



'Learning For Life'

APPLICATION PACK



Lead Exam Invigilator

Headteacher: David Pover

The Burgate School and Sixth Form, Salisbury Road, Fordingbridge, Hampshire, SP6 1EZ

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Dear Prospective Applicant

I am delighted that you are interested in applying for this post at The Burgate School and Sixth Form. The Burgate is a school that expects both staff and students to strive to do their very best united by a common belief that everyone's learning journey should be exciting and individual. Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition.

Lead Exam Invigilator

We are seeking to appoint Lead Exam Invigilators to join our friendly exams team. As a Lead Exam Invigilator, you will join our existing team of highly experienced invigilators in supporting our students through the examination periods at our school including GCSE and A Levels exams. You will help and support our Examinations Officer to lead our team of Exam Invigilators in conducting internal and external examinations for students, ensuring that all regulatory requirements and school policy and procedures for the conduct of examinations are strictly adhered to and met at all times.

This post would be ideally suited to applicants who feel a sense of responsibility for today's young people and who are able to work flexible daytime hours. Full training will be provided and working hours will be negotiated for each exam period.

Salary: £9.20 per hour plus £10 per exam where you are the Lead Exam Invigilator.

How to Apply

Please take your time to explore our school's website which will give you a better understanding of what we believe is a happy, caring and successful school. Should you have any specific queries that are not answered by the information provided, either in this application pack or on the website, please do not hesitate to contact our Examinations Officer, Miss Lucy McBride at: lmcbride@burgate.hants.sch.uk

Please email your completed application using a school application form to the Headteacher's PA, Miss Sarah Hewett at: shewett@burgate.hants.sch.uk. Only applications submitted on the school's application form will be considered. CVs will not be considered. Please remember to fully complete all sections. You may also post or fax your application form if you wish.

Safeguarding and Child Protection Statement

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school we are committed to safeguarding and promoting the welfare of all of our students.

The actions that we take to prevent harm; to promote wellbeing; to create safe environments; to educate on rights, respect and responsibilities; to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school.

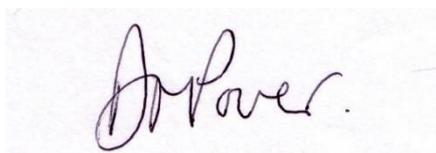
Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. For posts in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

Equal Opportunities Statement

The Burgate School and Sixth Form values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity or religion.

We look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Pover', is written on a light-colored rectangular background.

Mr David Pover
Headteacher

General Information for Applicants

The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

Our Vision

We want every student to enjoy their learning and feel valued for who they are

Our Values

A love of learning

Hard work and the pursuit of excellence

Exploration and enquiry

Fairness and honesty

Confidence and independence

Originality and creativity

Location

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

The School

The successful applicant will join a school that is looking to build on its success and in which the students have a strong desire to learn and make progress. We offer a wide range of subjects at GCSE and A Level delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. Students enjoy coming to school, achieve high standards and make the most of the opportunities available to them. Colleagues are professional, highly motivated and supportive of each other.

The school has a very committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools alongside an active parent-teacher association, which organises social, educational and fund-raising activities. We benefit from the excellent support of parents whom we encourage to maintain close contact with the school and to get in touch whenever they have queries or concerns regarding their child's education.

The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb.

JOB DESCRIPTION
LEAD EXAMINATION INVIGILATOR

Impact Statement: It is the role of the examination invigilator to ensure the smooth running of the examinations to the benefit of the candidates and to ensure the compliance of the centre to the procedures set down by the awarding bodies.

Responsible to: Examination Officer

KEY RESPONSIBILITIES:

- Ensure that the examination room meets and is set up in line with the JCQ regulations
- Invigilate or support off-site if required through access arrangements
- Ensure that all candidates adhere to the regulations
- Open and distribute the examination papers and any other authorised materials to the candidates
- Complete the attendance register and report absent candidates to the Examination Officer
- Ensure that candidates are issued the correct papers
- Record and monitor the timings of the examinations accurately
- Investigate possible errors on papers and act accordingly
- Contact the Examination Officer when candidates raise a concern or problem with a paper that requires the professional judgement of a teacher
- Ensure that candidates who arrive late (within regulation timescales) are briefed, seated and allowed to partake in the exam whilst causing minimum disruption to other candidates
- Supervise candidates in a quiet and unobtrusive manner
- Respond to candidate queries in accordance with the JCQ regulations
- Ensure candidates who need to leave the room are supervised in accordance with the JCQ regulations
- Supervise 'clash' candidates between exams as per instructions
- Ensure only staff authorised by the Examination Officer are permitted to enter the Exam Room prior to and during exams
- Deal with any unexpected issues as required
- Ensure that efficient timekeeping is maintained taking into account candidates who have the provision of extra time
- Ensure that exam conditions are maintained until the candidates have been dismissed from the examination room
- Ensure that under no circumstances is an exam room where an exam is taking place is left unsupervised, and that the minimum invigilator ratio is maintained.
- Ensure that all scripts are collated and accounted for, complete attendance register and package up papers alongside the Examinations officer
- Ensure that the scripts are not left unattended at any time
- Ensure that the examination room is left tidy
- Ensure that any laptop users save their work onto the provided memory stick and are escorted to the Exams Office

- To act as any combination of reader / scribe / prompter on either a one to one basis or on an adhoc basis for a small group
- Ensure that no help is given outside of the JCQ regulations in capacity of reading or scribing during an exam.

GENERAL:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection reporting all concerns to the appropriate person.
- To attend training courses as directed by the School Business Manager.
- To play an active part in the life of the school, sharing the aims and objectives of The Burgate School and Sixth Form.
- To carry out other duties as are required and as are commensurate with the grade of this post.

Lead Exam Invigilator: Person Specification

Qualifications & Experience	Essential	Desirable
Good standard of general education	X	
Experience of a busy work environment	X	
Experience of working in a secondary school		X
Experience of invigilating examinations		X

Skills and Competencies	Essential	Desirable
Excellent organisational skills	X	
A flexible approach to work	X	
Ability to keep calm under pressure and when unexpected circumstances arise	X	
Accuracy and attention to detail	X	
Ability to relate well to candidates whilst maintaining an air of authority	X	
Ability to communicate clearly and accurately	X	
Ability to listen and speak clearly	X	
Effective oral and written communication skills	X	
Ability to issue instructions to a wide range of examination candidates in a confident manner	X	
Ability to work to predetermined instructions and regulations	X	
Ability to work as part of a team or alone as necessary	X	
Ability to judge when it is necessary to call for assistance	X	
Ability to be firm but fair at all times	X	

Additional Factors	Essential	Desirable
Reliability	X	
Punctuality	X	
Ability to use common sense and initiative	X	
Tactful and understands confidentiality	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	
Commitment to equal opportunity	X	
Willingness to undertake training and develop skills	X	

All staff are expected to maintain a high standard of professional commitment and to work together for the good of the students and of the school.