



Relief Exam Invigilators Recruitment Pack 2024





WELCOME

Thank you for your interest in this role.

Belper School and Sixth Form Centre is an exceptional place. We combine strong academic standards, a rich & inspirational curriculum, and a caring & supportive ethos to provide the best education we can for our wonderful students. We also like to think we are a great place to work, and Ofsted agreed. (*"Staff are happy and proud to work at the school. Leaders are considerate of staff's workload and well-being"* OFSTED, 2022)

The school has been proud to serve the thriving community of Belper and surrounding villages for over 50 years. Belper in Derbyshire is on the edge of the Peak District with good road and rail links to other parts of the country. It is situated in the Derwent Valley World Heritage Site and has previously won the Best High Street and Market Town in the UK award. Belper has a creative and inclusive community and hosts an annual arts festival and a very popular Pride event.

Our vision is encapsulated in the phrase **"Create Your Future. Be who you are and become who you aspire to be"** and this vision guides our educational direction. We want to provide our students with the qualifications, knowledge, and skills they need to have happy and successful lives. We know that our students leave Belper well prepared to thrive as adults and we are proud of what our alumni achieve; from international athletes, to space engineers, from creative professionals, to self-employed entrepreneurs and much, much more. To provide the best education we can, we understand how important it is to recruit, retain and invest in our staff. We see our school as one community of families, students, teaching staff, support staff, leadership staff, and governors all working together.

We prioritise staff wellbeing and understand how this links to our staff retention remaining high. The Senior Leadership Team are always visible in school, working hard to bring out the best in our staff. We have a strong and committed governing body who take their roles and responsibilities seriously.

Belper School and Sixth Form Centre is a lively and successful school of just under 1200 students including 150 Sixth Formers. It has been a Foundation School since 1998 and is now in the early stages of applying to join the Embark Federation.

At Belper School we believe passionately in an inclusive approach to education and in promoting the personal development of every student. We have a distinctive ethos, which marks us out from many other schools. While we value academic achievement and strong exam results, we also believe it is our duty to create responsible citizens for the future. Self-respect and respect for others are central to that belief.

We keep the students at the school central to the decisions we make. Our students kind and visitors often comment on the very positive feel of the school. Their conduct in lessons and around the site is excellent. (*"Lessons are calm and orderly"* OFSTED, 2022) Belper is a school where teachers can truly focus on teaching.



ABOUT OUR SCHOOL

Belper School & Sixth Form Centre is a popular and high achieving foundation school at the heart of the picturesque Derbyshire town of Belper. We have 1200 students on roll with 150 in the sixth form and employ over 170 staff.

- Belper School is a non-uniform school and students address teachers by their first names. This is an important part of our ethos.
- We are a very friendly school with a positive atmosphere, and we work hard to ensure that every child feels valued and respected. *"There are positive relationships between staff and pupils. Pupils are happy at school."* (OFSTED, 2022).
- The foundation of our school is our caring and supportive highly inclusive ethos. *"Belper School and Sixth Form Centre is an inclusive school ... Pupils can 'be who they are' and have their own identity"* (OFSTED, 2019).
- Our students are exceptionally understanding. *"Pupils are kind and considerate. They accept others' differences"* (OFSTED, 2019).
- We provide a very broad and inspirational personal development and enrichment curriculum *"Leaders have developed a well thought out programme for pupils' personal development. ... Pupils value the range of activities that the school offers"* (OFSTED, 2022).
- We have a wide range of academic courses *"Curriculum plans in the sixth form are well developed and the work that teachers set is demanding"* (OFSTED, 2022).
- Our pupils mostly achieve strong examination results although a small minority have struggled since Covid with their attendance due to health concerns. The school was ranked in the top 10 schools in Derbyshire at KS4 for EM5+ in 2023. *"Leaders have high expectations of all students in the sixth form. Students say that teachers want the best for them."* (OFSTED, 2022).
- Improving teaching and learning is central to our mission to be the best school we can possibly be. *"Leaders have a sharp focus on improving the curriculum. In most subjects, curriculum plans are ambitious and well thought out."* (OFSTED, 2022).
- We see ourselves as being at the centre of the local community and have strong links with other local schools and organisations. We also strive to maintain excellent relationships with the families of our students.
- Well over 80% of the pupils from our main feeder schools typically choose to come to us in Year 7 and we are usually oversubscribed which facilitates the building of very strong links with Key Stage 2.



THE ROLE

Belper school and Sixth Form Centre are looking to expand the team of invigilators who are responsible for invigilating both internal and external examinations. The position is ideally suited to responsible, punctual, calm, organised approachable individuals. The details of scheduled examinations are issued to Invigilators prior to each set of examinations allowing Invigilators the opportunity to register their interest in specific dates and hours giving them the flexibility to work around their other commitments. Hours are then allocated based on availability and staffing requirements. Successful candidates will receive full training.

If this opportunity interests you and you think that you meet the requirements on the person specification below we would welcome your application. Applications can be made using the "Quick Apply" link on the TES page. Please note we can only accept application forms, C.Vs can not be accepted.

