

Braunton Academy



‘Aspire and Achieve’

Senior Exams Invigilator

This is a casual contract during the exam periods which include mock exams (Nov, March, May and June)

NJC Grade C.5-C.7 (£12.18 - £12.59 per hour)

Hours are negotiable

Braunton Academy is rated ‘Good’ by Ofsted

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: www.braunton.academy

Email applications: recruitment@braunton.academy

Principal: Mrs F Bowler

Students: Aged 11-16 number on roll: 810

Braunton Academy
Aspire & Achieve

Dear Candidate

RE: Senior Exams Invigilator

Thank you for expressing an interest in this casual role assisting our Exams Officer during the busy exam periods. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the community life we lead here at Braunton: all visitors to the school comment upon our welcoming atmosphere and the courteous way in which students interact.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. As a respected and trusted centre of the local community, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

During school years 10 and 11, in order to give our students maximum preparation for their GCSEs at the end of Year 11, we have lots of practise exams previously known as Mocks and now known as PPEs. This means that the role of Exams Officer is even busier than before and our Exams Officer needs additional support during these periods to coordinate all the exams effectively.

Please find enclosed the following information to help you formulate your application:

- Advertisement
- Person Specification
- Job Description
- Academy Mission Statement on Learning and Leadership
- Braunton Academy Application Form

Our strongest resource at Braunton Academy is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. Braunton Academy is a place where everyone is supported to succeed and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely



Fay Bowler, Principal

Braunton Academy

VACANCY FOR A SENIOR EXAMS INVIGILATOR ON A CASUAL BASIS DURING ALL OF OUR EXAM PERIODS

During school years 10 and 11, in order to give our students maximum preparation for their GCSEs at the end of Year 11, we have lots of practise exams previously known as Mocks and now known as PPEs. This means that the role of Exams Officer is even busier than before, and our Exams Officer needs additional support during these periods to coordinate all the exams effectively.

PPEs happen in November, March and June. GCSEs are in May and June. The purpose of the Senior Exams Invigilator is to support the Exams Officer by being responsible for overseeing the administration and supervision of examinations, ensuring that they are conducted in accordance with established guidelines and regulations. This role involves leading and managing a team of invigilators, maintaining the integrity and security of the examination process, and ensuring a calm and orderly environment for students.

The post would suit candidates who have previous experience in invigilating within a school.

Payscale: Grade C.5 to C.7 (£12.18 to £12.59 per hour)

Hours: This is a casual contract during the exams and pre-exams period. Therefore, the hours are negotiable.

If you are interested in this role, an Application Pack and a Braunton Academy Application Form is available from our school website at www.braunton.academy – under the Recruitment Section.

If you believe you have the ability, skills and qualifications to fulfil this post, please complete the application form and email it to: recruitment@braunton.academy by

Please note, we do not accept CVs

Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks.



JOB DESCRIPTION SENIOR EXAMS INVIGILATOR

Employer:	Braunton School and Community College Academy Trust
Location:	Barton Lane, Braunton, N Devon, EX33 2BP
Reporting to:	The Exams Officer and the Assistant Vice Principal – (Curriculum/ Teaching & Learning Leader)
Payscale:	NJC Grade C.5 to C.7 (£12.18 to £12.59 per hour) (Start Grade C5)
Hours:	Negotiable during the pre-exam and exam periods (November, March, April, May and June)
Annual Hours	Term time only

SENIOR EXAMS INVIGILATOR KEY RESPONSIBILITIES

Job Purpose: The Lead Exams Invigilator is responsible for overseeing the administration and supervision of examinations, ensuring that they are conducted in accordance with established guidelines and regulations. This role involves leading and managing a team of invigilators, maintaining the integrity and security of the examination process, and ensuring a calm and orderly environment for students.

Key Responsibilities:

1. Supervision and Management:
 - Matching availability of invigilators, allocating invigilators to the exam timetable.
 - Write the invigilator timetable for all exam rooms.
 - Supervise and coordinate a team of invigilators.
 - Ensure all invigilators are aware of their duties and responsibilities.
 - Provide training and support to new invigilators.
2. Examination Preparation:
 - Be the second pair of eyes with the Exams Officer getting the papers out of the safe.
 - Organising the invigilators and paperwork for students taking exams away from the centre including liaising with parents.

- Delegate duties to invigilators upon their arrival and at the end of the exam.
- Set up examination rooms according to the seating plan, including laptops and clocks.
- Ensure all necessary materials and equipment are available and in place.
- Display relevant notices and information for candidates.
- Organise and managing laptop access for Access Arrangement (AA) students

3. Conducting Examinations:

- Oversee the conduct of examinations, ensuring compliance with official Joint Council of Qualifications (JCQ) and Academy requirements.
- Monitor candidates throughout the examination to prevent cheating or misconduct.
- Address any issues or disruptions that arise during the examination.
- To start and finish exams in accordance with JCQ regulations.
- Be the main point of contact and lead person regarding any emergency situations in the exam venue whilst maintaining the integrity of the examination conditions.

