).

We do try to acknowledge receipt of all of the applications we receive but it is advisable that you request a read receipt due to the number of applications we receive. Please accept my thanks in advance should you decide to apply.

Our policy in relation to expenses when attending an interview is that the school will not reimburse any costs incurred.

Further information about the school is available on our website at [www.josephrowntree.co.uk](http://www.josephrowntree.co.uk)

Thank you for the interest you have shown in The Joseph Rowntree School.

**David Hewitt**

**Headteacher**

# IMPORTANT INFORMATION

## Shortlisting

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Shortlisted candidates will be contacted and invited to interview. If you have not been contacted within one month of the closing date, please assume you have not been shortlisted. In this case, may we thank you in advance for your interest in this post and wish you the very best for the future.

Due to the volume of applicants, **we are unable to give feedback to non-shortlisted candidates.**

## Selection Process

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. The Joseph Rowntree School is committed to safeguarding and promoting the well-being of all children and expects all staff and volunteers to share this commitment. Therefore, interviews will include questions about safeguarding children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

## Validation of Qualifications and Identity

All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

## Right to Work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK.

Photographic proof of identity will also be required.

## Disclosure & Barring Service

Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. All such checks must be satisfactory before any offer of an appointment can be confirmed and before commencement of work can take place. All supply and/or peripatetic staff will be required to produce their ID and other relevant documents when they arrive at school.

## Safeguarding

The Joseph Rowntree School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure (see above).

## Medical Assessment

Before taking a teaching appointment, the preferred candidate is required to complete a Work Health Assessment Form. This will be sent with the letter of appointment which states that the appointment is subject to a satisfactory medical assessment.

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**Induction and Continuous Professional Development**

The Joseph Rowntree School is committed to developing its staff and is proud of the approach it takes to supporting appropriate staff development. Staff are fully inducted into our school community to enable new colleagues to become familiar with the culture of our school and its policies, expectations and procedures.

**Dress Code**

We expect all staff to dress professionally and appropriately for the roles undertaken at The Joseph Rowntree School. We pride ourselves on the high standards of dress of both our students and staff; these standards are led by our staff whom we expect to set an example.

**School Policies**

All school policies are available on our website or upon written request.



## JOB DESCRIPTION

**DIRECTORATE:**

School

**DEPARTMENT:**
**JOB TITLE:**

Exam Invigilator

**POST NUMBER:**

**REPORTS TO (Job Title):** Examinations Officer  
(this may be a member of staff who has this sole responsibility or Deputy Head or Teacher)

**Grade**
**1. MAIN PURPOSE OF JOB**

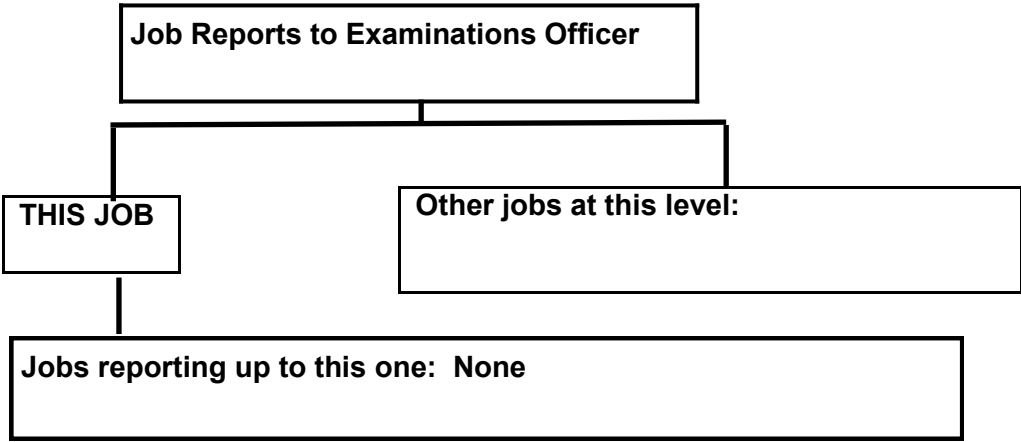
To work under the direction of the Examinations Officer to ensure the smooth running of the examination environment, including an appropriate working atmosphere for the candidates. Ensure that all externally set examination regulations are fulfilled and examinations are conducted in line with the school's Examination Policy.

