



Information for Applicants

Exams Invigilator

Grade D £11 per hour (this includes
enhanced holiday pay)

Casual Term Time only

Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466
Email: r.evans@tgs.starmat.uk

Headteacher: Mr A Parkinson



Dear applicant,

Thank you for expressing an interest in applying for the post of Exams Invigilator (casual).

At Tadcaster Grammar School [TGS] we put the needs of students at the forefront of our decision making and practice. Our curricular and co-curricular offer responds to the aims and aspirations of individuals and we structure these as a 7-year experience. The school is fortunate to have a highly committed and talented staff and governing body and our students are motivated, articulate and keen to learn. TGS is a larger than average school, but we organise our pastoral systems so everyone is seen, heard and valued. Our recent entry into the STAR MAT as a partner school has strengthened our ability to ensure all students enjoy their learning and wider school experience across the 4-19 year old age range.

When I first arrived at TGS there were a number of things that immediately impressed me. The first was the very open and welcoming nature of the school from both the staff and students. The second was the sheer variety of activities which are offered both within the curriculum and after school hours. Finally it was apparent that TGS was a school with a strong reputation for looking after its students and where high standards of conduct are non-negotiable.

Our ambition for the school focuses on developing a culture where all students achieve highly whatever their background or ability. This relies on providing learning and teaching of the highest possible quality to engage, enthuse and motivate. At TGS we do not limit our definition of achievement simply to traditionally academic pursuits; we believe in developing well rounded individuals and, as such, we make a significant investment in the areas of sport, creative and performing arts.

The Exams Office is a vibrant and highly successful part of TGS. Students tell us that they enjoy their learning and achieve very highly. Achievement is consistently strong at GCSE and A level. As such, we wish to recruit someone who will contribute something really special to our team.

If you feel you are ready for the challenge and would like to know more about the school and its activities please take a look at our website at www.tgs.starmat.uk. If you would like to speak with a member of the Exams team or arrange to visit during a school day, please do not hesitate to contact us at c.langford-smith@tgs.starmat.uk

If you chose to take your interest in the post further, I would encourage you to pay attention to the following whilst assembling your application:

- The School Vision and Values Statement
- Job description and person specification for the role of Exams Invigilator (casual)
- School performance data about the school available in the public domain
- The school website
- THE STAR MAT website

I hope the following information shapes your thinking and gives the guidance to help you apply.

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.

I look forward to the possibility of meeting you soon.

Yours faithfully,

Mr A Parkinson
Headteacher

THE SELECTION PROCESS

If you wish to apply for the post of (casual) Exams Invigilator, then you should:

complete our online application form: <https://bit.ly/STARSupportApp>

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word.

Your audience for your written work will be school staff and governors.

Remember when addressing the above, *less is sometimes more*.

Timeline for the selection process

Post advertised	rolling advert
Closing time/date for applications:	rolling advert
Short listing:	TBC
Invitation to interview by telephone/ Confirmation by email:	TBC
Selection day:	TBC

Please address all return mail to:

tgs.recruitment@tgs.starmat.uk

Appendices

1	The School Vision and Values Statement
2	Job description and person specification for the role of Exam Invigilator (casual)

Appendix 1: The School Vision and Values Statement

	<p>Creating outstanding education in all of our schools to enable every young person to flourish and realise their full potential.</p>		<p>Be your best self, be:</p> <p>Ambitious; Resilient; Responsible; Respectful to yourself and others.</p>
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OUR VISION *(Our cause; our key belief)*

<p>Be your best self</p>	<p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> ● aware of the needs of others in their thoughts and actions; ● empowered to control their own well-being; ● able to achieve fulfilment in their current and future lives.
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OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

<p>Students considered first</p>	<p>All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.</p>
<p>High expectations - no limitations</p>	<p>We do not prejudice potential by preconceptions about individuals or groups of students.</p>
<p>The right curriculum experience for each student</p>	<p>We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.</p>
<p>The best support for each student</p>	<p>Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.</p>

All **students** are expected and supported to show the following **values** in everything they do in school, every day:

Ambition and resilience	To show a desire and determination to achieve success.
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

POST: Exam Invigilator	
GRADE: Grade D	
RESPONSIBLE TO: Examinations Manager	
STAFF MANAGED: None	
JOB PURPOSE: To ensure the fair and proper conduct of examinations/tests according to the schools and examination boards rules, in an environment that enables candidates to perform at their best.	
JOB CONTEXT: <p>All schools are required to run examinations and tests in accordance with an examination board's rules and regulations and this role contributes to ensuring that candidates are aware of and comply with these rules, dealing with issues as they arise.</p> <p>This school is committed to safeguarding and promoting the welfare of our candidates and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>	
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> ● Supervise the candidate's entry into the examination venue ● Ensure correct identification of all candidates ● Invigilate the examination/test ● Respond to candidate's requests during the examination ● Ensure no unauthorised material is consulted ● Escort candidates from the location during the examination, such as toilet breaks ● Deal with issues as they arise, e.g. candidates arriving late, illness of a candidate, malpractice, health & safety emergencies
Communications	<ul style="list-style-type: none"> ● Communicate examination procedures and conditions to candidates clearly and oversee behaviour ● Apply discipline procedures where appropriate if candidates are not obeying the examination procedures/conditions ● Notify candidates of the start and finish times of the examination
Resource management	<ul style="list-style-type: none"> ● Assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures ● Distribute additional paper and equipment as required ● Collect examinations papers from the candidates at the end of the examination
Safeguarding	<ul style="list-style-type: none"> ● To be committed to safeguarding and promote the welfare of

	Children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> • Ensure the candidate attendance and absence records are completed accurately
Planning and Organising	<ul style="list-style-type: none"> • Ensure the accurate timing of the examination
Data Protection	<ul style="list-style-type: none"> • To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst the job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

STAR MAT policy is to assess the performance of all new staff during the first 6 months of their contract to determine suitability for continued employment.

The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

PERSON SPECIFICATION

JOB TITLE: Exam Invigilator

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none">● Basic understanding of exam rules and procedures	<ul style="list-style-type: none">● Knowledge of examination boards rules and regulations● An understanding of examination processes● Knowledge of school behavioural policies
Experience	<ul style="list-style-type: none">● Experience of working in a school setting● Experience of invigilating examinations/tests
Occupational Skills <ul style="list-style-type: none">● Good interpersonal and communication skills● Accuracy and attention to detail● Flexible● Reliable and punctual● Ability to work calmly under pressure● Ability to make decisions quickly● Observational skills	
Qualifications <ul style="list-style-type: none">● Good general standard of education● Good literacy and numeracy skills● The ability to converse at ease and provide advice in accurate spoken English is essential for the post.	
Other Requirements <ul style="list-style-type: none">● Enhanced DBS clearance	

NB – Assessment criteria for recruitment will be notified separately.