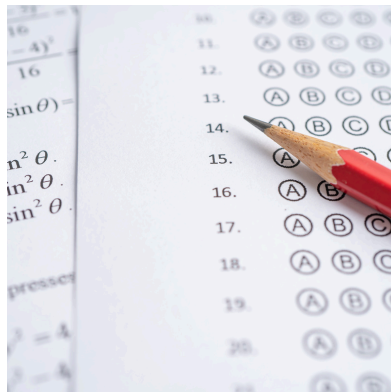




# Recruitment Pack

## EXAM INVIGILATOR





Dear Candidate

Thank you for your interest in the position of Exam Invigilator at our school.

The Trafalgar School at Downton is a friendly, rural secondary school, set in the historic village of Downton on the edge of the New Forest. Our July 2023 Ofsted report opened with "The Trafalgar School is a truly a community school", indeed many of our colleagues choose to live within the surrounding villages as part of the community that we serve.

At The Trafalgar School every individual matters irrespective of background and ability. We believe in the unlimited potential of every child and have developed a well-deserved reputation for delivering high-quality teaching and learning within a caring and nurturing environment. This results in some exceptional outcomes for our students – both academic and more holistically.

Our school ethos is built firmly on our values and vision for young people, which you can find out more about in the enclosed recruitment information. Our aim is to develop open-minded, flexible, resilient individuals, with the knowledge, skills and attitudes to be successful in tomorrow's society. Our vision is to "empower students to be the source of their own success" and our staff relish the privilege that comes with this commitment.

To apply for this position, you should complete the Application Form via the TES portal. The link is on our website's recruitment page.

I hope you gain a sense of our ethos and values from the information contained in this Recruitment Pack. Should you like any further information please contact our Exams Officer, Jenna Young by email; [exams@trafalgar.wilts.sch.uk](mailto:exams@trafalgar.wilts.sch.uk) or telephone 01725 550305.

The recruitment for this position will end when adequate suitable candidates have been appointed.

I very much look forward to receiving your application.

Jy Taylor  
**Headteacher**





# Our Purpose



## OUR VISION FOR YOUNG PEOPLE

By the time they leave our school our young people will be able to communicate effectively. They will be able to solve mathematical and scientific problems. They will be able to express themselves creatively and imaginatively. They will have a strong sense of self, a sense of others and a sense of place. They will make informed choices that effect positively on their own wellbeing. They will ask questions, be reflective and adaptive; capable of thinking and acting for themselves and ready to join forces with others to achieve a goal. They will be positive in their mind-set and willing to face up to a challenge. Our young people will understand what is right and what is wrong, and stand up for equality and human rights. They will appreciate other cultures and traditions. Our young people will be thoughtful, caring and active citizens making a difference to their community and to society.



# TOWARDS A LIFE FULFILLED

Empowering young people to be the source of their own success



# Our Values



Our values define us and underpin our ambition of a life fulfilled through empowerment. These values apply to our staff, as well as to our student community, so we seek a colleague who is:

## **STRONG AND SPIRITED**

They believe that as an individual and within a community, they are in charge of their own destiny and they have the power to change the world both for others and for their selves. They are self-motivated.

## **GIVING**

They look for opportunities every day to serve other people and to make the world just that little bit better in whatever way they can. By doing this they improve their own sense of self-worth. They understand the importance of civic responsibility, of being a positively contributing member of society.

## **DETERMINED**

They do not give up even if the road gets tough. They are resilient, persevere and achieve their goals. They understand that commitment to a long term goal is the key to a successful and fulfilled life and gives them roots.

## **COMPASSIONATE**

They care about others and themselves and understand that sometimes people need our support.

## **ENTHUSIASTIC**

They enjoy life and appreciate everything they see and do. They find joy in the smallest things. They always give of their best and expect the same from others.

## **TRUSTWORTHY**

They strive to do what is right and value honesty and trust.

## **RESPECTFUL**

They realise that everyone has talents and gifts and should be respected. They expect that both for and from themselves. They listen to others and are courteous. They are socially confident and understand the importance of self-regulation.

## **OPEN-MINDED**

They understand that difference is a positive thing and that no one way is always the right one. They are tolerant of others and expect the same towards themselves.



# Our Strategic Plan

Our purpose is to empower young people to be the source of their own success. We will do this by:

## **SAFEGUARDING**

1. Providing a healthy, safe, supportive and happy learning environment so that all students have the opportunity to grow emotionally, socially, morally, intellectually and spiritually.

## **WELLBEING**

1. Building positive relationships and a strong community so that all stakeholders feel valued and a sense of belonging.
2. Upholding high standards of behaviour so that all students have a moral understanding and a sense of civic responsibility to make the world a better place.
3. Promoting the physical, mental and emotional health of the child and the importance of a positive mind-set so that all students live long and happy lives.
4. Teaching students to 'fail well' so that all students can rise to a challenge and are able to overcome barriers and setbacks.

## **CURRICULUM – 'BUILDING CULTURAL CAPITAL'**

1. Sharing a passion for our subjects and a love of life and each other so that it inspires others.
2. Developing 'academic habits' so that all students become highly effective people.
3. Delivering a curriculum that is knowledge rich and secured through application so that all students can both develop and demonstrate their understanding and capability.
4. Providing teaching (and assessment) of the highest quality so that it motivates, stimulates, builds confidence and ultimately enables students to think and act for themselves.
5. Providing a co-curriculum that \*builds character and develops lifelong interests.



# Role Description

The Trafalgar School at Downton require exam invigilators to work over a number of exam series across the academic year. Invigilation is an important role which allows for the effective and efficient running of assessments.

## **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**

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Trafalgar School regulations and instructions
- 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

## **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





# Role Description

## 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
- 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' and transporting papers from Secure Storage to the exams room

Due to the nature of the role, invigilation is a casual contract where hours are flexible and variable across the year.

- Exam 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



# Salary

MLP Support Staff Grade C point 3 £12.45 per hour (FTE £24,027)

Casual position, various times throughout the school year

paid monthly in arrears



# Safeguarding

The Trafalgar School is committed to safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an enhanced DBS clearance.

The Trafalgar School will not discriminate in any area of employment and confirms its commitment to equality of opportunity in all areas. Applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.





# Recruitment Equity



## Safer Recruitment

The Trafalgar School is committed to the safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All applicants will be subject to a full Enhanced Disclosure and Barring Service check (DBS) before any appointment is confirmed.

## Diversity

The Trafalgar School is committed to eliminating discrimination and encouraging diversity. Our aim is that our workforce will be truly representative of society and each employee feels respected. To that end, we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds.

## Online Checks

Online searches of information that is publicly available online will be carried out for all candidates.

## Disclosure

All employees are required to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non-disclosure may lead to termination of employment. However, disclosure of a criminal record will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

## Shortlisting

Only those candidates meeting the requirements of the Person Specification (evidenced in the Application Pack) will be taken forward from application.

## Interview

Those shortlisted will be invited to attend an interview process which may include (post dependant), lesson observations, tasks or role specific activities; further shortlisting may take place after lesson observations for teachers prior to moving forward to formal interview with the Headteacher. During interview, applicants will be asked to address any discrepancies, anomalies or gaps in the application form.

## References

References from current employers will be taken for shortlisted candidates, and where necessary, employers may be contacted to gather further information.

## Probation

All staff will be subject to a probation period of four months which may, in certain circumstances, be extended to six months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the Academy with the opportunity to monitor and review the performance of new staff and in terms of their commitment to safeguarding and relationships.