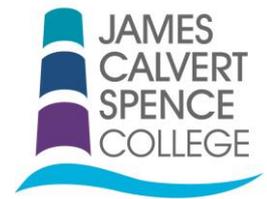


NAVIGATE ILLUMINATE SHELTER



# EXAM INVIGILATOR

CANDIDATE INFORMATION PACK

## Executive Headteacher's welcome

Thank you for your interest in this opportunity to join us at James Calvert Spence College.

It's my great pleasure to welcome you to James Calvert Spence College, a 9-19 through school that welcome students from Y5 through to Sixth Form. We're a relatively small, friendly school that is in the heart of its community, spread across two sites in Amble, on the beautiful Northumberland coastline.

Years 5 to 7 are taught on our lower school site, and, unlike many primary schools, we have fully equipped and dedicated science laboratories, an enviable Design Technology workshop, Food kitchen, Art studio, ICT suite and PE facilities that our students take advantage of to enhance their learning.

Years 8 to 13 are taught on the upper school site and take advantage of a fabulous array of facilities including an art, fashion and DT suite; PE facilities including generous playing fields, tennis courts, a running track, dance studio, sports hall and climbing wall; and well-equipped classrooms and science laboratories.

We have high aspirations for all of our students – we expect them to show determination and a desire to achieve highly and, in return, we offer them unwavering support throughout their years with us. In Key Stage 4 and the Sixth Form, we offer a wide range of GCSE and A-Level courses to make sure that there is a relevant pathway into Higher Education, further training or employment for everyone.

JCSC has improved considerably over the last few years with excellent A-level results and rapidly rising GCSE outcomes. In 2019 [the last year of exams before covid] we celebrated our best ever set of GCSE results – a key measure that had improved each year for three consecutive years. In that same year, our A-level results were up there with the very best in Northumberland and we were the highest performing school in the county for the highly academic measure of AAB+ with at least two facilitating subjects.

The staff and governors of the school are committed to its continuing development and improvement, to ensure that it provides education of the highest quality for all students. It's a great place to work or study – feel free to contact us and arrange a visit if you'd like to experience all JCSC has to offer first hand.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the posts then please contact Amy Crawley, Business Manager on 01665 710636.

Yours faithfully

A handwritten signature in cursive script that reads 'Neil Rodgers'.

NEIL RODGERS  
Executive Headteacher

## Our vision and values

Our vision and values are simple: we navigate, we illuminate and we shelter.

### HOW WE NAVIGATE

We trust and empower our staff to make the right decisions. We all know what we are accountable for, and we stick to the rules. We don't seek to blame, but to learn. We are fair and ethical, gaining the respect of others through acting with integrity. We work at pace, but collaboratively, building effective relationships. We promote simplicity, innovation and learning to get the best results.

### HOW WE ILLUMINATE

We exceed people's expectations with our can-do attitude. We encourage and listen to others' views, needs and suggestions. We are imaginative about better ways of delivering services and work together to achieve the best results. We exhibit and encourage a sense of pride in the achievement of our personal, team and organisational goals.

### HOW WE SHELTER

We provide clarity of expectation of behaviours and how these behaviours create a positive, open and honest environment. We support the diversity of teams and trust others to fulfil their responsibilities. We build and maintain relationships with each other, students, parents and the wider community and encourage others to do the same.

### AIMS

We firmly believe in the potential of every single student and that everyone is capable of achieving great things. We want our students to leave us well qualified, well rounded and confident. Students will be ready to go out into the world and make the most of every opportunity. This is reflected in our vision and values and is demonstrated in the way we work with our young people.

We aim to:

- Deliver excellence in teaching and learning
- Challenge and inspire students to achieve academic success
- Provide students with excellent facilities, experiences and an overall stimulating learning environment
- Commit to the all – round development of every student
- Help students to acquire the social skills, knowledge and understanding needed for future success
- Provide dedicated and supportive pastoral care
- Work in partnership with the local community.

## Perks of the job

We are a maintained school within Northumberland County Council. Located just 30 miles from Newcastle City Centre, you have an enviable journey to work each day. Traffic? Not on the country roads of Northumberland! You will have the opportunity to work in one of the most beautiful areas of the UK; the picturesque fishing village of Amble, the historic village of Warkworth and its castle to the north and an area of outstanding national beauty at Druridge Bay.

We offer staff many perks of the job. Staff requiring IT access to do their job are provided with a laptop with five licences of the full Microsoft Office suite that can be installed on multiple PCs, Macs or iPads at home. All staff can opt into flexible benefits such as tax-free childcare vouchers or bicycles on the Cycle to Work scheme. Support staff are also eligible to join a salary sacrifice scheme for a lease car, payable through your salary each month and saving on tax again.

With approximately 750 students on roll, we are a relatively small school but what we lack in size we make up for in other ways. We have a friendly staff body who all know and care about the children; the pastoral care and support for students and each other is humbling. We also have a vibrant staff social committee!

We feel strongly that Continuous Professional Learning and training is key to success and offer excellent opportunities for professional development. If successful, we will support you to be your very best.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share the commitment. If you are successful, we need you to have an Enhanced Disclosure Check through the Disclosure and Barring Service which we'll pay for.

