



**WILSTHORPE  
SCHOOL**

**CANDIDATE PACK**



## WELCOME FROM THE HEADTEACHER

On the wall, when you first step through the main entrance at Wilsthorpe School, are some words that sum up what the school is about: "learning should be an inspirational journey, in a climate of dignity and respect". These two guiding principles – education focused on both academic rigour and positive regard for each other – are at the heart of the Wilsthorpe family. Students and staff alike talk about "excellence in learning" and "relationships first". Wilsthorpe is a school that takes academic success seriously, but always alongside empathy, character and kindness.

In 2018, the Wilsthorpe community moved out of a sprawling, dilapidated building into state-of-the-art facilities. This has given curriculum areas ownership of teaching spaces and has given teachers ownership of their individual classrooms. The school was identified by the government in 2021 as one of the first 50 schools to benefit from an investment of £1 billion over the coming years, to transform the final sections of the site, so that our students have access to the very latest resources. In spite of this leap forward in the school's facilities, what hasn't changed is the school's emphasis on those two key tenets of a great education: "excellence in learning" and "relationships first".

The school was originally a Business and Enterprise College, but now boasts a broad curriculum with a strong core of Maths, English and Science at its heart, alongside genuine sporting excellence, very high levels of participation in the Arts and D&T, and a growing Languages department. Amongst the 1,140 students, the Humanities subjects are notably popular at both GCSE and A Level, as well as a range of IT and Computing qualifications. As part of The Two Counties Trust, the school is now part of a wider family of schools and academies, offering exceptional opportunities for professional development and sharing common values of "Ambition, Teamwork and Honesty".

The school community is particularly proud of its Sixth Form, which in recent years has achieved the highest value-added scores of any local state provider. The curriculum in Years 12-13 is sufficiently broad to cater for student interests and aspirations, alongside small-group teaching and personalised care and guidance. The school is heavily oversubscribed across all year groups, with a record 500 applications for 210 places in Year 7 for September 2022.

Looking to the future, the same things that have brought about transformational progress over the past 10 years – a passion for learning alongside supportive relationships – will take the school towards becoming the outstanding institution its students deserve. At its last inspection, OFSTED commented, "This is a highly motivated, positive and caring school community" and "Pupils behave in an exemplary fashion". Both OFSTED and the students themselves describe Wilsthorpe as "a second family". Wilsthorpe is indeed a place where staff and students alike can flourish.

If you haven't already, I recommend that you visit the school and see us in action. We are always happy to meet prospective applicants and to talk openly and honestly about the school and the post on offer.

**DEREK HOBBS**  
**HEADTEACHER**



## WHO ARE WE?

Wilsthorpe School is based in Long Eaton and the school has the motto 'Be the Best you can Be.' Wilsthorpe has:



1,140

1,140 students  
on roll



121

121 members  
of staff



## THE FOLLOWING COMMENTS WERE NOTED AT OUR LAST OFSTED INSPECTION IN 2020:

"This is a highly motivated, positive and caring school community."

"Pupils value their school highly."

"Pupils behave in an exemplary fashion. They are civil and respectful to each other and to staff."

"An ethos of vigilance, care and support is evident throughout the school. Pupils praise the guidance and nurturing that they receive. They said that this helps them to feel safe. Pupils said that the school is like an 'extended family'."

"This is a good school with outstanding leadership."

## THE FOLLOWING COMMENTS WERE MADE BY OUR TEAM IN OUR LATEST ANNUAL WELLBEING SURVEY:

"Staff wellbeing is good and the school works hard to support its staff."

"Staff wellbeing is good and school is a very positive environment to work in."

# WILSTHORPE SCHOOL IS PROUD TO BE A MEMBER OF THE TWO COUNTIES TRUST

## WHO ARE WE?

We are a medium sized Trust based in the Nottinghamshire and Derbyshire area.



**10,500**

We are the Trust of choice for over 10,500 students



**1,300**

The employer of choice for 1,300 employees.



## WHY DO WE EXIST?

To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

### HOW WILL WE SUCCEED

By creating a healthy organisation, free from politics and confusion through clarity following the empowered to lead operating model.

By crafting and implementing a high-value curriculum which is knowledge rich to allow meaningful application of skills.

By building a compelling school culture built on strong professional relationships where all can achieve.

By putting people first through high impact professional development and instructional coaching.

### HOW DO WE BEHAVE



#### AMBITION

We maximise our potential through striving for excellence.



#### TEAMWORK

We give 100% effort, displaying kindness and humility for the benefit of all.



#### HONESTY

We are respectfully open about our successes and areas for growth.

## WE ARE DETERMINED TO:

Ensure all our schools are at least good within three years of joining the Trust, and most schools to be judged outstanding.

Ensure priority students make at least the same progress as all students nationally.

Be consistently in the top 20 highest performing MATs nationally for student outcomes.

Be the Trust of choice for students, families and staff.

# WHY YOU SHOULD JOIN WILSTHORPE SCHOOL, A MEMBER OF THE TWO COUNTIES TRUST

Alongside the chance to make a difference to our schools and therefore students' life choices, there are many great reasons to choose Wilsthorpe School, a member of The Two Counties Trust, as a great place to continue your career.

We recognise the importance of a happy, healthy, rewarded, and motivated workforce and as such we have developed our HR strategy to invest in our employees.

We aim to support your career and personal development through a range of routes and offer extensive CPD for all employees. We are an organisation where you can make a difference, we live and breathe our values and work together for the benefit of our students, colleagues and the community.

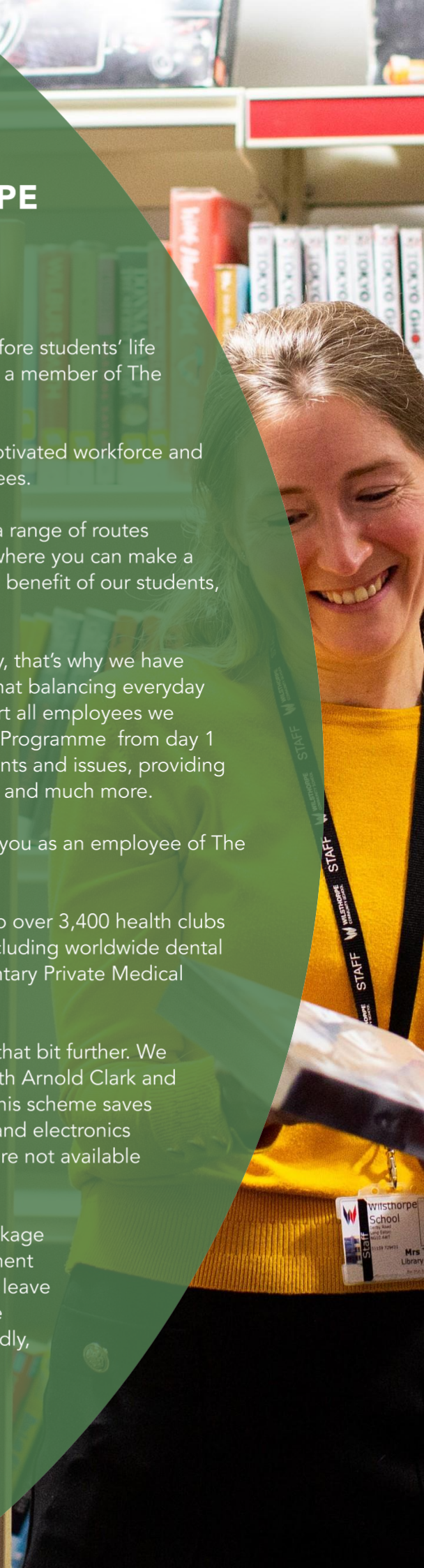
We take the wellbeing and mental health of our employees seriously, that's why we have signed up to the Education Staff Wellbeing Charter. We recognise that balancing everyday life and work can sometimes create pressures and in order to support all employees we provide everyone with access to an enhanced Employee Assistance Programme from day 1 of employment. This scheme helps you and your family manage events and issues, providing access to confidential advice on health, family, money matters, work and much more.

