



Exam Invigilator

Application pack

**Caroline
Chisholm
School**



Ambition Confidence Success
Everyone Every Lesson Every Opportunity



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Principal's Introduction

Thank you for your interest in our school and the post of Exam Invigilator at Caroline Chisholm School. Our school is a dynamic and heavily over-subscribed all-through academy which covers an age range from 4 to 19. The school caters for over 2000 students across our Primary phase, Secondary phase and Sixth Form.

It is a busy and exciting time at Caroline Chisholm. We are delighted that our long-awaited Ofsted review resulted in a 'Good' outcome with 'Outstanding' in our early years provision. We aim to continue to rapidly improve to become one of the highest performing schools in the Northamptonshire area.

My vision for the school is that it becomes a centre of excellence in developing innovative teaching as well as being a school that focusses on developing success, confidence and ambition in all our students. It is therefore important that the successful candidate has a true passion and determination for developing teaching and learning, coupled with drive to deliver outstanding outcomes for our students.

The successful candidates will be expected to motivate and inspire students and promote a culture that challenges them to achieve at the highest levels. The positions are available from September 2021.

Regards,



David James
Principal

Our School

Caroline Chisholm is an oversubscribed, academically successful school that strives to develop young people into ambitious, highly successful, happy and resilient young adults. We make learning enjoyable from reception right up to the sixth form. We provide a challenging academic curriculum, coupled with a very supportive pastoral system that values the strengths and talents of the individual student.

Since our opening in 2004, we have progressed as a school to offer both incredible facilities and teaching. In January 2020, we welcomed a visit from Ofsted and were awarded a 'Good' status. They were keen to note that,

“Caroline Chisholm School is an improving school”

Ofsted, 2020

And we believe that thanks to both parental feedback and the comments highlighted by Ofsted we can rapidly improve, to become an outstanding provider in as short a time as possible.

Extra-curricular involvement is not considered an “add on” at our school. Engagement in sports, the arts, school trips and out of class activities allow us to build the qualities of determination, commitment, courage, compassion and enterprise that we value as a school.

Science, Technology & Engineering and Maths is the focus of our Enterprise specialism and the school has had significant success nationally in these areas.



Our purpose-built, state of the art, all through (4-19) provision makes Caroline Chisholm School a school for the 21st Century.

If you send your child to Caroline Chisholm School you can be assured that we will work hard to look after them, unlock their potential and provide every opportunity to make their time with us fun, engaging, rewarding and successful – so that they can be the best they can be.

Our Vision and Values

Caroline Chisholm School is a safe, secure and inspirational learning environment at the heart of our community where everyone is equally valued and respected - a community built on:

Ambition

By developing the school culture, where everyone:

- strives to be the best they can become
- aspires to ambitious goals
- nurtures and supports

Confidence

Where everyone develops self-belief by:

- overcoming challenges
- taking calculated risks
- upholding our shared values

Success

Where everyone is inspired to:

- become a high performing learner
- embrace a range of rich and diverse opportunities
- celebrate achievement in all its forms

We aim to provide school experiences and opportunities that promote and encourage ambition, confidence and success for everyone through the effective support and engagements of parents. Our school ethos plays a key role in every lesson and activity, both in and out of school to ensure that everyone can aim high and unlock their individual potential. We will encourage each child to make the most of every opportunity so that their educational experience at school is as enjoyable, rewarding and as successful as possible – nurturing the best in everyone.

Academic attainment across all phases is consistently above national averages and in 2019, 83% of students obtained the expected standards in reading, writing and maths at the end of Key Stage 2. In addition, 78% of students obtained grade 4+ in both English and maths at GCSE.

Our school ethos 'Everyone, Every Lesson, Every Opportunity' carries across all phases of our school. If our ethos fits with your ambitions, we would very much like to hear from you. This position is available as soon as possible.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an Enhanced DBS Disclosure. All applicants should read the school's Child Protection and Safeguarding Policy (which is available on our website) and are required to declare any information, as requested, on the online application form.

How to Apply

To apply, please complete the online application form and attach a supporting statement to tell us about your experience and suitability for the post with reference to the attached job description and person specification.

If you have any immediate questions around this job role, please do not hesitate to email Examinations Manager, Shou Yee Man, via: sman@ccs.northants.sch.uk

Please note that all applications must be submitted by: 14/09/2021 by 4pm. If you have not heard from the school within 2 weeks of this deadline, please assume that your application has not been successful on this occasion.

References will always be requested before interview.

Interview date

- Interviews for the post will take place on Monday 20th September 2021.
- The school reserves the right to interview strong candidates at an earlier date to ensure we secure the best person for the post.



Job Description:

Exam Invigilator

Casual Contract – no fixed hours

Shifts will be Monday – Friday between 8am – 4pm

Scale Grade: B £9.43 per hour plus holiday entitlement.

Main Duties and Responsibilities:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) and awarding body regulations and instructions.
- To have a key role in upholding the integrity and security of the examination/ assessment process.

Before Exams

- Report to and be briefed by the Exams Manager/ Exams Assistant prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Ensure exam rooms are set up according to the requirements.
- Distribute the correct question papers and exam materials in accordance with the examination rules and regulations.
- Admit candidates into exam rooms under formal exam conditions.
- Identify candidates and seat candidates according to the required arrangements.
- Instruct candidates in the conduct of their exams.
- Deal with candidate questions. Contact the Exams Manager if required.
- Start exams.

During Exams

- Complete attendance registers. Report any absences asap.
- Supervise and observe candidates at all times and be vigilant throughout exams.
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption, or irregularities.
- Deal with candidate questions according to the regulations.

After Exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials.
- Check candidates have completed their candidate number on their scripts and that the name is the legal name.
- Dismiss candidates from the exam room in an orderly fashion.
- Securely return all exam scripts and exam materials to the Exams Office.

Other Tasks

- Undertake training, update and review sessions as required.
- To maintain confidentiality and security of information acquired while undertaking duties for the school.
- Undertake, where required and where able, other duties requested by the Examinations Manager, for example:
 - Centre supervision of exam timetable clash candidates between exam sessions

Whilst we have made every effort to explain all the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any responsible request from a manager to undertake work of a similar level that is not specified in this job description.



“Pupils are well supported for their next steps in education and training. Opportunities for extra-curricular activity are highly regarded. These include a wide range of sports, dance, drama and visual arts.”



Person Specification

Essential/ Desirable	Requirements	Assessment Criteria		
		Interview	Application	Appointed
Experience				
D	Experience in working with children/young people		✓	
D	Experience in carrying out clerical duties with a keen eye for detail		✓	
Personal Qualities				
E	Able to work as part of a team as well as on own initiative	✓	✓	✓
E	Able to work effectively with diverse groups of people	✓	✓	✓
E	Positive and caring approach to students	✓		✓
E	Able to organise time efficiently and work to deadlines	✓	✓	✓
Education, training, and skills				
E	Good standard of education – minimum GCSE or equivalent	✓	✓	
E	Good interpersonal skills – able to provide oral instructions to candidates	✓	✓	✓
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	✓	✓	
E	Genuine interest in the education of young people and ability to contribute more widely to the life and community of the school	✓	✓	
E	Play an active role in terms of safeguarding all students and adults	✓	✓	✓