4. Post-Examination Duties:

- Collect and secure examination scripts and materials.
- Ensure all scripts are returned to the Exams Officer promptly.
- Support the Exams Officer in packing and posting the exam papers.
- Report any incidents or irregularities to the Exams Officer.

5. Health and Safety:

- Ensure the examination environment is safe and conducive to testing.
- Be aware of and implement evacuation procedures if necessary.

6. Communication:

- Liaise with the Exams Officer and other staff to ensure smooth operation of the examination process.
- Communicate any concerns or issues to the appropriate personnel.
- Any other duties commensurate with the post of an invigilator, as required.

PERSON SPECIFICATION SENIOR EXAMS INVIGILATOR

Location: Braunton Academy
 Reporting to: The Exams Officer and the Assistant Vice Principal
 (Curriculum/ Teaching & Learning Leader)
 Pay scale: Grade C.5 to C.7 (£12.18 to £12.59 per hour)

Qualifications and Training		How Identified
Essential	<ul style="list-style-type: none"> ● Good standard of general education ● Requirement to participate in training/development as/when identified by Line Manager as essential performance of the post. ● Willingness to participate in other development and training opportunities. 	<ul style="list-style-type: none"> ● Application form
Professional Experience		
Desirable	<ul style="list-style-type: none"> ● Experience of working in a secondary school. ● Knowledge of examination regulations and procedures 	<ul style="list-style-type: none"> ● Application form
Skills/Knowledge		
Essential	<ul style="list-style-type: none"> ● Good communication skills. ● Ability to work as part of a team. ● Ability to work independently. ● Ability to foster good relationships with students and enthuse young people to want to learn. ● Well-developed IT skills 	<ul style="list-style-type: none"> ● Letter of application ● Interview ● References
Desirable	<ul style="list-style-type: none"> ● Prior experience or similar experience in a secondary school 	
Attributes		
Essential	<ul style="list-style-type: none"> ● Personal integrity and high expectations. ● Willingness to work hard. ● Flexible approach to work, with both students and other staff. ● Willingness to undertake further professional development. ● Personal resilience – ability to be calm and positive under pressure. ● Sensitivity, Warmth. ● Passion and commitment to inclusive and comprehensive education. ● Display commitment to the protection and safeguarding of children and young people. 	<ul style="list-style-type: none"> ● Interview ● References

**BRAUNTON ACADEMY
MISSION STATEMENT ON LEARNING AND LEADERSHIP**

LEARNING

Learning enables individuals to change and to grow, becoming independent and confident. The Academy has a commitment to improving the quality of Learning by:

- preparing people for their futures by:
 - encouraging creative thinking and reasoning
 - instilling self-confidence and self-esteem
 - developing Communication, Literacy, Numeracy and IT skills
 - encouraging life-long learning and problem solving

- recognising that individuals learn in different ways by:
 - using a variety of learning and teaching styles
 - changing the learning process according to need
 - providing opportunities for success for all
 - appreciating that learning is interactive
 - being adaptable and flexible
 - enthusing, challenging, stimulating and inspiring
 - nurturing and supporting
 - making learning fun and enjoyable
 - provide opportunities for independent and interdependent learning
 - understanding the learning process

- checking the effectiveness of learning by:
 - being clear about the learner's starting point
 - using a variety of assessment techniques
 - using assessment data constructively
 - seeking learner feedback
 - encouraging self-evaluation

- supporting the learning process by:
 - ensuring a safe, well-resourced environment
 - using the community to enhance learning
 - creating an atmosphere which is conducive to learning
 - having high expectations of all

Learning is for all members of the Academy community

LEADERSHIP

Leadership ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which:
 - respects and values all its members
 - is open and accessible
 - develops individuals and teams
 - challenges and motivates
 - listens and responds
- sharing and communicating:
 - a love for **learning**
 - an understanding of how people learn
 - the belief that learning never stops
- actively engaging with the **community** by :
 - encouraging and enabling community involvement by students and staff
 - welcoming the community into Braunton Academy
 - developing business links
 - promoting the work and values of the Academy
 - supporting the life of the community

Leadership is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

MANAGEMENT

Management ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to:**
 - provide the highest quality learning and teaching
 - provide pastoral support for students and staff
 - monitor and evaluate the work of the Academy
 - ensure responsible behaviour
 - ensure a safe, secure and attractive environment
 - work with the community
- **using structures and systems which:**
 - are effective and efficient
 - define roles and responsibilities
 - define lines of support and accountability
 - ensure legal requirements are met
 - are simple and unbureaucratic
 - enable decisions to be taken at appropriate levels
 - use effective communication
- **providing value for money**

Management is not confined to a few people. It is exercised by all members of the Academy.