There are also an extensive range of benefits that are accessible to you as an employee of The Two Counties Trust.

For your health and welfare we offer discounted gym membership to over 3,400 health clubs whilst Dental and Health Care plans offer you a range of benefits including worldwide dental cover, optical care, diagnostic consultation, and therapy plus a voluntary Private Medical Insurance scheme.

Our retail benefit scheme is designed to ensure that your pay goes that bit further. We offer great personal car leasing deals through our affinity scheme with Arnold Clark and extensive savings can be made through our Salary Extras scheme. This scheme saves you money on every day essentials, travel, gifts, fashion, going out and electronics providing you with access to a range of offers and discounts which are not available on the high street.

These benefits run alongside other elements of our total reward package including access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), enhanced family friendly leave and pay arrangements, free car parking, a cycle to work scheme, the opportunity to request flexible working and most importantly a friendly, professional working environment.



# EXAM INVIGILATOR

Grade and Salary	Grade 1 : £9.50 per hour
Working pattern	Casual basis as required
Contract term	Casual

## The School:

Wilsthorpe School is a high-performing academy that is well on the path to becoming an outstanding school. Everyone in the school believes in our journey of improvement and shares common goals. Strong relationships exist between students and staff which are open, warm, and friendly and these relationships have led to excellent attitudes to learning.

## The role:

Wilsthorpe School is looking to appoint casual Examination Invigilators to join their existing team. The role may include scribing or reading for students who have qualified for access arrangements because of special educational needs and disabilities.

## The person:

Applicants will need to be flexible, well-organised, reliable and punctual. No experience is necessary as full training will be given to the successful candidates although prior experience of invigilation or work in a school environment would be desirable.

## Why join us?

Our academy is part of The Two Counties Trust. This Trust has a forward-thinking HR strategy with all the professional benefits that this brings for staff. We are easily reached by public transport, and for those who drive, there is a large free staff carpark. We have some excellent facilities for staff and our students really want to learn and achieve.

## We offer:

- Highly competitive pay and pay progression opportunities.
- An array of employee benefits and lifestyle options including discounted healthcare, gym membership and extensive high street retail discounts.
- Entry to a career average pension scheme.
- A full induction and a strong commitment to your professional development and career
- Opportunities to experience and share practice in our partner schools across the Trust
- A stimulating, supportive and rewarding working environment with a dedicated team of like-minded professionals
- Excellent opportunities to develop your skills and experience and to progress your career
- We take the wellbeing and health of employees seriously. We have a range of support mechanisms and benefits available to employees and the Trust has signed up to the Education Staff Wellbeing Charter

## The closing date for applications is: 15 September 2022

*We are committed to safeguarding and promoting the welfare of children and young people. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures. It is an offence to apply for a role if you are barred from engaging in Regulated Activity relevant to children.*

*We are committed to recruiting and retaining a diverse workforce and candidates with a disability who meet the essential job criteria will be given an opportunity to demonstrate their abilities at interview.*



# JOB PROFILE

<b>Job title:</b>	<b>Exam Invigilator</b>
<b>Responsible to:</b>	Exams officer
<b>Salary / Grade:</b>	Grade 1 £9.50 per hour
<b>Working hours / weeks:</b>	Casual - as required
<b>Core purpose</b>	To work within a team of organised invigilators to uphold the integrity of the internal and external examinations/assessment process in accordance with Joint council of Qualifications (JCQ) regulations

## Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

## Key responsibilities:

- To uphold the integrity of the internal and external examinations/assessment process in accordance with the examination regulations.
- To ensure the exam room is adequately prepared.
- To give attention to conducting the examinations/assessments in line with examination regulations and school policies.
- To supervise candidates in a quiet and unobtrusive manner in accordance with the examination regulations
- To ensure students enter the examination room in accordance with the examination regulations and enable them to find their allocated seats quietly and efficiently.
- To accurately distribute examination papers, associated materials and equipment at the beginning of the examination and collect them at the end.
- Respond to candidates' non-curricular queries in accordance with examination regulations.
- Escort and supervise any candidates who may need to leave the examination room in an emergency.
- Assist in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in the room they are supervising and that the exam board instructions to candidates are displayed as required.
- Ensure that any minor behaviour issues are dealt with in line with school policy.

