



Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712777 www.sawstonvc.org
comprehensive academy, NOR: 1131
Principal: Mr J P Russell

Required as soon as possible

EXAMINATIONS INVIGILATORS

£8.91 per hour plus holiday pay (£9.98 per hour total)
Term-time only on a casual basis

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for rigour in teaching and learning, outstanding pupil behaviour and inclusive, caring values. We are listed as the sixth best school without a sixth form in the UK (The Sunday Times, 2020). A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

We are seeking additional Invigilators to work as part of our highly effective team, ensuring that guidelines and regulations for the integrity and security of examination papers and procedures are followed. No particular qualifications are needed, but reliability, commitment, flexibility, accuracy and common sense are a must. Full training will be given. Hours by negotiation during examination periods.

To find out more about this role, please download an application form and information pack from our website at www.sawstonvc.org. Applications must be submitted on the College's application form. CVs will not be accepted.

Closing date: Tuesday 28 September 2021 at 9.00 am
Interviews: Wednesday 6 October 2021

Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. We welcome applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.



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Sawston
Village College

Principal: Mr J P Russell

September 2021

Dear Applicant

Examinations Invigilator

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive. Like all schools, we have risen to the challenges of Covid-19 and still take a cautious approach although we look forward to this year without bubbles and other restrictions. We take the health, safety and wellbeing of our staff and pupils extremely seriously. Throughout the pandemic, we have enabled all of our pupils to access the full curriculum and to be inspired by high quality teaching and learning within the restraints of what is possible.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus, a few miles south of the culturally iconic and aspirational city of Cambridge. It was the first purpose-built Village College in England and we are proud of the fact that it is still heralded as a model for community education and remains true to Henry Morris' founding principles. Under normal circumstances, we have over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. We are also proud to be a founding member of the Anglian Learning Trust, a family of like-minded schools serving over 5500 pupils from ages 3-19 in this region. The Trust affords us opportunities to learn from each other, prosper from outstanding leadership development and build strong professional networks to achieve ambitious objectives.

Our focus is the achievement and wellbeing of our 1131 pupils within a school culture based on community, ambition, respect and endeavour. In 2019, the College achieved significantly above national averages at all levels including 62% gaining grade 5+ in English and Maths, 39% at grade 7 or above across all subjects and a progress score of +0.6. We are in the highest quintile for all measures. This success has continued in 2020 and 2021 with the overwhelming majority of our pupils securing their preferred post-16 pathway having achieved grades significantly well above average. Academic success, of course, is only one measure and, as an Artsmark accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and hope for the future. Our code of conduct demands that our pupils also understand and appreciate the need for kindness, humility, politeness and good grace.



This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and staff well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupil to feel safe and happy. We provide outstanding pastoral care of our young people. Each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can. We pride ourselves on the professionalism of our staff and our commitment to ethical leadership; as role models for the young, how we behave as leaders is as important as what we do.

Our highly effective team of invigilators plays an important role in our work and we now wish to employ additional team members to help administer both internal and external examinations throughout the school year. We teach a variety of GCSE syllabuses and vocational qualifications from each of the main boards: AQA, Edexcel and OCR. Our invigilators also oversee the College's internal examinations for Years 9 to 11. You do not need any specific qualifications to be an invigilator as full training will be given. However, a number of qualities are required, as detailed in the person specification. Staff and pupils work extremely hard to prepare for examinations. Therefore, to ensure adequate staffing for their smooth running it is particularly important that our invigilators are reliable and committed to the role and to the particular examination periods they agree to work. Our examination dates for this academic year can be found at the end of this information pack.

If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our support staff application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than one page of A4. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College by 9.00 am on Tuesday 28 September 2021. Please see the application instructions section of this pack for full details. Interviews for shortlisted candidates will take place on Wednesday 6 October. If you have not heard from us three weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter.

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. During these turbulent times, we are keen to recruit people with resilience, adaptability and optimism for a better future. Above all, we are looking for staff who take pride in their work, enjoy the company of children and can harness the power of education to transform lives and inspire our future generation.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Russell', written in a cursive style.

Mr J Russell
Principal

Job Description

Examinations Invigilator



Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Site	Sawston Village College
Grade	National Living Wage plus holiday pay
Hours of work	Casual by negotiation during examination periods Invigilators are required to start work at 8.30 am for morning exams and be available for various sessions throughout the day. Exams usually finish by 3.00 pm.
Responsible to	Examinations Officer

Responsibilities

- To assist in the setting up of examination rooms
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To ensure no inappropriate items are brought into the examination hall, such as personal stereos, mobile phones, revision notes or other paperwork unless told otherwise
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure there is no talking or disruption for the candidates once inside the exam hall and when the exam is in progress
- To ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To maintain security and confidentiality
- To prevent any unauthorised person from entering the exam hall
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the exams office
- To report any possible incidences of malpractice to the exams officer
- To sign the centre's confidentiality declaration
- To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- To attend training as required, including compulsory safeguarding training
- To assist in other activities as may reasonably be requested by the centre from time to time

Person Specification Examinations Invigilator



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Education and Qualifications	Essential	Desirable
Educated to GCSE Level or equivalent with a good standard of literacy and numeracy	✓	

Knowledge and Experience	Essential	Desirable
Previous experience of invigilating examinations in a school environment		✓
A sound knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications)		✓
A sound knowledge of the roles of the JCQ and Awarding Bodies		✓
A sound knowledge of the school's examinations policy and procedures		✓
Experience of working with young people		✓

Professional Qualities	Essential	Desirable
Ability to work as part of a team or alone as necessary	✓	
Ability to demonstrate accuracy and attention to detail	✓	
Ability to relate to candidates, yet maintain an air of authority	✓	
Ability to communicate with candidates and members of staff clearly and accurately	✓	
Ability to work to pre-determined instructions	✓	
Ability to maintain confidentiality on all school matters	✓	
Willingness to undertake training as required	✓	
Able to converse at ease with members of the public (i.e. staff and pupils), answer questions and provide advice in accurate spoken English	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding the welfare of children and vulnerable adults	✓	
Ability to demonstrate a flexible approach to work	✓	
Commitment, reliability and punctuality	✓	
Ability to remain calm in under pressure or during unexpected circumstances	✓	
Ability to demonstrate common sense and initiative	✓	
Ability to be firm but fair at all times	✓	
Ability to judge when a decision is not yours to make	✓	
Honesty and integrity	✓	
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues and children	✓	

Application instructions and further information



How to apply

1. Complete the application form in full. This is available to download from the [vacancies](#) page on our website. CVs will not be accepted.
2. Write a letter of application to the Principal, Jonathan Russell, of no more than one side of A4. See the Letter to Applicants in this pack for details of what to include in your letter.
3. Send your completed application form and letter to Louise Milne, HR Officer, to arrive no later than 9.00 am on Tuesday 28 September 2021, via email or post.
 - Email: to jobs@sawstonvc.org and include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
 - Post: to Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP. Write the vacancy job title in the top left hand corner of the envelope.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. Please read our privacy notice for job applicants and our recruitment and selection policy on our [vacancies](#) page.
6. If you have any queries about the application process please contact Louise Milne at jobs@sawstonvc.org.

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).

Professional development

Sawston Village College is a member of the Anglian Learning multi academy trust www.anglianlearning.org

Examination dates 2021-22

Year 11 mocks	1-12 November 2021
Year 9 exams	18-20 January 2022
Year 11 additional mocks	23-24 February 2022
Year 10 exams	25 April-4 May 2022
Year 11 GCSE exams	16 May-27 June 2022

