



Applicant Brief

Exam Invigilator

Secondary Phase



Letter from our Principal

Dear Candidate,

Thank you for taking the time to consider a career within the Secondary Phase at Astrea Academy Sheffield. This is the first year we have opened our Sixth Form to our inaugural class.

Last academic year we received our first Ofsted Inspection report, with outcomes of 'Good' across all areas. An achievement we are very proud of.

So, do you want to be part of a team where you will help make a lasting impact on our scholars, many of whom are disadvantaged, and rapidly accelerate their progress?

Do you want to work in a school where you are free to teach, with impeccable scholar behaviour and unhindered by bureaucracy?

We are committed to a knowledge-rich curriculum and a traditional approach to teaching, behaviour and culture. We believe that schools must teach powerful knowledge, 'the best that has been thought and said' and an 'entitlement curriculum' for all. We believe in explicit instruction and have been greatly influenced by Lemov's 'Teach Like A Champion', Rosenshine and recent developments in cognitive science. We believe that the creation of a scholarly culture that is warm and strict, disciplined and joyful, where there is 'purpose not power', ensuring impeccable behaviour, where teachers can focus on teaching and scholars can focus on learning, underpins everything.

We are values-driven and our vision is to provide an inclusive, aspirational and academic education for all our scholars, 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 scholars 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.

We value our staff highly and treat workload very seriously. Our systems are high leverage, ensuring you can really focus on your core purpose – teaching, in a sustainable way, unhindered by bureaucracy or poor behaviour.

What we offer:

- ◆ Huge support and progression opportunities
- ◆ A knowledge rich curriculum, built on 'powerful knowledge' and a traditional Teaching & Learning approaches built around Rosenshine and TLAC
- ◆ Collaborative planning with centralised, shared units of work and resources
- ◆ Excellent support from the Astrea Trust Central team
- ◆ A feedback policy focused on whole class feedback – no onerous marking policies
- ◆ Disruption-free learning and a 'warm/strict' behaviour system
- ◆ Highly visible/supportive senior leaders who have your back
- ◆ Centralised detentions, including homework detentions (you do not need to organise/run/chase them at all)
- ◆ No formal graded lesson observations – just ongoing 'no-stakes' instructional coaching, helping you to continuously develop
- ◆ Excellent ongoing CPD, career development and promotion opportunities across the Astrea South Yorkshire region
- ◆ Opportunity to complete NPQs
- ◆ An unrivalled professional progression model

If this is something you are interested in, looking for a new challenge, have a passion for education or maybe all of the above, take a look at the rest of this Applicant Brief to find out more about the role and how to apply.

We actively welcome visits and would be delighted to show you around our academy to appreciate fully our excellent learning environment.

With very best wishes

David Boyd

Associate Principal | Secondary Phase



About Astrea Academy Trust

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 scholar
- ◆ 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 scholars

- ◆ Encourage all children to be confident, hard-working and ambitious, regardless of background
- ◆ Transmit a core body of knowledge to all scholars 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 scholars 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.



About the Academy

Astrea Academy Sheffield is an All Through 2-18 Academy located just outside Sheffield City Centre, serving the diverse community of Burngreave.

The school currently has scholars in Nursery to Year 5 in the Primary Phase and Years 7 to 12 in the Secondary Phase.

The school is just over 5 years old and is proud of its place within the local community.

We are a truly inclusive academy.



astreasheffield.org



twitter.com/AstreaAcadSheff



facebook.com/AstreaAcadSheff



instagram.com/astreaacademysheffield

Our Values

Scholarship
Respect
Responsibility
Curiosity
Tenacity

“
Leaders are passionate about ensuring that pupils receive an ambitious curriculum.

That vision is realised.

Pupils across the school benefit from a good quality of education.

They are supported by kind teachers who help them to do well.”

Ofsted - Dec 2022

Ofsted - Dec 2022

“
Central to leaders' vision is that pupils are kept safe, and that the learning environment is free from distraction and disruption.

This means that every pupil can benefit from the ambitious curriculum in place.”

“
My child receives a high standard of education, has fantastic and experienced teachers and has amazing friends.”

Parent - Nov 2022

Staff - Oct 2022

“
Moving to AAS has been the best thing for my career.

The constant level of CPD on offer for all staff members, including associate staff, is inspiring.

I feel that AAS is encouraging me to strive to be better everyday and consistently learn and improve.”



Job Description

JOB TITLE - Exam Invigilator

REPORTING TO - Exams Officer

SALARY - £12.01 per hour

CONTRACT TYPE - Zero hours per week, 39 weeks per year

WORKING PATTERN- Morning sessions commence at 8:30am and afternoon sessions commence at 1pm possibly up to 4pm

Purpose

To assist the Exams Officer by ensuring we provide optimal exam conditions for all scholars. You will be required to supervise examinations, such as GCSE 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 in the presence of scholars.



Job Description

Main 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
- Support the Examinations Office by following instructions and guidance

Person Specification

Education & Qualifications

- ♦ GCSE English & Maths grade C or above (or equivalent)

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

Knowledge, skills and abilities

- ♦ Excellent written and oral communication skills
- ♦ Good organisation and management skills
- ♦ Attention to detail
- ♦ The ability to maintain calm, disciplined and effect examinations conditions
- ♦ Ability to work as part of a team
- ♦ Ability to adapt and be flexible
- ♦ 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 scholars
- ♦ Able to take and follow instruction from the Lead Invigilator & Exams Officer
- ♦ Be a committed and reliable member of our examinations team
- ♦ Be passionate and committed to maintaing a high level of service
- ♦ Hold high professional standards
- ♦ Undertake training, update and review sessions when required
- ♦ Undertake relevant online invigilator training and assessment each academic year

This list 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.

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



HOW TO APPLY

[LINK TO](#)

[Astrea Academy Sheffield - Tes Jobs](#)

**Deadline for Applications is
Sunday 22nd October 2023**