- Report any breaches of examination code of conduct to the supervising teacher / invigilator/ examinations officer immediately.
- Ensure that the examination room is clear and tidied for the next session and that equipment is fully stocked.
- To be fully conversant with and carry out your duties & responsibilities in line with all agreed policies, working practices and procedures.

#### Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have regular contact with children and as such a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) with a Children's Barred List Check is required as a condition of employment.

It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.

Those engaged in management positions will also require a Section 128 check.

#### Our Mission:

*Why do we exist?* To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

#### Our values:

*How do we behave?* **Ambition:** we maximise our potential through striving for excellence.

**Teamwork:** we give 100% effort, displaying kindness and humility for the benefit of all.

**Honesty:** we are respectfully open about our successes and areas for growth

#### Our strategic anchors:

Create a healthy organisation, free from politics and confusion through clarity following the empowered to lead operating model.

Build a compelling school culture built on strong professional relationship where all can achieve.

Craft and implement a high-value curriculum which is knowledge rich to allow meaningful application of skills.

Put people first through high impact professional development and instructional coaching.

# PERSON SPECIFICATION

Role: Exam Invigilator		E/D	A	I
<b>Qualifications &amp; Training</b>				
1	Minimum of Level 2 in English and Maths	D	✓	
<b>Experience</b>				
2	Experience of working within a school environment	D	✓	✓
<b>Knowledge &amp; Understanding</b>				
3	An understanding of the mission and values of the Trust.	E	✓	✓
4	An understanding of safeguarding issues and promoting the welfare of children.	E		✓
5	Understanding of the role of an Exam Invigilator within a school	D		✓
<b>Skills &amp; Abilities</b>				
6	Ability to form and maintain appropriate professional boundaries with children.	E		✓
7	Ability to work under pressure	E		✓
8	Clear verbal communication skills with students	E		✓
9	Literacy and writing skills as is required when reading to student or scribing for students.	E	✓	
10	Ability to work constructively as part of a team	E	✓	✓
11	Good listener, courteous, tactful. Relates well to young people	E	✓	✓
<b>Personal Attributes</b>				
12	Flexibility and adaptability.	E		✓
13	An empathetic, non-judgmental and ethical approach.	E		✓
14	Confidence to forge effective relationships with students/colleagues	E		✓
15	Willingness to train for and undertake moving and handling duties to accommodate students with physical / sensory needs	E		✓
16	Ambition to continually improve	E		✓
17	Able to generate a positive, 'can do' approach to learning	E		✓
18	Ability to relate well to both students and adults	E		✓
<b>Other</b>				
19	A commitment to uphold and promote equality of opportunity.	E		✓

## KEY

E  
D

Essential  
Desirable

A  
I

Assessed by Application Form  
Assessed by Interview

## HOW TO APPLY

TES is our recruitment platform so please go to [www.tes.com/jobs](http://www.tes.com/jobs) to apply for this role online.

