



THE REACH FREE
SCHOOL

**Invigilator for public
examinations**

Candidate Pack

**The Reach Free School
Long Lane
Rickmansworth
Hertfordshire
WD3 8AB**

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01923 711517

Dear candidate,

Thank you for expressing an interest in this position. It is an exciting time at The Reach Free School as we build upon the strengths identified in our 2015 Ofsted report. Attracting the very best staff is the most effective way to grow and it is important for us as we enter a new chapter in the history of the school.

In the Summer of 2018, we celebrated our first set of GCSE results and moved into our brand new school. The £19m school ensures that future generations of pupils have access to modern educational facilities right in the heart of their community.

Alongside this, we continue to ensure that our pupils are making excellent progress, putting them on course for strong GCSE results at the end of year 11. Our Sixth Form opened in September 2018 and we look forward to supporting those individuals as they progress through post 16 education.

If you have the passion to contribute to our unique school, then we look forward to receiving your application.

Richard Booth
Headteacher



The School

The Reach Free School is an 11 to 18 school in Rickmansworth, which serves pupils of all backgrounds and abilities. Opened in September 2013, the school was founded by a group of teachers and local parents in response to a significant demand for more secondary school places in the area.

All involved with the school have high aspirations for our pupils and high expectations of them. As such we expect all pupils to:



- Commit their best efforts to all that they do
- Support each other to achieve their potential
- Work with their teachers to exceed their goals
- Demonstrate exemplary behaviour in all that they do
- Take pride in their school and its community within its walls and beyond
- Enjoy learning

The Reach Free School plays an active role in the community, working with local businesses, supporting local events and providing a hub for local services. Pupils are very much involved in the school's wider responsibilities, developing skills in leadership and decision making, communication and collaboration and independent, self led learning.

A sense of purpose and responsibility pervades lessons and activities at The Reach Free School and it is important that our pupils recognise their own responsibilities as members of the community. It is this that underpins The Reach Free School's ethos; Achievement, Community, Enjoyment – ACE.

The Ethos of the School

The Reach Free School's ethos and curriculum is designed, first and foremost to meet the needs of the young people in the local area. The core of our ethos is to personalise the education of every pupil in order for them to maximise their potential and realise their dreams and aspirations.

We believe in the following principles:

Achievement – Realised through recognising the individual needs of every learner

Community – Embracing, utilising and supporting the local community for the benefit of all learners and building partnerships to support teaching and learning

Enjoyment – A commitment to innovative practice and the application of technology to develop enthusiasm for learning

Features of The Reach Free School

A Smaller School – With 120 pupils in each year, The Reach Free School will remain a close-knit environment, even when full. This will ensure a strong sense of community within the school.

A Brand New Building - In September 2018 the school moved to its £19 million new home with modern first class facilities throughout.

Transition – Each of the four classes in Year 7 benefit from their own Home Room and a dedicated Assistant Teacher for the first year. This Assistant Teacher is the form tutor for this class, and supports learning in a range of subjects for their pupils. Together these ease the transition from primary to secondary school for the children and helps us to understand each child as an individual.

Focus on English and Mathematics – The school specialises in English and Mathematics, the building blocks for success in other subjects. Literacy and mathematics pervade teaching and learning at the school and all teachers play a role in developing pupils' skills in these areas.

Community Common Room – Once a week, all pupils work in groups towards a shared goal for the local community. Working together on a community project develops our pupils as creative, confident and proactive individuals.

Technology Rich – All pupils and teachers at The Reach Free School are encouraged to utilise the latest technology to learn and teach in innovative and creative ways.

School Dog – We are fortunate to have Scout, our school dog, with us every day. She supports pupils with their reading and is a friendly face for all pupils, staff, and visitors.



Expectations

At The Reach Free School we expect all staff to:

- First and foremost have a passion for education and be open to innovative approaches in everyday aspects of school life
- Be committed to supporting other members of staff to ensure the best outcomes for all pupils at the school
- Have a passion for education and be open to innovative approaches in everyday aspects of school life
- Be willing to contribute to the overall development of the school
- Be flexible in their approach to work, adapting to new challenges

In return, we offer:

- The opportunity to be a part of a forward-thinking school
- The freedom and flexibility to carry out their role in a positive working environment
- Access to the latest technology to assist them with their role
- The opportunity to gain and develop a broad set of skills
- Competitive salaries, based on skills and experience
- The chance to be part of a pioneering team, creating a fantastic school to serve its local community

The Local Area

The school has been borne out of the need for more education provision in the Mill End, Maple Cross and Rickmansworth area. There is a continuing demand for high quality school places in the local area and the school is helping to meet these needs.





Job description

Job Title: Invigilator
 Reports to: Exams and Data Officer
 Salary Range: £10 per hour

Overall responsibilities:

The Reach Free School is looking to recruit new Exam Invigilators to work alongside our internal staff invigilating public examinations at the school. Hours will be from 8.30am until approximately 3.30pm although there will be some flexibility. No experience is necessary as full training will be given.

Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Reach Free School instructions.
2. To play a key role in upholding the integrity of the examinations / assessment process.

Before exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To assist in admitting candidates into the exam room
- To instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incident, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After exams

- To instruct candidates in finishing their exams and to collect exam scripts

- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

Other

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
 - Facilitating emergency access arrangements, for example as a scribe for a candidate who has broken their arm
 - Other exam related administrative tasks

Job context

The Reach Free School welcomes individuals of a high professional standard and shares the responsibility with each member of staff for continual review and the development of expertise.

All members of staff make a valuable contribution to the school's development and, therefore, to the progress of all pupils.

The Academy Trust will endeavour to make any necessary, reasonable adjustments to the job and working environment, to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.

Review of duties

The specific duties attached to any individual member of staff are subject to annual review and may, after discussion with the employee, be changed.

Salary

The Reach Free School operates its own payscale and salaries will be awarded based on the experience, skills and suitability of the candidate. The rate of pay for this temporary position is £9 per hour, with hours negotiable and likely to be 8.30am to 3.30pm throughout the period spanning Monday 13th May to Friday 14th June 2019.

Person specification

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • 5 GCSE grade C or above including Maths and English
Job Experience and Knowledge		<ul style="list-style-type: none"> • Previous invigilation experience

Skills/Abilities/ Competencies	<ul style="list-style-type: none"> • Ability to co-operate and collaborate with school staff. • Ability to follow written procedures to carry out tasks. • Awareness of data protection issues. • Meticulous attention to detail 	
Personal qualities/ attributes/ attitude	<ul style="list-style-type: none"> • High level of security/ confidentiality awareness • High level of customer care awareness • Flexibility over working hours. 	

How to apply

Completed application forms, along with recruitment monitoring forms, should be submitted in one of the following ways:

- Electronically to: Mrs Samantha Berman, Headteacher's PA, sberman@reachfree.co.uk
- By post to: The Reach Free School
Long Lane
Rickmansworth
Hertfordshire
WD3 8AB

Once your application has been received it will be acknowledged by email.

If submitting your application electronically, please save your form with your name at the beginning of the file name.

In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Potential candidates may contact The Reach Free School with any questions on 01923 711517 or via email at sberman@reachfree.co.uk.

The Reach Free School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. In accordance with our Safer Recruitment Policy we are unable to process applications without a fully completed application form. The successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check. Non-disclosure may lead to termination of your employment.

