

 **West Lea**
A SCHOOL WITHOUT LIMITATIONS
Recruitment Pack

Lead Invigilator



Welcome

Thank you for your interest in the role of Lead Exam Invigilator Work at the Attendance Support Unit, part of West Lea School.

This role is offered as a casual contract (as and when required) with an hourly rate of £15.67 per hour (NJC Outer London Scale 2 Scale Point 3).

We want you to feel comfortable and confident in applying for the role and to provide you with the information you need to decide whether it's right for you. We welcome questions and would love to show you around.

The deadline for applications is Thursday 3rd April 2025 12pm with interviews being held between Tuesday 22nd April – Monday 28th April 2025

West Lea School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK. CVs will not be accepted.

If you require the pack in a different format, would like to visit us or have any questions, please contact the People and Culture Team at humanresources@westleaschool.co.uk.

We look forward to hearing from you and wish you luck.

Please visit our website and the websites of our partner charity and trust, which will give you a further feel for who we are and what we do.

www.westleaschool.co.uk

www.learningforlifecharity.co.uk

www.enterprisecooperativetrust.org.uk

Key facts about our school

Based in the borough of Enfield, West Lea is a school that provides education to children and young adults with special educational needs and disabilities, from the ages of 4 to 25.

We pride ourselves on creating an inclusive environment where everyone feels welcome. Our four campuses – Meridian, Haselbury, Learning for Life and Horizon – serve nearly 450 learners and are home to 220 employees.

A strong community that works together with the common goal of helping each other to flourish, our learners leave equipped with a 'suitcase of skills' that help them to progress onto further education and work.

We're a disability confident employer that's Investors in People accredited, with firmly held values placed at our core.

- Our origins are humble. We opened in 1938 as an open-air school for 'delicate' children
- Our modern-day growth journey began in 2014, starting with 80 learners on a single site
- We now cater for students with a range of complex special educational needs and disabilities
- We've grown rapidly in response to increased demand across the borough of Enfield
- Our four campuses serve nearly 450 learners aged 4 to 19 and 25 learners aged 19 to 25
- Throughout their journey, learners develop vital life skills as well as achieve academically
- We actively prepare learners for adulthood, further education and the workplace
- Our provision includes an Attendance Support Unit (ASU), a Home Tuition Service and a post 16 bridging programme that enables learners to go to a local college
- Our Travel Training Programme enables many learners to travel confidently and independently
- Learners gain work experience with local employers and through our partnership with the Learning for Life Charity (LFLC)
- Our Supported Internship Programme gives young people aged 16 to 25 an opportunity to work
- 80% of our interns get jobs and 90% retain them
- We're a founder member of the Enterprise Cooperative Trust in Enfield borough

Our why, what and how

In September 2021, we developed our strategic framework. It's a simple picture of a school with a roof, four pillars and foundations.

Our strategic framework describes why we exist, what we're here to do and how we're going to do it. It's a roadmap that helps us to make the right decisions.

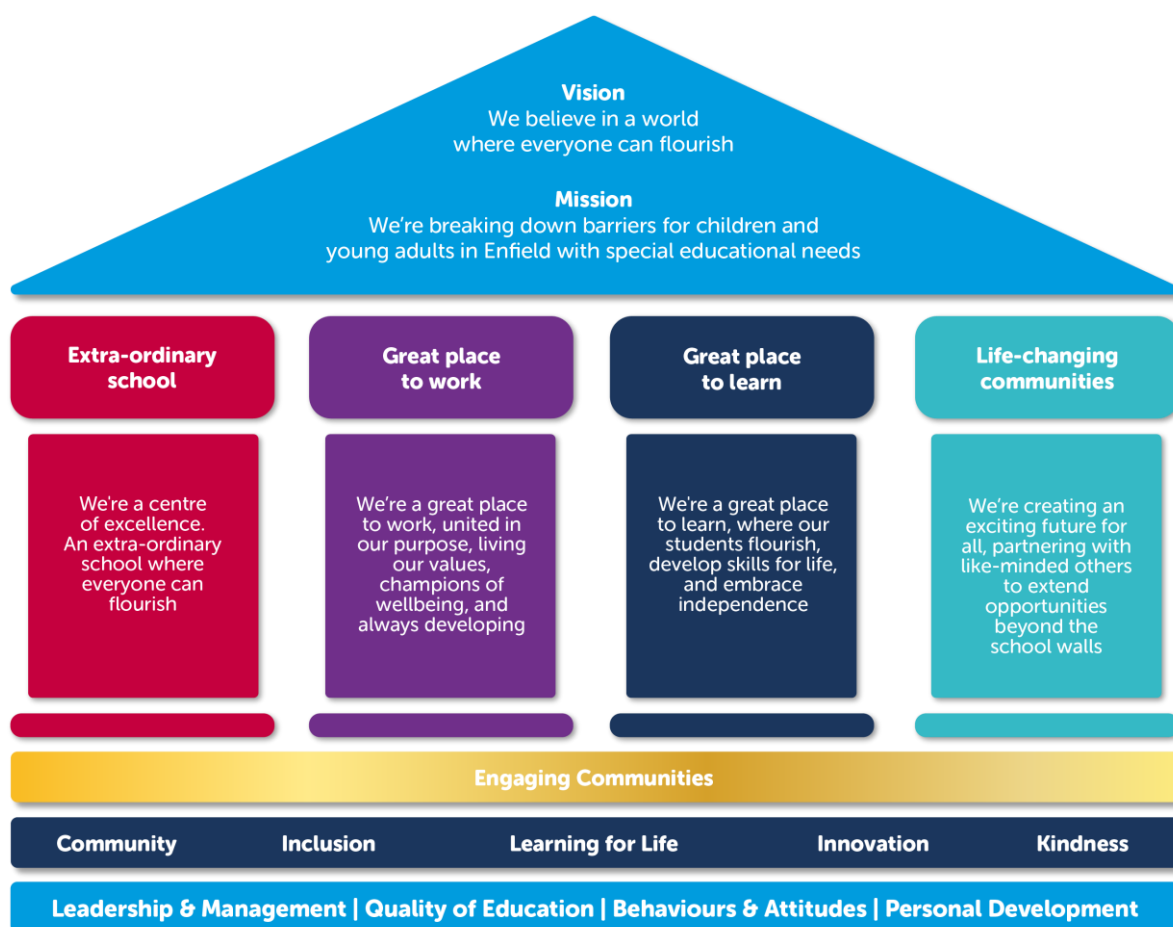
It's a useful model that sets out our long-term, high-level school development plan on a page, which we'll be working on for many years to come.

Our vision, mission and values guide, inspire and unite us. Our vision sits at the top and explains the world we believe in; a world where everyone can flourish.

Our mission sits directly beneath it and describes what all West Lea employees are committed to doing every day, which is breaking down barriers for the learners in our care.

The average person spends 99,117 hours of their life at work (Gallup, 2022). We believe that a good life is one where you spend this time doing something fulfilling and making a real difference to people's lives. That's what West Lea is all about.

It feels great knowing that what we do each day is helping our people, learners and families to flourish.



Vision, mission and values

Our vision, mission and values guide, inspire and unite us.

OUR VISION

We believe in a world where everyone can flourish.

OUR MISSION

We're breaking down barriers for children and young adults in Enfield with special educational needs.

OUR VALUES

Learning for Life

Helping learners succeed beyond the classroom, both now and in the future. Equipping them to overcome challenges and embrace opportunities by developing skills, confidence and independence. Preparing them for adulthood, further education and the workplace.

Community

Creating a united and supportive environment where we're one big family working together so everyone can flourish. Reaching into the local community to provide opportunities for learners beyond the school gates.

Inclusion

Creating a place where everyone is welcome, where no one feels isolated or alone and opportunities are open to all. Teaching, inspiring and supporting learners to play an active role in home, school and community life.

Innovation

Helping learners to reach for the stars, overcome challenges and break down barriers. Ensuring educators, employers, parents and carers think differently, positively and creatively to see beyond the present and embrace new possibilities.

Kindness

Making kindness our default setting, recognising its power to boost someone's day or change their life. Encouraging learners to be kind and compassionate to themselves and others in a world that may otherwise judge and exclude.

Beyond the classroom

West Lea is an outward looking and ‘extra’ ordinary school.

We actively look to learn from and partner with likeminded people and organisations both across and beyond the Enfield borough, recognising that this will help us to realise our vision of a world where everyone can flourish and our ambition of creating life-changing opportunities for our learners and their families.

Whilst our curriculum is broad and aspirational, we want to do more to break down barriers by extending our reach beyond the traditional classroom. This ambition led to the birth of the Enterprise Cooperative Trust (ECT) and the Learning for Life Charity (LFLC), which are important partners to the school.

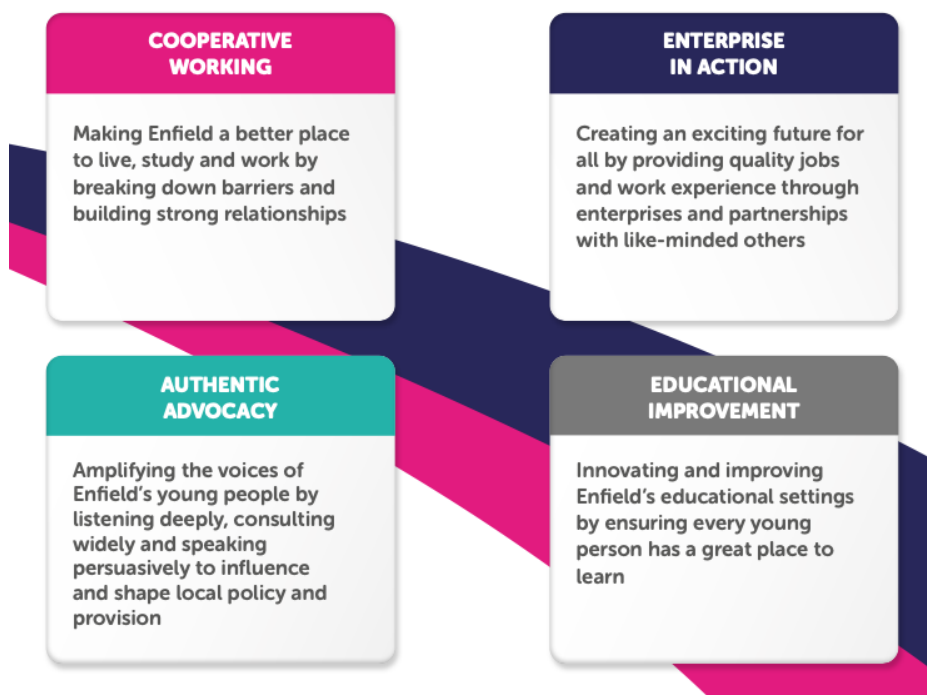
THE ENTERPRISE COOPERATIVE TRUST (ECT)

A not-for-profit cooperative, the ECT launched in June 2022.

Together, like-minded partners from education, charities, community interest groups, business and local government address key problems in the Enfield borough.

The brainchild of West Lea leaders and local charity partners, the ECT aims to use partnerships and projects to raise standards in local schools and create life-changing opportunities for young people who face significant challenges.

Being a member of the ECT enables us to look at education in a different and collaborative way. The trust has aims in four key areas:



THE LEARNING FOR LIFE CHARITY

Founded in 2014 to expand and build upon the life and work skills training provided at West Lea, the LFLC is a partnership between our school and the local community.

Through its social enterprises and projects, LFLC offers an alternative setting in which learners can gain valuable life, social and work experience, benefitting our students, students from local schools and colleges, and other young people in the borough who have been affected by illness, disability or poverty.

LFLC also provides volunteering opportunities for members of the local community who are looking to get back to work.

In-life projects include a programme of social events, two charity shops, an eBay store, furniture upcycling, a coffee cart for retail and barista training, and an employment service that provides needs-based 'Access to Work' funding and support to young people who have graduated from a supported internship into the workplace.

A shared ethos

The school, charity and trust have a shared ethos of empowering every young person and child to be as independent as possible – what we call, 'Learning for Life.'

