



Exam Invigilator

Application Pack











Holly Lodge School
Smethwick, West Midlands





Contents

Exam Invigilator

		01 Welcome	Page 3
		02 Vision & Values	Page 4
		03 School Information	Page 5
		04 Job Description	Page 6 - 7
		05 Person Specification	Page 8
		06 How to Apply	Page 9



Welcome

Dear prospective candidate,

Thank you for considering an application to join the team at Holly Lodge.

At Holly Lodge, we believe that all students are entitled to an ambitious and diverse education, regardless of their background or starting point. We believe that it is our job to teach all of our students the best of what has been thought, said and created, through a powerful knowledge curriculum. In addition, we believe in the explicit teaching, practice and development of kindness, community and the soft skills which will stand our students in good stead for happy, successful and positive lives.

Our vision doesn't end with what we want for our students. We also believe that schools should be rewarding, inspiring places for staff to work, and that it is our responsibility to keep workload down and to intentionally build a positive and supportive culture. We do want our staff to work hard but we want them to have plenty of time and energy for the other things in life. We believe that supportive relationships between colleagues are fundamental to successful organisations.

Colleagues joining our team can expect the following:

- Comprehensive induction, a senior staff link and a buddy
- High expectations for student behaviour
- A senior team who believe their job is to create the conditions where teachers can teach and students can learn
- A focus on feedback and not marking



- No performative documents or requirements to “evidence” your work
- No graded lesson observations
- Research informed and subject-specific CPD
- Multiple career progression pathways
- An open-door and pro-active feedback policy – questions and suggestions are welcome all day, everyday

We are unashamedly ambitious in our aspirations, and our team of staff is key to our success. If you share our vision for the entitlement of all young people to an ambitious and diverse education, if you want to work in a school that focuses on what works and on genuine staff wellbeing, if you are prepared to work hard on the things that make a difference, and play your part in a strong, open and supportive culture, then please apply today. I strongly encourage you to contact the school and look forward to either arranging a telephone call, virtual or meeting in person through a visit to the school.

I look forward to meeting you.

Imran Iqbal
Headteacher





Vision and Values

Success for All

Ambition

Opportunity

Community

At Holly Lodge we believe in ambition: for students' achievements, conduct and future pathways. We believe in opportunity, in noticing what we are lucky to have and in seizing the chances we have in life. And we believe in community: in serving each other through respect, kindness and responsibility.

Ambition

At Holly Lodge we believe that a truly excellent education should be the entitlement of every single young person. This means we pursue an ambitious, knowledge-rich curriculum, made accessible and memorable for all. We believe that our curriculum and teaching should equip students to pursue high-flying further study and careers on their chosen paths, and to join *"the great conversations of humankind."*

As Aristotle said, *"Excellence is a habit."* Thus **hard work** from students and staff alike sits at the heart of our ambition. Our job is to help students develop good habits of hard work, and to effectively support them in their learning. We are immensely proud of our SEND and EAL provision, and are committed to inclusion in education. We are ambitious not only for our students' academic success but also for their personal development, soft skills and wider cultural capital. To this end we model and expect **excellent conduct** from all our students: *"We are becoming the best versions of ourselves."*

Ambitions such as these do not come easily. When we are pushing ourselves we should expect to feel challenged; we should embrace the obstacles we face as opportunities to grow and learn. **Resilience** is therefore the final component of our Holly Lodge Ambition. *"If it was easy, it wouldn't be worth doing."*



Opportunity

An education at Holly Lodge represents many, many fantastic opportunities, from the learning itself, to extra-curricular clubs, to trips, to life-long friendships made. We see opportunity as a value in itself: it is a way to see the world, to notice, seize, and make the most of the opportunities we are so fortunate to have.

Crucial to our opportunity outlook is **appreciation**. It is vital that we take time each day to notice all the wonderful things we are lucky to have – *"even in the darkness there is light."*

At Holly Lodge, we make the most of our opportunities by valuing **efficiency**. We spend our time on the things that make a difference, and we don't waste time on things that don't work. *Every second counts*: whether it is for learning, rest or leisure.

Openness is key to opportunity: openness in our minds and outlooks, a willingness to try new things and consider other viewpoints, and to receive and act on feedback that helps us to get better every day.

Community

Communities are valuable because together we are stronger. At Holly Lodge we value our school community and the wider community we serve as a school. Community is based on **respect**: tolerance, trust and consideration. It is also based on **kindness**: we do things to help others because it is the right thing to do. Finally, we take **responsibility**: we are independent thinkers and we have the power to make the world a better place – it is up to us to do so, in our actions every day.



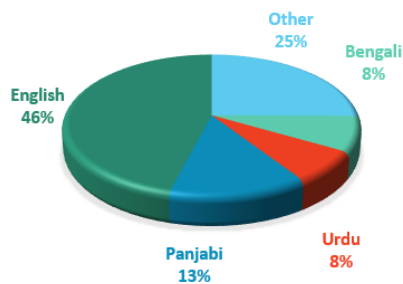
School Information

Smethwick Deprivation

Better than 13% of England.

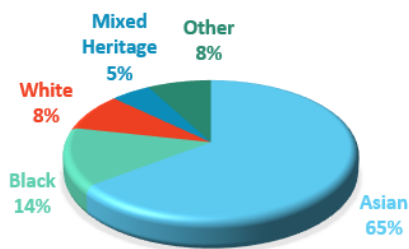
Worse than 87% of England.

European languages: 16
 Asian languages: 25
 African languages: 15
Total number of first languages: >60



First languages spoken

Heritage and Ethnicity



Bangladeshi 18%
 Chinese 1%
 Indian 27%
 Pakistani 26%
 Other Asian 10%

Black African 12%
 Black Caribbean 3%
 Other Black 3%

All Black and Asian

Number on roll: 1389

(Yr 7 to 11)

42%

Pupil Premium

SEND



Non SEND: 86%
 SEN Support: 12%
 EHCP: 2%





Job Description

Position:	Exam Invigilator
Scale:	Grade C, Point 5 (Casual Contract)
Start date:	As soon as possible
Responsible to:	Exams and Data Manager/Headteacher

Duties and responsibilities are:-

- Distribute and collect examination papers/scripts/materials from candidates.
- Prepare the Examination Room.
- Ensure that the Examination Room is conducive to examination conditions and minimise distractions.
- Supervise the entry and exit of candidates to and from the Examination Room.
- Ensure that examinations begin and end on time as scheduled.
- Informing students of examination regulations prior to the start of examinations.
- Be vigilant during the examination, in order to prevent any cheating or malpractices.
- Report any malpractices or problems to the Examinations Officer.
- Complete General Administrative duties as directed by the Examinations Officer.
- Deal with emergency situations e.g. student illness, fire alarm etc.
- Deal sensitively with candidates who have special arrangements.
- Be familiar with and adhere to the Instructions for the conduct of Examinations issued by the Joint Council for General Qualifications.
- Be available to work flexibly in ensuring that examination processes are completed at the end of each examination.
- Any other reasonable duties designated by the Head Teacher.
- Use and development of ICT as required.

It is the responsibility of each employee to carry out their duties in line with Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards.





Job Description

Such other duties as may be appropriate to achieve the objectives of the post to assist the Service Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

All staff within the Service Area will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trades unions.

This appointment is subject to the current conditions of employment contained in the School Teachers' Pay and Conditions Document, the required Teacher Standards, other current educational legislation and the school's articles of governance.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with disabilities or specific requirements or continued employment for any employee who develops a disabling condition or specific requirement.





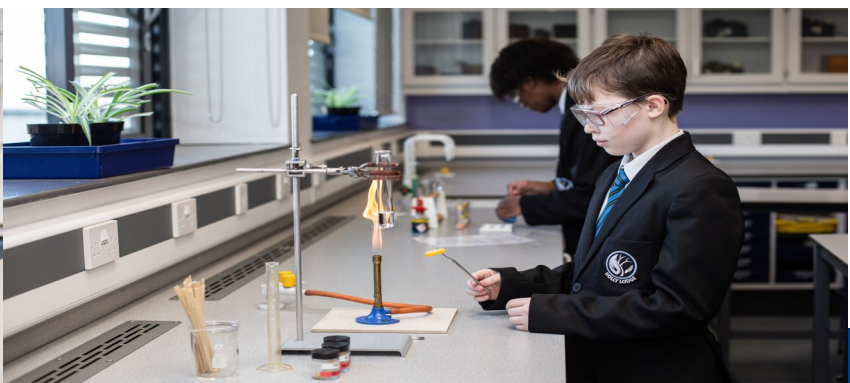
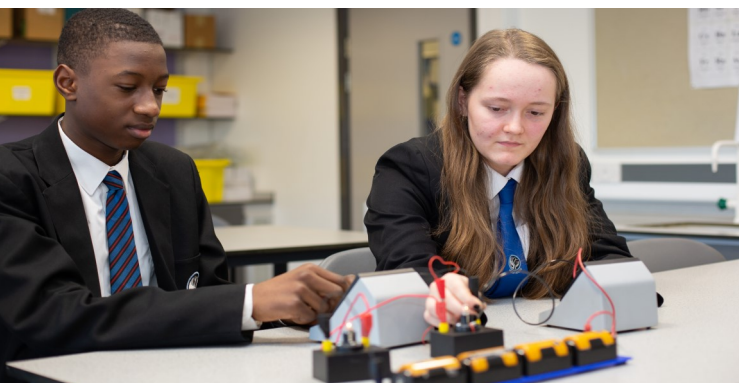
Person Specification

Essential (E)

Desirable (D)

At Holly Lodge we recognise that the best staff come with a diverse set of experiences and qualifications. The only essential requirements for applying to this role are that you share our values and are prepared to work hard and develop where needed. We would rather be flexible and recruit great people who share our approach, than exclude the right candidate with a long list of requirements. We value experience, subject knowledge and professional skills immensely, but we can teach all of these things as required. If you think the role is right for you then please get in touch – we are entirely flexible for the right candidate.

Physical	Good Health Smart Appearance
Qualifications	
Experience	Experience of working in a Secondary environment Knowledge and understanding of Equal Opportunities Knowledge of Health and Safety issues
Training	Willing to attend relevant training
Special Knowledge	An understanding of examination processes and procedures
Circumstances	Flexible approach to work
Disposition	Accuracy and attention to detail Ability to work with academic staff and students Ability to work with others as part of a team and alone
Practical and Intellectual Skills	Good verbal and written communication skills Able to communicate effectively Numeratorate
Legal requirements	Enhanced DBS Clearance





How to Apply

We believe that staff are fundamental to student success and happiness. We strongly encourage prospective applicants to visit the school prior to applying, to have a tour with Headteacher Mr Iqbal, to meet some of our lovely students, and to see for yourself our values in action. If you would like to arrange a visit, please contact: HLS_hr@holly-lodge.org.

If you would prefer to arrange a telephone conversation to discuss the role, or if you have any questions regarding the role or your application, please contact HLS_hr@holly-lodge.org.

Holly Lodge is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from our vision and values.

We very much look forward to meeting you.

Completed applications should be sent to: HLS_hr@holly-lodge.org

Deadline for applications: Open advert

Holly Lodge School
Holly Lane
Smethwick
West Midlands
B67 7JG

Telephone: 0121 558 0691

Email: info@holly-lodge.org

Main reception time:
7.45am until 4.00pm
(Monday to Friday)

