



Exam Invigilator

Information for Applicants



Longfield Academy of Sport
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www.longfield.uk.com

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Welcome



We are Longfield

Welcome to Longfield and thank you for your interest in these vacancies.

Longfield is an 11-16 school with a relentless determination to maximise the potential of the young people under our care and support the community as a whole.

Personalised learning is essential to our vision to maximise the academic potential of our pupils. We aim to work with families and carers of pupils to create a bespoke package of support, that will enable our young people to progress to the Post 16 provider of their choice and ultimately beyond this into successful employment.

This is a unique and special community and I am extremely proud to be leading us towards future success. We would encourage you to come and visit the school and see what we do. I look forward to receiving your application.

Nicolas Lindsay
Head of School

About us

Longfield is an oversubscribed secondary Academy in the North of Darlington. Together with the Rydal Academy, we make up Longfield Academy Trust.

We are currently exploring working with SWIFT Academies, a newly formed multi-academy trust which has an outstanding local school at its heart. Through this we hope to strengthen our capacity for school improvement, improve our financial resilience and provide opportunities for further expansion, staff development and to share services.

We believe that every pupil is entitled to the best education and should be given the opportunity to fulfil their potential. All academies within the Trust, are expected to be distinctive, independent organisations with their own ethos, who can deliver high standards in their own right.

Each school should be an improving school; developing young people who achieve highly and are well rounded, ambitious individuals equipped in all respects for a modern, diverse society. The Trust's challenging, supportive leadership and management can enable schools to transform attitudes and outcomes.

Regardless of background every pupil who comes to Longfield will have an exceptional educational experience which will meet their individual needs and abilities.

To enable us to do this we require the best staff who are dedicated to the school and strive to achieve the best outcomes for our pupils.



Exam Invigilators

Casual - as and when required

£7.97 to £8.19 per hour

To commence March 2018

We wish to recruit a number of Exam Invigilators to join our current team.

The successful candidate will invigilate both public and internal examinations ensuring that exam regulations are followed and that good order is maintained in examination halls.

To succeed in this role you must be able to be perpetually vigilant and ensure compliance with Exam Board regulations. The ability to apply accurate numeracy and literacy skills and to work as part of a team are also essential. Full training regarding Examination Board regulations will be provided.

This role is contracted on an as and when basis with hours offered around the school's examination timetable throughout the year. However, the successful applicant will need to be available during the main public examination period in May and June.

To discuss the role or arrange a visit please contact Mrs Claire Potts, Examination Manager, Longfield Academy of Sport on (01325) 380815.



Job description

Job Title: Exam Invigilator

Responsible to: Exams Officer

Aims of the Post: Under the direction of the Exams Officer, to invigilate internal and external examinations in line with examination board regulations and to ensure that good order is maintained in the examination hall

Main Responsibilities

- ◆ To, carry out invigilation duties in accordance with the school's policies and relevant regulations
- ◆ To record the attendance of pupils within examinations and report this to relevant staff as required
- ◆ To ensure a calm environment which will give pupils the best possible opportunity to be successful in their exams
- ◆ To ensure that the exam room is properly set up including the distribution of appropriate equipment
- ◆ To organise and direct pupils at the start and end of each exam
- ◆ To accurately distribute examination question papers and answer booklets ensuring each pupils receives the correct papers
- ◆ To help ensure that the conduct of the exam takes place within the guidelines set down by the Joint Council for Qualifications
- ◆ To be vigilant and mobile during examinations, whilst not disrupting candidates
- ◆ To report any issues, concerns or incidents to the Exams Officer in a timely manner
- ◆ To ensure that pupils do not leave an examination unless permitted by the regulations
- ◆ At the end of examinations to make sure that answer booklets have been completed correctly
- ◆ To help in the collection of exam scripts and equipment
- ◆ To supervise sequestered pupils between exams
- ◆ To take reasonable care of one's own health and safety and that of others and inform relevant staff of any concerns with regard to health and safety

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Job description

- ◆ To support and promote the ethos and wider life of the schools and to make a contribution to this shared responsibility
- ◆ To adhere to the policies and procedures of the school and Trust and ensure one's individual performance and actions comply with these
- ◆ To respect confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties detailed above should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

We are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.

Person specification

Key

- A - Application Form including letter of application
- S - Selection process
- R - Employment references
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Checks
- M - Pre-employment medical screening

	Qualifications, Education and Training	Essential/ Desirable	Stage Identified
1.	Ability to apply accurate literacy and numeracy skills	E	A, S
2.	Level 2 numeracy and literacy qualification	D	A, C
	Experience and Knowledge		
3.	Experience of working successfully with a range of people	E	A, S, R
4.	Experience of working with secondary aged pupils in a work or leisure environment	D	A, S
5.	Understanding of examination board regulations and requirements	D	A, S
	Skills		
6.	Ability to work on own initiative	E	A, S, R
7.	Ability to work successfully as part of a team	E	A, S
8.	Ability to communicate effectively with children and adults both orally and in writing	E	A, S, R
9.	Ability to follow direction and comply with policies and procedures	E	A, S, R
10.	Ability to manage pupil behaviour effectively	E	S
	Personal Attributes		
11.	Ability to remain vigilant and silent for extended periods	E	S
12.	Commitment to attend training and apply knowledge	E	A, S, R
13.	Ability to maintain confidentiality	E	A, S, R
14.	Suitability to work with children	E	A, S, D
15.	Fitness to remain on feet for a number of hours	E	S, M

How to apply

Named Contact

Should you wish to discuss this post or to arrange a visit please contact Mrs Claire Potts, Exams Officer, Longfield Academy of Sport, on (01325) 380815.

Application Process

To apply for this post please complete the Application Form - Support Staff and submit this to the HR Team. This can be done via e-mail or by post.

Application Forms are available to download from the vacancies page on the school website www.longfield.uk.com. Alternatively, please contact the HR Team as below:

- ◆ By phone - (01325) 348112
- ◆ By e-mail - recruitment@longfield-trust.co.uk
- ◆ By post - The HR Team, Longfield Academy Trust, Longfield Road, Darlington, DL3 0HT

Please ensure that you refer to the Person Specification when making an application as the criteria contained in this will be used to compile the shortlist for interview.

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How to apply

Interview Arrangements

Applications will be assessed as they are received and shortlisted applicants will then be invited for interview.

We will contact you by post to notify you of the interview arrangements. If there is less than one week between the shortlisting and interview dates then we will also e-mail the interview arrangements to you.

Please feel free to contact the HR Team at any time should you wish to enquire about the progress of your application.

Pre-employment Vetting

The successful candidate for this role will undergo a range of pre-employment vetting checks prior to appointment including enhanced Disclosure and Barring Service criminal records check for work with children including barred list check, identity, qualifications, medical screening and satisfactory employment references.

