

Examinations Invigilator Information Pack February 2020



Sawston
Village College

Anglian Learning and Sawston Village College are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Appointments will be subject to satisfactory references and an enhanced DBS check.

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Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712777 www.sawstonvc.org
11-16 mixed comprehensive academy, NOR: 1060
Principal: Mr J P Russell

Required as soon as possible

EXAMINATIONS INVIGILATORS

£8.21 per hour plus holiday pay (£9.20 per hour total)
Term time only on a casual basis

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for innovation in teaching and learning, outstanding pupil behaviour and inclusive, caring values. A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

We are seeking additional invigilators to work as part of our highly effective team, ensuring that guidelines and regulations for the integrity and security of examination papers and procedures are followed. No particular qualifications are needed, but reliability, commitment, flexibility, accuracy and common sense are a must. Full training will be given. Hours by negotiation during examination periods.

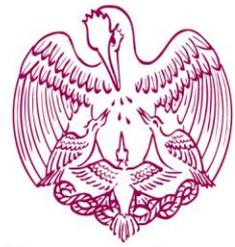
To find out more about the role, please download an application form and information pack from our website at www.sawstonvc.org. Applications must be submitted on the College's application form. CVs will not be accepted.

Closing date: Vacancy open until suitable candidates appointed

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.



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**Sawston
Village College**

Principal: Mr J P Russell

February 2020

Dear Applicant

Examinations Invigilator

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus in a beautiful part of south Cambridgeshire. Opened in 1930, it was the first purpose-built community college in England and we are proud of the fact that it is still heralded as a model for community education, with over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. Our core focus, however, is the achievement and wellbeing of our 1060 pupils and in this we are performing consistently amongst the very best schools in the country. In 2019, the College achieved well above national averages in the new GCSEs at all levels including 62% gaining grade 5+ in English and Maths and 39% of all grades at grade 7 or above. Academic success, of course, is only one measure and, as a Platinum Artsmark school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and ambition for the future.

This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have high expectations and set high standards enabling staff and pupil to feel safe and happy.

Our highly effective team of invigilators plays an important role in our work and we now wish to employ additional team members to help administer both internal and external examinations throughout the school year. We teach a variety of GCSE syllabuses and vocational qualifications from each of the main boards: AQA, Edexcel and OCR. Our invigilators also oversee the College's internal examinations for Years 7 to 11. You do not need any specific qualifications to be an invigilator as full training will be given. However, a number of qualities are required, as detailed in



the person specification. Staff and pupils work extremely hard to prepare for examinations. Therefore, to ensure adequate staffing for their smooth running it is particularly important that our invigilators are reliable and committed to the role and to the particular examination periods they agree to work. Our examination dates for this academic year can be found at the bottom of this letter.

If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than one page of A4. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

This vacancy is open until suitable candidates have been appointed. Please submit your application as soon as possible, following the instructions at the end of this pack. If you have not heard from us two weeks after submission, you should assume you have not been shortlisted for interview.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal record form;
- notification of any relationship with any pupil, employee, governor or trustee;
- details of any child protection investigation that you may have been subject to;
- a signed and dated hard copy of your application form and covering letter if you originally submitted them via email;
- documentation to allow a DBS check to be undertaken
- evidence of your right to work in the UK
- original qualifications certificates

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. On the outskirts of Cambridge, we are also fortunate to be so close to a culturally iconic city with so much to offer for families and young people. Since starting at the school 14 years ago, it has been a privilege to see the school grow in confidence and reputation, thanks to the high quality of work that the school does for its young people and the community, and through the hard work of such a dedicated group of staff. As Principal, I am looking forward to the exciting opportunities ahead and hope that you feel inspired to join us.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Mr J Russell
Principal

Examination dates 2019-2020	Year 11 mock examinations	28 October-8 November 2019
	Year 9 examinations	14-15 January 2020
	Year 11 additional mock examinations	25-26 February 2020
	Year 10 examinations	21-29 April 2020
	Year 11 GCSE examinations	21 April-12 June 2020
	Year 7 and 8 examinations	22-24 June 2020

Job Description Examinations Invigilator



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We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Site	Sawston Village College
Grade	National Living Wage plus holiday pay
Hours of work	Casual by negotiation during examination periods Invigilators are required to start work at 8.30 am for morning exams and be available for various sessions throughout the day. Exams usually finish by 3.00 pm.
Responsible to	Examinations Officer

Responsibilities

- To assist in the setting up of examination rooms
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To ensure no inappropriate items are brought into the examination hall, such as personal stereos, mobile phones, revision notes or other paperwork unless told otherwise
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure there is no talking or disruption for the candidates once inside the exam hall and when the exam is in progress
- To ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To maintain security and confidentiality
- To prevent any unauthorised person from entering the exam hall
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the exams office
- To report any possible incidences of malpractice to the exams officer
- To sign the centre's confidentiality declaration
- To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- To attend training as required, including compulsory safeguarding training
- To assist in other activities as may reasonably be requested by the centre from time to time

Person Specification Examinations Invigilator



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Education and Qualifications	Essential	Desirable
Educated to GCSE Level or equivalent with a good standard of literacy and numeracy	✓	

Knowledge and Experience	Essential	Desirable
Previous experience of invigilating examinations in a school environment		✓
A sound knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications)		✓
A sound knowledge of the roles of the JCQ and Awarding Bodies		✓
A sound knowledge of the school's examinations policy and procedures		✓
Experience of working with young people		✓

Professional Qualities	Essential	Desirable
Ability to work as part of a team or alone as necessary	✓	
Ability to demonstrate accuracy and attention to detail	✓	
Ability to relate to candidates, yet maintain an air of authority	✓	
Ability to communicate with candidates and members of staff clearly and accurately	✓	
Ability to work to pre-determined instructions	✓	
Ability to maintain confidentiality on all school matters	✓	
Willingness to undertake training as required	✓	
Able to converse at ease with members of the public (i.e. staff and pupils), answer questions and provide advice in accurate spoken English	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding the welfare of children and vulnerable adults	✓	
Ability to demonstrate a flexible approach to work	✓	
Commitment, reliability and punctuality	✓	
Ability to remain calm in under pressure or during unexpected circumstances	✓	
Ability to demonstrate common sense and initiative	✓	
Ability to be firm but fair at all times	✓	
Ability to judge when a decision is not yours to make	✓	
Honesty and integrity	✓	
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues and children	✓	

Application instructions and further information



How to apply

Please submit your application form and covering letter to the Principal, Jonathan Russell, as follows:

- **Email:** to Louise Milne, HR Officer, at jobs@sawstonvc.org and include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
- **Post:** address your envelope to Louise Milne, HR Officer, Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP. Write the vacancy job title in the top left hand corner of the envelope.

Privacy notice for job applicants

Please read our privacy notice for job applicants on our [vacancies](#) page.

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).

Professional development

Sawston Village College is a member of:

- The Anglian Learning multi academy trust www.anglianlearning.org
- CASSA – the Cambridge and Suffolk Schools Alliance www.cassateaching.co.uk

