****

APPOINTMENT OF AN INVIGILATOR

Required for May/June 2019 and throughout the year

**Closing date: ongoing**

**Interviews to follow receipt of application**

**Christ’s School, Queen’s Road, Richmond upon Thames, TW10 6HW**

**Tel: 020 8940 6982 Email:** [**jralph@christs.school**](mailto:jralph@christs.school)**.**

[**www.christs.richmond.sch.uk**](http://www.christs.richmond.sch.uk)



November 2019

Dear Candidate

Thank you for your interest in the position of Invigilator at Christ’s School.

Christ’s School is a Church of England comprehensive school for 950 young people aged between 11 and 18. Our vision is to deliver Excellence as Standard to every member of our Christ’s family: excellent leadership; excellent staff; excellent outcomes and excellent partnerships.

Our school is situated on an enviable site adjacent to Richmond Park in Richmond upon Thames in South West London. We have very strong links with our feeder primary schools and the local community. We are proud to be a faith school and welcome students from Christian and other religious backgrounds or none.

At Christ’s School we combine our expectations for students' excellent academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and to serve, and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students, to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our Behaviour for Learning approach focuses on restorative practice and praise: recognising the importance of building positive relationships with individual students. It is based on the work of Paul Dix.

Our results continue to go from strength to strength. We were particularly pleased with our latest Ofsted inspection, in November 2016, where Christ’s performed strongly in every criteria. As a Christian School we were delighted that our work to ‘promote pupils’ personal development’ was judged as ‘outstanding’ and ‘the level of care and support for all pupils is of the highest standard’. Our SIAMS inspection report also found the school to be outstanding at meeting the needs of all learners. Our latest results and reports can be accessed via the school website.

There are currently 47 full time and 11 part time members of the teaching staff. We have 46 support staff on a variety of full and part time contracts.

Applications should be sent in the form of a completed online application form including a supporting statement.  The statement should include how your skills and experience fit the job and person specifications, outline the impact you have made in your current / most recent role and should be no longer than 3 sides of A4, font size 12.

Please email completed applications to Mrs Julia Ralph - [jralph@christs.school](mailto:jralph@christs.school).   Only complete application forms will be considered and forms with missing elements will be returned for completion.  We are looking for completed application forms (email only) to be returned as soon as possible as this is an ongoing advert until the beginning of April 2019**.** Interviews to be held thereafter**.**

Early applications are welcome and we reserve the right to appoint before the closing date if we find a suitable candidate.

Christ’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

References may be taken up before an offer of a post has been made.  In the interests of safeguarding we reserve the right to telephone referees to clarify any questions which arise from application forms, verify facts and investigate any inconsistencies between a written reference and the form.  Before an appointment can be confirmed an enhanced DBS disclosure will be required. Please also note that any appointment made will be subject to receipt of a satisfactory medical disclosure form.

Please visit our website where you will be able to find out more about our school, ethos and vision. If you have any queries about what is expected in a particular section of the form *or to arrange an informal visit,* please do not hesitate to telephone Julia Ralph on 0208 439 9652.

At Christ’s we deliver Excellence as Standard.  If you believe you can help us realise our vision, we look forward to hearing from you.

Yours sincerely,

**Phil Rushby**

**Chair of Governors**

Job Description: Invigilator

**Title:** Examination Invigilator

**Department/Section:** Examinations Office

**Hours of work:** 8.00 to 3.30 (approximate hours)

**Salary:** £10 an hour

**Contract Type:** Casual

**Reporting to:** Lead Invigilator/Examinations Officer

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission**

At Christ’s School we combine our expectations for students' outstanding academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and to serve, and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students, to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our ambition is that Christ’s is a community where students:

* achieve their full academic, sporting, musical and artistic potential
* have a life-long curiosity and passion for learning
* are creative thinkers, capable of taking risks in their learning and of studying independently
* are spiritual individuals, compassionate and sensitive to the needs of others and of self
* embrace diversity and have a commitment to equality and inclusivity
* are considerate, polite and always act respectfully towards others
* develop personal qualities of leadership, courage, integrity, resilience and determination
* make a positive contribution to their community and to society as a whole
* are team players, who work collaboratively to achieve shared goals
* feel comfortable socially and express themselves confidently in a range of situations.

**Main Purpose**

To provide support to the examination process.

**General Duties**

To support the Head Invigilators with the day-to-day operation of examination venues. This activity may include:

* attend annual training session as necessary;
* be punctual;
* be smartly and appropriately dressed with no noisy jewellery or heels;
* be familiar with all relevant notices, instructions and requirements relating to the specific examination;
* assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
* assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
* offering advice and guidance to unregistered candidates without allocated seats;
* ensuring that candidates do not communicate once inside examination venues;
* invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
* be impartially friendly to candidates;
* recording details of late arrivals;
* checking attendance during examinations;
* monitor candidates unobtrusively;
* ensure that no unauthorised persons enter the examination room;
* escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
* collecting and collating scripts at the end of the examination in accordance with strict procedures;
* assisting with the preparation of script envelopes;
* supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
* Display a commitment to the protection and safeguarding of children and young people

**To assist Examinations Office staff with other examination processes. This activity may include:**

* assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
* assisting with the preparation of seating plans;
* delivering scripts to departmental and School offices;
* scribing for students with special needs.

**Invigilators must not:**

* read the candidates ‘scripts
* read books, magazines, newspapers during the examination
* make/receive calls
* answer candidates’ questions concerning the content of the examination
* talk to other invigilators if more are present during the exam
* smoke/eat in the examination room or outside during the test
* leave the examination room during the exam without permission from the supervisor, if one is present, or the Exams Team.

**Christ’s School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.**

**Person Specification – Learning Support Assistant**

The person appointed will be able to engage and challenge students to enable them to achieve their best.

The successful candidate should possess the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CRITERIA** | **Essential / Desirable** | |  | **Assessed by application / interview process** | |
|  | **E** | **D** |  | **A** | **I** |
| **QUALIFICATIONS AND REQUIREMENTS** |  |  |  |  |  |
| Effective oral/written communication skills | √ |  |  | √ |  |
| Numeracy skills | √ |  |  | √ |  |
| A commitment to the protection and safeguarding of children and young people | √ |  |  |  | √ |
| An understanding and commitment to the Christian ethos of the school | √ |  |  | √ | √ |
| **KNOWLEDGE AND UNDERSTANDING** |  |  |  |  |  |
| An understanding of examination processes |  | √ |  | √ | √ |
| **SKILLS AND EXPERIENCE** |  |  |  |  |  |
| Experience of working or studying in higher education environment |  | √ |  | √ | √ |
| A positive interest in working with children, especially teenagers |  | √ |  | √ | √ |
| Ability to work independently and as part of a team | √ |  |  | √ |  |
| **PERSONAL ATTRIBUTES** |  |  |  |  |  |
| Excellent punctuality and professional conduct | √ |  |  | √ | √ |
| Accuracy and attention to detail | √ |  |  |  |  |
| A positive and optimistic approach | √ |  |  |  | √ |
| A commitment to a team ethos | √ |  |  | √ | √ |
| Professional integrity and honesty | √ |  |  | √ | √ |
| Self-motivated with an ability to use own initiative | √ |  |  | √ | √ |
| Flexible approach to work | √ |  |  | √ | √ |
| Ability to work under pressure and to tight deadlines | √ |  |  | √ | √ |
| Ability to relate to academic staff and students | √ |  |  | √ | √ |