If you do not wish to apply online you can download an application form from this link and then email your application to [HR-Team@ttct.co.uk](mailto:HR-Team@ttct.co.uk)

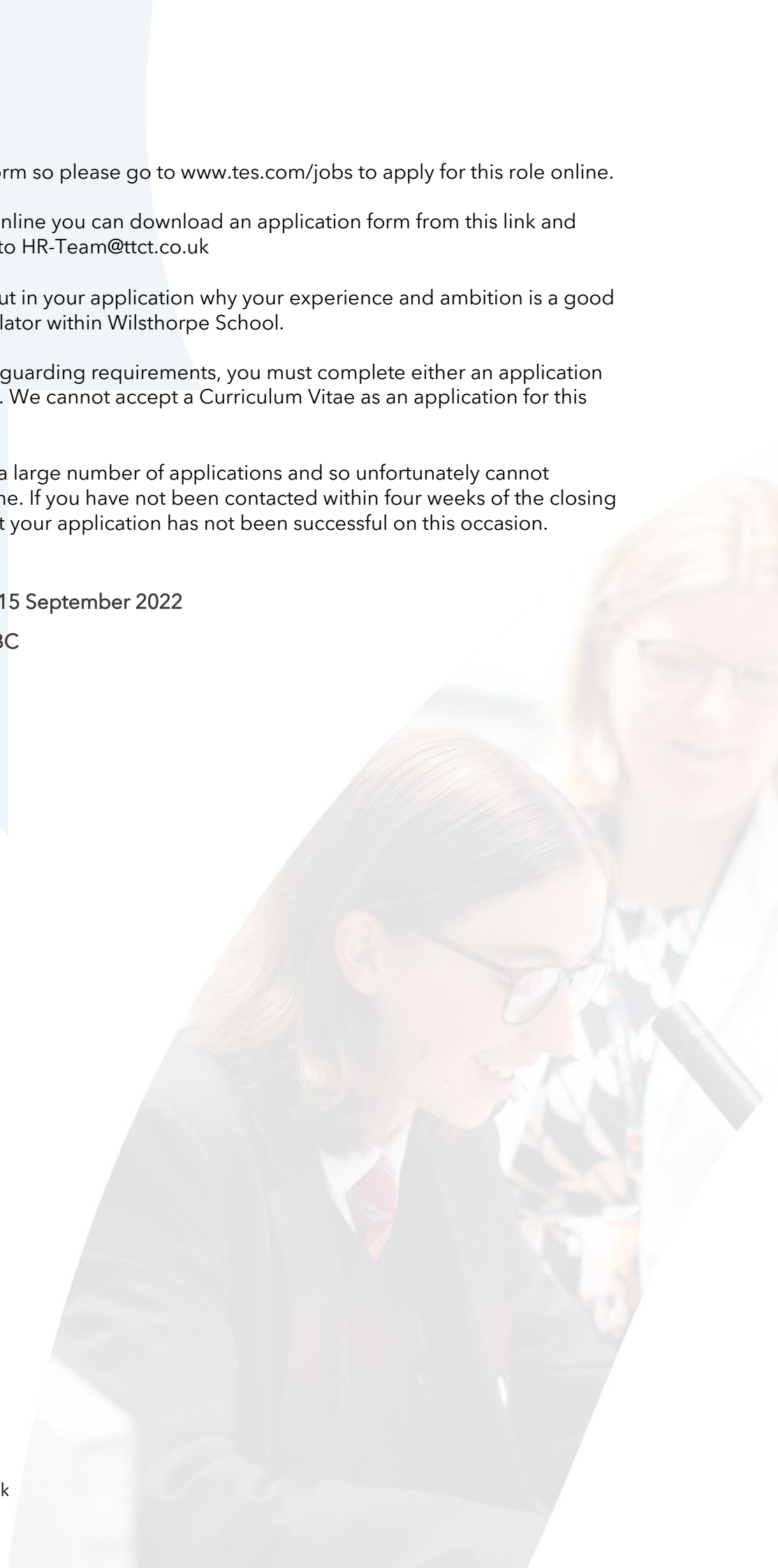
Please ensure that you set out in your application why your experience and ambition is a good fit for the role of Exam Invigilator within Wilsthorpe School.

In order to comply with Safeguarding requirements, you must complete either an application form or apply online via TES. We cannot accept a Curriculum Vitae as an application for this post.

