

Exam Invigilator Harris Academy Clapham



Harris Academy Clapham

The vision of Harris Academy Clapham is a simple one. From our opening in September 2020, our academy is a place where 'everything is possible'. At Harris Academy Clapham, you will join a dedicated team of teachers and staff supporting our students. If you are looking for an opportunity to grow, inspire and develop, within an inner-city London setting, this may be the role for you.

We are an 11 – 16 Academy located in the heart of Clapham, a vibrant South London Borough with excellent transport links. We are passionate about developing our students and in February 2023, we secured a judgement of, 'Good' from Ofsted with Personal Development being judged, 'Outstanding'. Ofsted stated, 'Pupils speak glowingly about the support offered,' and 'Staff take every opportunity to help pupils live out the belief that everything is possible.'

Harris Academy Clapham is a proud part of the Harris Federation who have a track record of accomplishment in achieving success through rapid school improvement and has built an unrivalled reputation for running outstanding academies. We now have over 50 schools educating more than 40,000 young people across London and Essex and employ over 5,000 staff across our academies and head office. With the majority of our academies located in areas of high socioeconomic disadvantage, a high-quality education is key to the futures of the pupils we serve. The Federation's ambition is one where every child in London, no matter their background, has equal access to high quality education, giving them the same opportunities and potential to succeed.

Academy Ethos

We believe that education is the key to social mobility. We pride ourselves on ensuring students achieve excellent academic outcomes and develop as individuals who we become active citizens themselves. In practice we achieve this by delivering a broad, balanced, ambitious and innovative Curriculum which challenges students to think critically. The delivery of our exceptional curriculum is carefully planned, and research informed. We are passionate about developing teacher pedagogy and use all the incredibly talented teachers and staff that we have at the Academy to build this model as a team.

Our Location

Harris Clapham is located in the heart of the London Borough of Lambeth. We have an incredibly modern school building, equipped with the latest interactive technology in every classroom. The Academy is ideally located for close to the vibrant shops, cafés and restaurants of Abbeville Village and both Clapham High Street and Brixton nearby. Transport links are excellent, with Clapham Common Station and Clapham High Street less than 15-minute walk from the Academy, or an even shorter bus journey. Many of our staff live in the local area or commute from across London using the North Line and Windrush line.

Our Benefits

We know our success is a direct result of the hard work and dedication of our teams. No matter what your role, by joining the Harris Clapham, you will be making a difference to young people and in recognition of this, you will be able to enjoy the tangible and intangible benefits of working at Harris.

Harris has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives. Visit our website to discover more.

Career Development

We are passionate about developing our staff and have many initiatives to support this. Many all of the wider leadership team have been internally promoted, and we have a track record of retaining trainees and moving them onto middle leadership positions. Staff know that ambition at HAFL is something to be celebrated and we invest time and resources in ensuring all staff feel that they are growing and always developing.

We have a culture of learning across the staff body, ensuring everything we do is research and evidence based to ensure we are maximising the effectiveness of our time. All staff are supported to complete NPQs and have the opportunity to be selected for a Lead Practitioner role. All middle and senior leaders meet regularly for extended leadership CPD, which has included completing the content of the NPQSL together as a team and participating in an external coaching programme.

Diversity and Inclusion

We are committed to encouraging and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our young people. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

Our work will impact many generations to come, and our staff come from all backgrounds and walks of life, coming together to inspire young minds. We promote an inclusive culture that embraces the valuable and enriching contribution that all of our community make. We continue to be proactive in uplifting and supporting all voices at Harris.

Job Purpose

Ensure a calm environment, giving candidates confidence in the process. Make sure the right candidates are in the right places. Give out vital information such as start and finish times, ensure candidates have all the materials and information needed for each exam, and manage student behaviour and requests throughout the exam. Ensure that the exam is conducted in strict accordance with guidelines, and that any suspected malpractice is logged with the examinations officer.

Main Areas of Responsibility

- To support the Exams Officer with the day-to-day operation of examination venues. Activities may include:
- 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.
- Ensuring that candidates do not talk once inside examination venues.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Recording details of late arrivals.
- 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.

To assist Examinations Office staff with other examination processes. Activities 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.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010). Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



HOW TO APPLY

Please refer to the advert on our online website to apply. For a confidential discussion about this post with the Principal or for more information, please contact the academy on 0204 513 9350 or info@harrisclapham.org.uk

BEFORE YOU START YOUR APPLICATION

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

HELP AND SUPPORT

For our Help and Support completing your application, visit www.harriscareers.org.uk

SAFEGUARDING NOTICE

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.