

# Exam Invigilator

## Information for Candidates



Wolfreton School and Sixth Form College  
Well Lane  
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March 2019

Dear Applicant

Thank you for your interest in our casual Exam Invigilator vacancy.

Wolfreton School and Sixth Form College is a large and forward thinking school and is a part of a newly formed Multi Academy Trust; The Consortium Academy Trust (TCAT). We are an ambitious community and recognise the impact of exceptional staff on the development of our positive and engaged student body.

The successful candidate will possess excellent inter-personal skills to communicate effectively with staff and students. Candidates will be responsible for supervising and ensuring compliance during examination sessions and adhering to exam guidelines and regulations.

In 2016 we moved into our new single site, purpose built school. With state of the art facilities and a real commitment to the values encapsulated in our strapline, 'The Wolfreton Way – Excellence, Endeavour, Respect', the school really is at an exciting stage of its development.

You will find information about the school, the role and the application process in this pack. Please visit our website [www.wolfreton.co.uk](http://www.wolfreton.co.uk) for further information about Wolfreton School and Sixth Form College.

Yours faithfully

Susanne Kukuc  
Headteacher

## Our Values and Goals

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At Wolfreton, we want everyone to fulfil their potential, to excel and to leave prepared to achieve all of their ambitions. To enable this to happen, we are all committed to simple and straightforward values and goals.

### Our Values

Excellence	We encourage our students to be <b>INSPIRATIONAL</b>
Endeavour	We promote the qualities of <b>DETERMINATION</b> and <b>COURAGE</b>
Respect	We are firm advocates of <b>FRIENDSHIP</b> and <b>EQUALITY</b>

### Our Goals

<b>Create</b>	An inclusive caring environment that enables every student to enjoy learning and achieve their academic potential.
<b>Prepare</b>	Responsible young adults who value learning, helping them to make a positive contribution to society.
<b>Develop</b>	Self-confidence, motivation, aspiration and commitment in every student, celebrating all achievements.
<b>Respect</b>	Every young person's right to learn while encouraging them to stay safe, be healthy and enjoy equal opportunities.
<b>Provide</b>	All students with a broad and balanced curriculum, enabling them to develop and achieve economic well-being.

## General School Information

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Wolfreton School and Sixth Form College is a large comprehensive school with over 1500 students on roll, including 230 in the Sixth Form. We are a successful school with a positive and engaged student body and a dedicated and talented staff.

The school is set in the attractive leafy suburbs of the East Riding of Yorkshire close to the Wolds and only seven miles from the market town of Beverley. The catchment area covers the pleasant residential districts of Willerby, Kirk Ella and Anlaby in the East Riding of Yorkshire. These are relatively affluent areas with good quality housing and access to varied leisure opportunities. Proximity to the M62 ensures easy access to the motorway network and other major cities in Yorkshire and beyond.

Historically Wolfreton was a split-site school, however in August 2016 we took possession of our new single site school. Having had the opportunity to work with the design team and construction company during the build period, many have had an input into the new school. This has ensured that the building really can deliver. Staff and students alike are now enjoying the benefits of high quality accommodation, equipped with the latest technology and specialist facilities that are among the best in the region.

Wolfreton is a good and ambitious school. This was recognised by Ofsted in our most recent inspection in October 2013, when the achievement of students, quality of teaching, behaviour and safety of students and leadership and management were all judged to be good. Since then, we have seen continuing improvements across the school. Staff are ambitious and students are too. Students are keen to work with staff and take advantage of the many opportunities they are offered.

Standards of attainment at Wolfreton exceed the national average. In 2018, 86% of students gained a grade 4 in English and 80% did so in maths. Students enjoy access to a broad and balanced curriculum, and specialist teaching ensures that engagement and progress can continue to increase for all.

The school is a disciplined and well-organised environment. We have high standards of school dress and have clear expectations on punctuality, attendance and behaviour. Our students are positive and respond well in all aspects of school life.

The Sixth Form College is focussed on providing high quality teaching and care to secure the best achievement and outcomes for all. As a school, we have a long history of partnership working in this area, being a part of 'The Consortium Sixth Form', a widely recognised successful sixth form partnership with two other local schools. Students are able to study at Wolfreton as well as having the option to study subjects at either of the other Consortium schools. The Sixth Form has a dedicated suite of teaching rooms and facilities within the building, giving it a bespoke Sixth Form College feel in this area. Sixth Form students play a full roll in the life of the school, but equally will continue to enjoy the advantages of this dedicated provision.

Wolfreton teachers are known for their caring approach with all students and we are committed to providing strong and effective pastoral support. Our established House systems creates a smaller family feel in a large school. Each tutor group belongs to one of our five Houses, with tutors in this team led by a Head of House who is a member of the teaching staff, and a non-teaching House Pastoral Manager. Heads of House are committed to developing the ethos of their House. As well as recognising successes, they focus on student progress and lead valued opportunities to work collaboratively through inter-house competition and charity challenges across the House and the school.

As a school we firmly believe opportunities and experiences play a huge role in enabling young people to develop their skills and attributes beyond the classroom. The school prides itself on the wide range of extra-curricular opportunities offered to our students. Annually, students take part in over 250 teams,

clubs, and events. Staff give a great amount of time to these and the students and school have achieved many accolades in the widest range of fields.

