**Casual Exam Invigilators**

**Scale 3**

**Required as soon as possible**

Hadley Learning Community (HLC) is a £70 million school that opened in September 2006 in Telford, Shropshire, just 5 minutes off junction 6 of the M54. The campus consists of a primary, secondary and special school housed within a very unique, spectacular all through school. When you visit, you will instantly feel the ethos of our school but in summary, we are proud to say that HLC is a truly fully inclusive school that is proud of its students and the community we serve.

In our most recent Ofsted, the school was graded as ‘Good with many Outstanding features’ with the highlight being comments on the outstanding care, guidance and support to all of our students. From 2014-2017, HLC was positioned in the top 100 schools in the country for progress which is an amazing achievement and we are now the 4th highest performing school in country based on similar cohorts. The staff and students of HLC take great pride in the superb facilities and work harmoniously together to produce a ‘can do’ culture of high expectations.

We are seeking to appoint enthusiastic casual Exam Invigilators to join our secondary phase. Experience of invigilation is not required as training in the role and duties of an invigilator will be provided. This role would require flexible ad hoc examination support with variable working hours. Working in a busy school environment you will provide support across the busy examination season by providing excellent service to allow the examinations to be completed in a prompt and accurate manner.

You will be involved in the examination process from start to finish, from ensuring that the hall meets the correct requirements, entry and exiting of students and working with the subject teachers to problem solve any queries. Further to this you will ensure that all the candidates are sitting the correct examination and examinations are completed under correct conditions.

One of the key benefits to working within our school is the relationships that you will build with both staff and students. You will also have free use of our health and fitness Centre, four-court sports hall and 25-metre indoor swimming pool. Importantly, one of our key principles is to support your welfare and as part of this we offer an Employee Assistance Programme and assist our working families through an on-site nursery which several staff use to support their childcare provision.

We look forward to receiving your application.

Please see Job Description and Person Specification for further information, we look forward to receiving your application.

**Closing date for applications: 13th December 2024**

# **Interviews to be held: TBC**

**For more information and to return completed application forms, please contact Mrs Charlotte Brakes –** [**charlotte.brakes@lct.education**](mailto:charlotte.brakes@lct.education)**.**

**Invigilator Job Description**

| Reporting to | Exams Officer | Hourly pay rate | Scale 3 Point 5 |
| --- | --- | --- | --- |
| Hours of work | By negotiation and agreement | | |

**General requirements**

* Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
* Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
* Invigilators are required to confirm their availability in advance of main exam periods
* Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

* be reliable, flexible and readily available during main exam periods
* have effective communication skills and good interpersonal skills
* work well as part of a team
* be confident and a reassuring presence to candidates in exam rooms
* be able to give instructions and manage situations involving different groups of people
* have basic IT skills (familiar with use of email, mobile phone messaging etc.)

**Main duties**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Hadley Learning Community regulations and instructions
2. 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 officer 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
* Admit candidates into exam rooms under formal exam conditions
* Identify candidates and seat candidates according to the required arrangements
* Distribute the correct question papers and exam materials to candidates
* Instruct candidates in the conduct of their exams
* Deal with candidate questions
* Start exams

**During exams**

* 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
* Complete attendance registers
* Deal with candidate questions according to the regulations

**After exams**

* Instruct candidates in finishing their exams and collect exam scripts and exam materials
* Dismiss candidates from the exam room
* Check candidates’ names on scripts, match the details on the attendance register
* Securely return all exam scripts and exam materials to the exams officer

**Other tasks**

* Undertake training, update and review sessions as required
* (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
* Undertake, where required and where able, other duties requested by the exams officer, for example
  + centre supervision of exam timetable clash candidates between exam sessions
  + facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  + other exams-related administrative tasks including maintaining question paper security by supporting the ‘second pair of eyes check’
* The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The postholder will be expected to actively follow HLC & Learning Community Trust policies, including those such as Safeguarding, Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations

**Line Manager**

Exams Officer

A full DBS will be required and financed by Hadley Learning Centre.

The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children’s barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process.  In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children. For more information, please refer to The MOJ’s guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. For more information regarding our school’s commitment to safeguarding, please see our Child Protection & Safeguarding Policy [Policies & Documents | HLC Secondary (hadleylearningcommunity.org.uk)](https://hadleylearningcommunity.org.uk/secondary/policies-documents/)

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations

Name………………………………………………… Signed…………………………………………………

Signed…………………………………………………(Head of Secondary Phase)