Please note that we receive a large number of applications and so unfortunately cannot provide feedback to everyone. If you have not been contacted within four weeks of the closing date you should assume that your application has not been successful on this occasion.

**Applications must arrive by 15 September 2022**

**Interviews will be held on TBC**



# TOP TIPS FOR A SUCCESSFUL APPLICATION

Here are our top tips to help your application stand out and give you the best chance of getting shortlisted for an interview.

## 1. Always read the job profile.

The job profile includes details of the responsibilities of the role and the essential and desirable criteria we are looking for in the person specification. This list of criteria is what we will use to put together our shortlist, the more essential and desirable criteria you meet, the more likely you are to be invited for an interview. Make sure to read what we are looking for, and then highlight which points you meet when completing your application.

## 2. Complete as much detail as possible.

We get many applications where some of the information is missing. We understand applications can be a lengthy process, but poorly completed applications give the impression that little effort has been made by the applicant. There also may be vital information missing that we need when making our selection decision. It is important to make sure your details are accurate, up to date and your employment dates are correct. When going over your work history, make sure you mention any relevant experience you gained from those roles and do not leave gaps in your employment history. Where there are genuine gaps, you must address these.

## 3. Make sure your supporting statement is well constructed.

Your supporting statement is your chance to show how you meet our person specification, so make sure you have the job profile document available to refer back to. This section is where you can really sell yourself and tell us anything that is relevant to the role you are applying for, and to highlight anything that will make your application stand out. Please ensure your supporting statement is focussed and should normally not extend beyond two sides of A4.

## 4. Proofread your application before submission.

Once your application is complete and ready to submit, do one final read over to check for any mistakes and to make sure you are happy with all the information you have provided. Perhaps do one more check over the person specification and make sure you have demonstrated how you meet the criteria including examples where appropriate.

## 5. Be truthful!

While you want to highlight all the experience you do have, be careful not to exaggerate your work history. This may get you an interview, but may not get you any further than that. Also be honest about what grades you received from your education history, as we will ask to see proof of qualifications.

## 6. References.

We ask all applicants to provide the details of two people who will act for you as a referee. Please ensure one of them is your current/most recent employer and the other is from your most recent employment prior to this. If you do not have two employment referees, for example if you have just left school or university, you should use the course leader as your referee.

Your employment referee should not be a colleague but, the name of the most senior person who can provide a reference on behalf of the organisation. If you are currently working at a school the Headteacher must be cited as your referee. Make sure to provide all the relevant information; name of the person, what role they hold, in what capacity they know you and their email address. There is a tick box for you to let us know if you are happy for us to contact that referee before interview. We will never contact someone you do not give us permission to contact before interview. Once you have been offered a role, we will still wait for you to give us permission to contact that referee. Please note that any job offer is conditional upon receipt of two satisfactory references.

### **Equal Opportunities Monitoring**

The Trust is committed to providing equality of opportunity to all candidates. As part of our application process we ask you to complete a separate equal opportunities monitoring form.

This form is never shared with hiring managers and it will in no way affect your application. This information is collected for the Human Resources department to review statistics on who is applying for our jobs, and what we can do to attract a more diverse workforce.

We also want to identify anyone who may need adjustments to enable them to have a fair chance at the interview stage.

The Two Counties Trust is a Disability Confident Employer, amongst other things, this means that if you declare you have a disability and you meet all of our essential criteria (available in the person specification document) you should be offered an interview.

Please note that the Trust is committed to promoting and protecting the physical and mental health of all our employees.



# PRIVACY NOTICE

## 1. Introduction

- 1.1 When applying for a position in The Two Counties Trust, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants.
- 1.2 You have a right to be informed how our Trust uses any personal data that we collect about you. This privacy notice, and our Data Protection Policy, explains our data usage when you apply for a job with us.