The school has a strong community ethos. We have built close links with the world of business and have developed links both nationally and internationally, for example with the Rushanje School in Uganda, who we continue to support through charity initiatives.

Wolfreton remains a popular choice for secondary education. Our annual intake of 270 students is taken mainly from five neighbouring primary schools, with whom we have excellent and close relationships. We are also committed to high quality induction and ongoing training and staff development.

## **Multi Academy Trust**

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In September 2017, Wolfreton School and Sixth Form College, along with Cottingham Academy Trust and The Hessle Academy Community Trust founded a new multi academy trust, 'The Consortium Academy Trust'. The schools have a shared history of over 25 years of working together through our Consortium Sixth Form partnership. In September 2018, Howden School joined the Trust and Holderness Academy and Sixth Form joined most recently on 1 October 2018. The Trust has been developed in order to provide a platform to deliver high quality educational experiences for the children and young people within our local community, to enhance and improve their life chances and enable them to make substantial and sustained contributions to society. We will achieve this by building a strong, regional offer that supports the educational aspirations of current and future generations while providing excellent career opportunities for staff.

The Consortium Academy Trust:

- Promotes excellence for all learners
- Actively encourages shared working, adopting common approaches where it is in the best interests of learners
- Establishes robust and transparent systems of accountability



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## Job Description

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**Job Title:** Exam Invigilator (Casual)

**Pay Scale:** Point 7 - £8.55 per hour

**Work Pattern:** Casual working between the hours of 8.30am – 3.30pm  
Hours agreed in advance

## Main Purpose of the Job

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To oversee and supervise examinations and to ensure compliance with the guidelines and regulations for the integrity and security of the examination papers and procedures during examination sessions.

## Main Tasks

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- Preparing the examination room, according to the requirements of the examination board, and Wolfreton School procedures, (distributing papers, and associated materials and to adhere to a seating plan prepared by the Exams Officer)
- Admitting candidates to the room in a quiet and orderly way, and advising them on the possessions permitted in the examination room.
- Assist in the efficient timekeeping of examinations.
- Registering the candidates present in the room, including late arrivals and early leavers, in accordance with the schools procedures, and the exam regulations.
- Conducting the exam according to the Joint Examinations Boards Regulations, by supervising them during the exam session, and dealing with queries raised by candidates. Invigilators must be constantly vigilant when the exam is running and should not do any other task.
- Deal with any minor behaviour issues in line with the Schools policy, reporting any breaches of the exam regulations to the Senior Invigilator/ Exams Officer immediately.
- Escort candidates from the examination venues as required and supervise them whilst outside the venue.
- Maintain the security of the examination papers and/or candidate work before, between and following the examination in line with the exam regulations.
- Ensure that the examination room is clear and tidied for the next session and that equipment is fully stocked.
- Comply with the schools Child Protection and Safeguarding policies and procedures.
- Comply with all other policies and procedures of the school including Data Protection.
- Perform other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

## Additional Information

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- Invigilators should enjoy working as part of a team in a school environment and in supporting our candidates at what can be an anxious time in their school career.
- The position is ideally suited to responsible, punctual, calm, organised and approachable individuals.
- The school requires invigilators to wear 'business' dress to promote a suitable atmosphere within the exam room.

Perform other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

These tasks are indicative of the duties and accountabilities of the role and as such are not exhaustive. They will be reviewed periodically to reflect the changing needs, aims and values of the academy and the wider Trust.

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of The Consortium Academy Trust will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition you may be expected to take part in any other reasonable duties which may be required by the Headteacher.



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## Person Specification

**Job Title:** Exam Invigilator (Casual)

Category	Essential	Desirable	Evidence
<b>Experience</b>	<ul style="list-style-type: none"><li>Awareness and understanding of how a large secondary school operates</li></ul>	<ul style="list-style-type: none"><li>Experience of working in a school environment</li><li>Experience of working with young people</li><li>Previous experience of invigilation</li></ul>	Application form / interview
<b>Skills, Knowledge and Aptitude</b>	<ul style="list-style-type: none"><li>Ability to set and maintain high standards</li><li>Ability to prioritise tasks, manage time effectively and meet deadlines</li><li>Ability to cope with the pressure of a fragmented day</li><li>Ability to work with young people</li><li>Ability to work with accuracy and attention to detail</li><li>Ability to work to predetermined instructions</li></ul>		Application form / interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>Excellent interpersonal and communication skills to work effectively with adults and students</li><li>Co-operative, friendly and helpful</li><li>Ability to be flexible and adaptable</li><li>Reliable and punctual</li></ul>		Interview



## How to Apply

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Thank you for taking time to read our Candidate Information Pack and we hope that you have gained a useful insight into our school.

Further information about the school can be found on the website [www.wolfreton.co.uk](http://www.wolfreton.co.uk)

If you wish to have an informal discussion about the role, then please contact Wendy Savteron, Exams Officer, on 01482 659356 or [miss.saverton@wolfreton.co.uk](mailto:miss.saverton@wolfreton.co.uk)

### **Application Form**

An application form can be downloaded from the school website. Within the personal statement please outline how your skills and experience equips you for this role.

Completed applications should be returned to [recruitment@wolfreton.co.uk](mailto:recruitment@wolfreton.co.uk) no later than 9.00am on Tuesday 23 April 2019.

Applicants are encouraged to apply as soon as possible as interviews may take place upon receipt of a completed application and before the stated closing date.