Learning for Life is based on the following principles:

- We create experiences that enable disadvantaged children to participate in mainstream activities in school and the local community
- We create a stimulating learning environment, tailoring teaching and learning to meet each young person's needs
- We enable learners to be as independent as possible, helping them to develop a 'suitcase of skills' so they reach their potential and are prepared for adulthood
- We treat children as individuals, involve them in making decisions, respect their feelings and foster their overall wellbeing
- We help young people to experience success, develop self-esteem, and be recognised and celebrated for who they are as well as what they can do

Lead Exam Invigilator

Job Description

Purpose of the role

The Lead Exam Invigilator will oversee and supervise examinations at the Attendance Support Unit and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during each exam session. The Lead Exam Invigilator will be needed before, during and after the exams, mocks included.

Availability dates for the role:

GCSE Mocks/PPE: March

GCSEs: May - June

Supporting Exam Officer with Functional Skills exams and certificates: April - June

Key relationships

Reporting to the Exams and Systems officer (Line Manager) and working closely with a team of invigilators to ensure that the exam sessions run smoothly and follow correct procedure.

You will be responsible for ensuring our learners receive the help and support required throughout the exams process.

Who it would suit?

The role would suit a highly organised individual with excellent attention to detail. You will be proactive and a confident communicator with a high standard of verbal and written communication with both colleagues and learners. You will also be able to remain calm under pressure and have flexibility to be called on at short notice.

Primary responsibilities

- To assist in the setting up of examination rooms
- 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 answer scripts are collected in candidate number order and are supervised as required until they are delivered to the registry

- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To maintain security and confidentiality
- To record attendance on the official examination registers
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, personal stereos, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure all candidates are seated before opening the question papers
- To ensure that invigilators DO NOT help candidates in any way with the question paper
- To sign the centre's confidentiality declaration
- Travel between sites may be required during exams
- Printing and collating exam material and certificates
- Exam administration
- Be available for training both initially and on an annual basis

LEARNING FOR LIFE:

- Lead your own development through your own personalised learning plan

COMMUNITY:

- Supervise and support students during designated times

INCLUSION:

- Build positive relationships with all learners
- Promote and support the inclusion of all learners

INNOVATION:

- Be open to new ideas and seek solutions to support all learners especially those who are vulnerable and hard to reach

KINDNESS:

- Ensure positive regard for all learners (and our people) and develop excellent relationships
- Contribute to a calm environment
- Understand that behaviour is a form of communication
- Be an exemplary model of both the values and what we expect of all adults working at this school - Be ready, Be Safe, Be Kind
- Recognise and praise positive behaviours

The key tasks listed above are only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Any changes will be made following discussion with the post holder.

GENERAL REQUIREMENTS

- Contribute to the wider life of the school and Enterprise Cooperative Trust
- Carries out any other reasonable duties and responsibilities requested by the line manager
- The post holder will be expected to comply with West Lea's Schools policies and procedures at all times. These include, but are not limited to child protection, equal opportunities, data protection and health and safety
- The school has a clear policy for reporting suspected/actual child abuse and this procedure must be followed and reported (in writing) to a designated teacher for further action
- In order to do their job, the post holder will be trained and coached in the relevant procedures and policies of West Lea School. They will be expected to familiarise themselves with the school and policies and to seek advice and guidance from the line manager if required
- Undertake Staff Development/CPD Training as required by the nature of this post and the range of duties described within this job description

Lead Exam Invigilator Person Specification

The specification is to guide candidates and managers during the recruitment process.

Experience	Essential	Desirable
Previous experience as an exam invigilator		✓
Experience in a leading exam invigilator role		✓
Knows & Can Do	Essential	Desirable
Reliable, flexible and readily available during main examinations periods	✓	
Effective communication skills and good interpersonal skills	✓	
Works well as part of a team	✓	
Be able to give instructions and manage situations involving different groups of people	✓	
Proficient IT skills	✓	
Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations	✓	
Excellent organisational skills	✓	
Personal Qualities	Essential	Desirable
High standards of professionalism	✓	
Be a calming and a reassuring presence to candidates in examinations rooms	✓	
Attention to detail and thorough	✓	