## 2. What information do we collect?

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - Name, address and contact details, including email address and telephone number
  - Copies of right to work documentation
  - References
  - Evidence of qualifications
  - Information about your current role, level of remuneration, including benefit entitlements
  - Employment records, including work history, job titles, training records and professional memberships
- 2.2 We may also request and collect, use, store and share (when appropriate) information about you that falls into “special categories” of more sensitive personal data. This includes, but is not restricted to:
  - Information about race, ethnicity, religious beliefs, sexual orientation and political opinions
  - Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process
  - Photographs and CCTV images captured in school
- 2.3 We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.
- 2.4 We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.
- 2.5 We also have statutory obligations that are set out in ‘Keeping Children Safe in Education’ and other guidance and regulations.

## 3. Why we use this data

- 3.1 The Trust needs to process data to take steps prior to entering into a contract with you.
- 3.2 The Trust needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant’s eligibility to work in the UK before employment starts.
- 3.3 The Trust has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Trust to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims.
- 3.4 The Trust may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.
- 3.5 Where the Trust processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.
- 3.6 The Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.
- 3.7 The Trust will not use your application data for any purpose other than the recruitment exercise for which you have applied.

## 4. How use the data

- 4.1 Your information may be shared within the Trust for the purposes of the recruitment exercise. This includes members of HR, shortlisting and interview panel members involved in the recruitment process (this may include external panel members). This also includes IT staff if access to the data is necessary for the performance of their roles.
- 4.2 The Trust will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. As well as circulating your application and related materials to the appropriate staff at our schools, we will share your personal information for the above purposes as relevant and necessary with:
  - Your referees.
  - The Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
  - UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
  - Where relevant and as required for some posts, the Teacher Regulation Authority
- 4.3 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you would go about withdrawing consent if you wish to do so.

## 5. Automated Decision Making and Profiling

5.1 We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## 6. Collecting data

6.1 As a Trust, we have a legal obligation to safeguard and protect our pupils, staff, volunteers and visitors. We collect the data for specific purposes.

## 7. What if you do not provide personal data?

7.1 You are under no statutory or contractual obligation to provide data to the Trust during the recruitment process. However, if you do not provide the information, the Trust may not be able to process your application properly, or at all.

7.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice.

7.3 Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

## 8. How we store data

8.1 The Trust takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

8.2 We will dispose of your personal data securely when we no longer need it. We keep applicant data for a period of up to 6 months if an applicant is not successful.

8.3 Successful applicants who secure a position then come within the employee / workforce provisions.

## 9. Transferring data internationally

9.1 We do not share personal information internationally.

## 10. Your rights

10.1 You have a right to access and obtain a copy of your data on request;

You can:

- Require us to change incorrect or incomplete data;
- Require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where the Trust is relying on its legitimate interests as the legal grounds for processing.

10.2 If you would like to exercise any of these rights, please contact the Trust. If you believe that the Trust has not complied with your data protection rights, you can complain to the Information Commissioner.

## 11. Complaints

11.1 We take any complaints about our collection and use of personal information seriously.

11.2 Our complaints policy deals with the different stages of any complaint, and how this is managed within the Trust.

11.3 You can also contact our Data Protection Officer or contact the Information Commissioner's Office:

Report a concern online at [www.ico.org.uk/make-a-complaint/](http://www.ico.org.uk/make-a-complaint/)

Call **0303 123 1113**

Or write to: **Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

## 12. Contact us

12.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer. Our Data Protection Officer is: John Walker of J.A.Walker, Solicitor – [info@jawalker.co.uk](mailto:info@jawalker.co.uk)

12.2 However, our data protection lead has day-to-day responsibility for data protection issues in each of our academies.

12.3 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us via [www.ttct.co.uk/contact/](http://www.ttct.co.uk/contact/)



**WILSTHORPE  
SCHOOL**

## **CONTACT US**

Wilsthorpe School  
Derby Road  
Long Eaton  
Derbyshire  
NG10 4WT

HR-Team@ttct.co.uk

01623 259 600

[www.wilsthorpe.ttct.co.uk](http://www.wilsthorpe.ttct.co.uk)