**2. CORE RESPONSIBILITIES, TASKS & DUTIES:**

- |       |   |
|-------|---|
| i.    | Liaise with the Examination Office re the appropriate register and seating order of the candidates for individual exams.  |
| ii.   | Prior to the start of the examination, assist in preparation of the examination room so that the room is appropriately laid out and meets Exam Body requirements.       |
| iii.  | Ensure candidates have the correct papers.  |
| iv.   | Under the direction of Examination Officer, ensure correct identification of all candidates. Deal with extra candidates not on the register.                            |
| v.    | Ensure candidates are aware they are under exam conditions, retrieving mobile phone, etc.   |
| vi.   | Be aware of all procedures and Examination Body regulations, so that it is known what to do in an emergency situation (pupil illness, fire etc).                        |
| vii.  | Clearly announce the start and finish time of the examination.  |
| viii. | Record the start and finish time of examinations and ensure efficient time keeping is maintained.   |
| ix    | Open and distribute papers and any other authorised materials to candidates.  |
| x     | Ensure the attendance register is complete.   |
| xi    | Ensure late candidates are briefed, seated and allowed to partake in the examination with minimum fuss.   |
| xii   | Supervise candidates in a quiet and unobtrusive way and ensure the supervision of candidates who may need to leave the room in accordance with examination regulations. |

	xiii	Ensure exam conditions are maintained at all times throughout examinations and until all candidates have left the room.				
	xiv	Collect scripts in register order and ensuring there are no missing scripts and the scripts are not left unattended.				
	xvi	Assist with the packaging and dispatching of exam scripts.				
3.	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b>  No reporting—Direct: 0                      Indirect: 0  Will support the induction and training of new staff.					
4.	<b>CREATIVITY &amp; INNOVATION</b>  Subject to occasional supervision and procedural guidelines, the jobholder is able to use initiative in responding to queries, the management of his/her own workload.  Uses initiative as part of own work, for example in response to candidates’ queries in accordance with exam regulations or knowing when to raise a concern during the exam which requires the professional judgement of the Examination Officer.					
5.	<b>CONTACTS &amp; RELATIONSHIPS</b>  <b>Internal</b>  Regular contact with supervisor and colleagues calling for the exchange of information, sometimes of a complex and sensitive nature, orally, in writing or electronically.  Ensure good communication between Examination Officer, Invigilators, examination candidates and other colleagues.  Enable pupils access to examinations.  <b>External</b>  Occasional contact with Examination Body. May be required to liaise with courier re the dispatching of exam scripts.					
6.	<b>DECISIONS – discretion &amp; consequences</b>  Working to established processes and Examination Body guidelines which will guide the jobholder’s decision-making.  Uses discretion when responding to sometimes complex, face to face queries. Will be required to respond to on the spot queries requiring immediate attention.  Deal with queries in relation to insufficient papers etc.  Clarify suspected errors on papers.  May be required to make difficult judgements and contribute to decisions made by the Examination Officer.  The decisions which the jobholder may have an effect on the examination outcome for pupils.					
7.	<b>RESOURCES – financial &amp; equipment</b>  ( <u>Not</u> budget, and <u>not</u> including desktop equipment.)  <table><tr><td><u>Description</u></td><td><u>Value</u></td></tr><tr><td>None</td><td></td></tr></table>		<u>Description</u>	<u>Value</u>	None	
<u>Description</u>	<u>Value</u>					
None						



8.	<p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b></p> <p><b>1. Work Demands</b></p> <p>Subject to supervision. Most of work predictable, but may be required to manage time carefully during period of core examination activity. May be required to make difficult decisions.</p> <p><b>2. Physical Demands</b></p> <p>Largely classroom and exam hall based settings. Some sustained periods of physical activity will be required when actively supervising a large number of candidates in the exam hall.</p> <p><b>3. Working Conditions</b></p> <p>Majority of work takes place in exam hall in absolute silence.</p> <p><b>4. Work Context</b></p> <p>Risk of verbal abuse and physical harm from a minority of pupils. Risk of infection when dealing with unwell children.</p>
9.	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <ol style="list-style-type: none"> <li>1. Ability to carry out core duties without supervision.</li> <li>2. A thorough working knowledge and experience of exam procedures.</li> <li>3. Ability to manage large groups of young people.</li> <li>4. Ability to work in an organised and structured way.</li> <li>5. Ability to seek help where appropriate.</li> <li>6. Sound oral and written communication skills.</li> </ol>
10.	<p><b>Position of Job in Organisation Structure</b></p>  <pre> graph TD     A[Job Reports to Examinations Officer] --- B[ ]     B --- C[THIS JOB]     B --- D[Other jobs at this level:]     C --- E[Jobs reporting up to this one: None]   </pre>

# THE JOSEPH ROWNTREE SCHOOL



## SCHOOL VISION AND VALUES

- Excellence in everything that we do.
- The best possible outcomes for all of our learners – maximising potential.
- Respect for all individuals within and beyond our school.
- Outstanding teaching that inspires a love of learning within and outside the classroom.
- The importance of preparing our students to make an active contribution to the wider world.
- Kind and considerate Behaviour for Learning.
- Being creative and nurturing talent in all of its different forms.
- Being resilient, having self belief and working hard to achieve your goals in life.