

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 and 6 are taught in our primary village but, unlike in many primary schools, also have access to our fully equipped and dedicated science laboratories, an enviable Design Technology workshop, Food kitchen, Art studio, ICT suite and PE facilities to enhance their learning.

Years 7 to 13 are taught in the main school building site and benefit from 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



NEIL RODGERS
Executive Headteacher



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.

Equal Opportunities

James Calvert Spence College is committed to ensuring equal opportunities. All qualified applicants will receive consideration for employment without regard to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership and pregnancy or maternity.



EXAM INVIGILATOR

Casual Contract

Band 3: £11.18 - £11.38 per hour

Be Kind. Work Hard. Aim High

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.

Further details about the school and vacancy can be obtained from www.jcsc.co.uk or by emailing lhobden01@jcsc.co.uk, Exams & Data Officer.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. You can view our policy for Safeguarding and Child protection [here](#). An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying?

Completed forms should be emailed to lgordon01@jcsc.co.uk.

Applications for this role will be considered at any time.



JOB DESCRIPTION

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

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:	
---	--

Northumberland County Council

PERSON SPECIFICATION

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