APPLICATION PROCESS

Closing date: Midnight, Wednesday 9 October 2024

Role Type: Relief

Interviews: As soon as possible following closing date

Applications can be made using the "Quick Apply" link on the TES page. Please note we can only accept application forms, C.Vs can not be accepted.

Belper School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post involves regulated activity, references and online searches will be conducted for shortlisted candidates, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We are committed to equality of opportunity in employment and services

Post title:	Exam Invigilator
Grade:	Grade 4 - £11.79 per hour
Job Family:	Business and Public Services
Responsible to:	Examinations Officer
Hours of work:	This is a relief post: when required to work, the shift will usually be from 8.30 for 2 to 3 hours; or from 12.30 for 2 to 3 hours
Weeks of contract:	This is a relief post: when required to work this will usually be during school term time Exam invigilators will be required to confirm their availability in advance of the main exam periods
Flexible working:	Exam invigilators will be able to indicate their availability including specific days or weeks, for example mornings only or afternoons only or certain days of the week. Exam invigilators will need to be available for most weeks during the main exam periods

Role Description

Purpose of the Post

- To invigilate internal and external school examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and the school's procedures
- To be a member of the examinations team working to ensure that exams are conducted to an exemplary standard at the school, having a key role in upholding the integrity and security of the examination process
- To be a member of the school team working to provide a safe, calm, reassuring and supportive environment for candidates at this stressful time in their school career

Key Tasks and Responsibilities

1. To report to the Exams Office at least 30 minutes prior to the start of the examination session to be covered
2. To prepare the examination room(s) according to the Examinations Officer's instructions and to a seating plan provided by the Examinations Office and to ensure all necessary materials and equipment are in place

3. To keep confidential exam question papers and materials secure before, during and after examinations
4. To ensure that the examination is conducted according to the regulations laid down by the Joint Council for Qualifications and the school's procedures
5. To supervise and observe students at all times and remain constantly vigilant; no other tasks being undertaken during the exam
6. To keep disruption in the exam room to a minimum; to respond promptly and safely to issues that may arise, carefully following school procedures and ensuring compliance with regulations; and to report/record any incidents, disruptions or irregularities
7. To undertake other exam invigilator duties as requested including centre supervision of exam timetable clashes between exam sessions; acting as roving invigilator to monitor one to one where an invigilator is reader or scribe; facilitating access arrangements for candidates for example as reader or scribe; and other exams-related tasks
8. To read and keep up-to-date with the information provided including relevant regulations and guidelines as provided by the Joint Council for Qualifications and to undertake any training provided to be conversant with current procedures and any new developments in exam board procedures
9. To employ a flexible approach to duties as circumstances require
10. To carry out any other duties which may be required by the Examinations Officer or Headteacher, which are commensurate with the responsibility and grading of the post

Line management or supervisory responsibilities (if applicable)

- None but may be required to assist in basic training or induction of new colleagues

Supervision received (if applicable)

- Line manager is the Examinations Officer

Corporate Responsibilities

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures

- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

Person Specification

A – application form R- references I – interview

Knowledge and Skills	Essential / Desirable	Evidence
• Good communication and effective interpersonal skills	E	ARI
• Knowledge and understanding of the role and duties of an invigilator (full training will be given)	E	ARI
• Ability to follow procedure meticulously and carefully and to work to predetermined instructions	E	ARI
• Judgement to know when to request further advice and guidance	E	ARI
• Knowledge of the importance of confidentiality, time-keeping, procedure and security to the conduct of examinations	E	ARI
• Experience of working in an environment with young people	D	ARI
• Experience of working as an exam invigilator	D	ARI
• Basic IT skills	E	ARI
• Ability to work co-operatively and flexibly as part of a team	E	ARI

Personal Qualities	Essential / Desirable	Evidence
• Readily available during the main exam periods	E	ARI
• Reliable and punctual, able to commit to sessions in advance	E	ARI
• Able to remain calm in all situations and to respond appropriately and in accordance with procedures to situations that may arise	E	ARI

• Able to be a confident and reassuring presence for students in the examination room, firm but fair	E	ARI
• Able to give clear instructions and manage situations involving different groups of people	E	ARI
• Integrity, showing trustworthiness	E	ARI
• Patient, tactful and approachable	E	ARI
• Takes care and pride in all tasks given, particularly accuracy and detail	E	ARI
• Fosters good relationships	E	ARI

Qualifications	Essential / Desirable	Evidence
• Grade 4 (C) or above in GCSE Maths or equivalent	D	ARI
• Grade 4 (C) or above in GCSE English or equivalent	D	ARI

Corporate Competencies	Essential / Desirable	Evidence
• General knowledge and understanding of the requirements of a school environment	E	ARI
• Ability to relate to students aged 11 to 18	E	ARI
• Punctuality and reliability	E	ARI
• Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area	E	ARI
• Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area	E	ARI
• Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area	E	ARI
• Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area	E	ARI
• Understanding of the need for confidentiality and knowledge of data protection principles	E	ARI