



Exam Invigilator/Lead Invigilator

Job Pack

Architects of outstanding educational leadership and provision



Exam Invigilator / Lead Invigilator

We are seeking to appoint organised, reliable and enthusiastic **Exam Invigilators** to be part of our team overseeing our first GCSE examinations during this academic year.

Candidates must be available during the exam period which are the first two weeks in December this year and all of May and June 2020.

The role involves setting up examination rooms, ensuring correct exam procedures are followed, distribution and collection of examination papers and monitoring students during the examination period ensuring a consistent environment is maintained.

You should:

- Be able to work effectively both on your own and within a team
- Have excellent attention to detail
- Good communication skills
- Be an excellent role model
- Be reliable and punctual

Details of the Role

Position:	Marketing, Media & Communications Officer
Scale:	Grade B to D – from £9.52 per hour to £10.54 per hour
Commitment:	During exam time – December 2019 & May/June 2020
Contract type:	Part Time (2.5 days per week term time + 2 weeks)
Hours of work:	To be agreed
Commencement:	December 2019

Application Process

Please visit the school website (www.thekingstonacademy.org). Under 'Careers' you will find a link to the school careers portal where you can complete the online application form.

Interview Procedure

- We intend to hold group interviews during the week commencing 18th December 2019.

Safeguarding and Safer Recruitment Statement

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers to successful candidates are subject to safeguarding checks and lesson observation. An Enhanced DBS check will be carried out for the successful candidate.



Letter to Candidates from Ms. Sophie Cavanagh, Head Teacher

Dear Candidate,

Thank you for your interest in The Kingston Academy. I am delighted that you are considering joining our accomplished team. The opportunity to share in the architecture of a new school and be integral in its delivery is unique. We have come such a long way in a short space of time and were delighted to be judged Outstanding in all categories by Ofsted in the summer of 2018.



The successful candidate for this role will join us at an exciting stage in our development. The project to build a large modern extension, with state-of-the-art STEM provisioning, to house our growing school is now complete. The addition of a new Year 7 intake in September 2019 has taken pupils numbers to almost 900, whilst original History Makers, now in Year 11, are well into their GCSE programme of work. In addition, we are now accepting applications for our Sixth Form which opens in 2020.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.

At The Kingston Academy, we recognise that the ability of our teachers to deliver academic excellence is dependent on the support of an effective operations team, staffed by skilled professionals. We recognise the invaluable role that operations staff play in ensuring our success.

We hope you will be able to see your place in The Kingston Academy story.

We very much look forward to receiving your application.

A handwritten signature in black ink, which appears to read 'Sophie Cavanagh'. The signature is fluid and cursive, written over a light grey rectangular background.

Ms Sophie M Cavanagh

Head Teacher - The Kingston Academy



Background to the school

The Kingston Academy is an ambitious new state secondary school set up by The Kingston Educational Trust, a partnership between Kingston University, Kingston College and Royal Borough of Kingston. The over-riding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school currently has five year groups (7, 8, 9, 10 and 11) and will grow annually by one additional group, to include a sixth form next year.

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.



At The Kingston Academy there are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Pupils are encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.

Job Description – Exam Invigilator / Lead Invigilator

PERSON SPECIFICATION

SKILLS

Essential

- Effective oral and written communication skills
- Flexible approach
- Excellent interpersonal skills
- Good organisation and planning
- Ability to relate to students
- Accuracy and attention to detail
- Able to work effectively as part of a team

Desirable

- An understanding of examination processes

QUALITIES

Essential

- Adaptable and flexible
- Reliable and relates well to all stakeholders
- Trustworthy
- A 'can do' attitude
- Patience and sense of humour
- Discretion and confidentiality

EDUCATION & QUALIFICATIONS

Essential

- GCSE/O Level in English and Maths at grade C or above

JOB DESCRIPTION

Reporting to Exams Officer

JOB PURPOSE

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

The duties detailed in this job description provide a summary of the main areas of responsibility. Other duties may be required within the detailed hours of employment at the direction of the leadership team.



Key Responsibilities

- Assist in the setting up of examination rooms.
- Ensure students are seated according to the seating plan.
- Ensure all candidates receive appropriate examination question and answer papers.
- Be aware of any needs that candidates may have during an examination.
- Ensure answer scripts are collected in the correct order and are supervised as required until they are delivered to the Exams Officer.
- Ensure candidates comply with the regulations of an examination room as laid out in the JCQ guidelines.
- Maintain security and confidentiality.
- Ensure no inappropriate items are brought into the examination room, such as mobile phones and other devices, revision notes or other paperwork unless told otherwise.
- Ensure all candidates are aware of the pre-exam start information and of any erratum notices that may affect them.
- Observe all candidates once an examination has begun ensuring there is no talking or disruption.
- To undertake, or assist in, any other appropriate duties as may reasonably be requested by the school from time to time to assist with the smooth running of examinations.
- To act as a scribe or reader to students as required.

Communication and working with colleagues

- Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support the effective running of the school.
- To attend training and development sessions where

Personal Development

- To be aware of school procedures and comply with school policies.
 - To follow the school Staff Behaviour and Code of Conduct.
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