

ST IVO ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

EXAM INVIGILATOR

CANDIDATE PACK



Open Letter from our Principal

Dear Colleague,

Thank you for your interest in St Ivo Academy and the post of Exam Invigilator.

St Ivo is a large 11-18 comprehensive academy in the town of St Ives, Cambridgeshire. We have around 1700 students with around 300 in our Sixth Form. The school is 70 years old and is proud of its place within the local community. We are a truly comprehensive and inclusive academy. This is reflected in our approach to all areas of our work, from supporting students preparing for Oxbridge through to working with the most vulnerable - St Ivo embraces everyone.

We are values-driven and our vision is to provide an inclusive, aspirational and academic education for all our students, so that all of them will learn, thrive and lead successful lives. We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs. We want to ensure that all our students have the option to be able to go to university or aspirational alternative. We are not going to reduce expectations because of a child's background or home life, or because they are new to English or have a special education need. In fact, the opposite is true. It is our job to redouble our efforts to help children overcome these barriers so that they can flourish.

I hope that you will want to find out more about St Ivo Academy and that you will want to apply for the post. If you would like to more information or to arrange a visit prior to application, please do get in touch. Please contact Toni Abraham, Exams Manager, email Toni.Abraham@astreastivo.org. I look forward to receiving your application.

Yours sincerely

Tony Meneagh, Interim Principal





Job Description

JOB TITLE:
Exam Invigilator

REPORTING TO:
Exam and Assessment Manager

SALARY RANGE:
£12.01 per hour plus holiday pay

CONTRACT TYPE:
Casual





Role Description

Purpose

To assist the Examination and Assessment Manager by ensuring we provide optimal exam conditions for all students. You will be required to supervise examinations, such as GCSE, GCE and mock exams to ensure we uphold and safeguard the regulations and requirements of the relevant examining boards and protect the integrity of examinations.

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of candidates.

Key Responsibilities

- Responsible for collecting papers from the Examinations Office.
- Responsible for starting, conducting and finishing examinations in accordance with the Joint Council for Qualifications instructions.
- Responsible for returning completed examination papers and all other stationery to the Examinations Office immediately after the examination.
- Supporting the Examination and Assessment Manager by following instructions and guidance.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.



Person Specification

Experience

- Working with young people / working in a school setting is desirable but not essential.
- No specific exam invigilating experience is required as full training and ongoing support will be provided.

Education and Qualifications

- A good standard of general education

Skills and knowledge

- Good communication and interpersonal skills
- Good organisational and time management skills
- Attention to detail
- The ability to maintain calm, disciplined and effective examination conditions
- The ability to work with others as part of a close-knit team
- The ability to adapt and be flexible
- The ability to invigilate for several hours at a time, if required
- The ability to both patrol the examination room on a regular basis and to stand for long periods of time. This is necessary in order to monitor the conduct of students.
- Able to take and follow instruction

Other

- Be a committed and reliable member of our examinations team
- Be passionate and committed to maintaining a high level of service
- Adaptable with a flexible approach
- Have a 'can do' attitude and be prepared to help out the rest of the team in a willing and positive manner
- High professional standards
- A willingness to undertake essential training
- A good team player

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy



About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs.

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