Join us and be part of an organisation that is always looking for ways to improve or do things differently so we can make a real difference for our students every single day.

## EXAM INVIGILATOR

Casual Contract

Band 3: £19,312 – £19,698 (pro rata)

### **We Navigate. We Illuminate. We Shelter.**

We are looking to recruit exam invigilators for our forthcoming exam periods: mainly during May and June, although you may be called upon to assist at other times of the year. These appointments are offered on a casual basis. Successful candidates will join a bank of exam invigilators and the hours will be flexible.

This role is essential to the smooth running of the examination process. In addition to ensuring correct exam procedures are followed, the successful applicants will be responsible for the setting out and collecting of exam papers and materials; admitting students to the exam hall/room; invigilating during the exams; and collating the exam papers to be sent off to the exam boards. Occasionally invigilators may be called upon to read or scribe for individual students.

Invigilation is usually divided into morning and afternoon sessions. Morning sessions start at 8.30am and run for up to 3 hours. The afternoon sessions start at 1.00pm and likewise may run until 4pm. We are willing to consider applications from candidates who are able to work either or both sessions.

Full training will be given to successful applicants.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced DBS disclosure is required for this post.

Further details about the school and vacancy can be obtained from [www.jcsc.co.uk](http://www.jcsc.co.uk) or by emailing [ssmith01@jcsc.co.uk](mailto:ssmith01@jcsc.co.uk) – Exams & Data Officer.

Interested in applying? Completed application forms should be submitted to the Business Support Officer, James Calvert Spence College, Acklington Road, Amble, Northumberland, NE65 0NG or by email to [lgordon01@jcsc.co.uk](mailto:lgordon01@jcsc.co.uk). The closing date for applications is noon on Thursday 17 March.

## JOB DESCRIPTION

<b>Post Title:</b> Invigilator	<b>Director/Service/Sector:</b> Children's Services		<b>Office Use</b>
<b>Band:</b> 3	<b>Workplace:</b>		<b>JE ref:</b> SG8
<b>Responsible to:</b> Head Invigilator, Examinations Officer	<b>Date:</b> March 2010	<b>Manager Level:</b>	<b>HRMS ref:</b>
<b>Job Purpose:</b> To assist in the supervision and setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are following during examination sessions.			
<b>Resources</b>	Staff	Readers/writers	
	Finance		
	Physical	Examination rooms. Exam scripts, stationery and equipment.	
	Clients	Internal: Teachers, other support staff and pupils. External: Parents, Community users, Exam Board, JCQ Inspectors.	
<b><u>Duties and key result areas:</u></b>			
<b>Main Purpose:</b>			
To assist in the supervision and setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.			
<b>Responsibilities:</b>			
<ul style="list-style-type: none"> <li>• To assist in the collection of Examination papers and related information from the Examinations Office.</li> <li>• To assist in the transportation of exam papers to the venue securely.</li> <li>• To assist in ensuring Examination Papers are correct and are in accordance with attendance registers and seating plans.</li> <li>• To assist in the setting up of the examination room – candidate cards, start and finish times and clocks.</li> <li>• To ensure the examination room is set up in accordance with the seating plan.</li> <li>• To assist in recording attendance on the seating plan.</li> <li>• To closely monitor students throughout the examinations to prevent malpractice and disruption.</li> <li>• To assist with emergencies ensuring you follow Centre Policies and JCQ regulations (illness, fire alarms).</li> <li>• To collect scripts and question papers, ensuring that they are collected in correct order.</li> <li>• To ensure the exam room is tidy in preparation for the next examination.</li> <li>• To assist in the transportation of exam scripts to the exams office securely.</li> <li>• To ensure you are familiar with the JCQ Instructions for conducting examinations booklet.</li> <li>• To undertake any training relevant to the post.</li> <li>• To assist with other duties consistent with the nature, level and grade of post.</li> </ul>			

## Additional Information

- In order to maintain a professional atmosphere, a smart/casual dress code and you must wear a name badge at all times.
- Invigilators must conduct examinations in a calm and professional manner.

## Support for the School

1. Comply with all school policies relating to:
  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - E-Safety
  - Confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Attend and participate in regular meetings.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

## Work Arrangements

Transport requirements: Working patterns: Working conditions:	
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## PERSON SPECIFICATION

Post Title: Invigilator	Director/Service/Sector:	Ref: SG8
Essential	Desirable	Assess by
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>A good general education to age of 16 with either evidence of examination success or successful experience of work in a similar field.</li> </ul>		
<b>Experience</b>		
	<ul style="list-style-type: none"> <li>Previous experience of working as an Exams Invigilator or in higher education environment.</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Ability to relate to candidates yet maintain an air of authority.</li> <li>Ability to communicate with candidates and members of staff clearly and accurately.</li> <li>Ability to work as part of a team or alone as necessary.</li> <li>Comfortable under pressure.</li> <li>Flexible approach to work.</li> <li>Reliable and punctual.</li> <li>Accuracy and attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the examination process.</li> <li>An understanding of the JCQ regulations.</li> </ul>	
<b>Personal Qualities, Aptitudes</b>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>Excellent record of attendance and punctuality.</li> <li>Understanding of the role within safeguarding.</li> </ul>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits