



# Applicant Information Pack

## EXAM INVIGILATOR



## Headteacher Letter to Applicants

The Priory School is an oversubscribed, 11-16, comprehensive situated in a popular, residential area of the County Town of Shrewsbury. There are approximately 840 students on roll with a six-form entry. The school has an excellent reputation across the county.

Our main school building dates from the late 1930s, with a mix of additional classroom blocks added over time, to cater for the growing needs of the school. Our latest 'Maths Block' opened in 2019 and symbolises our determination to provide our students with a first-class environment, conducive to learning.

As soon as you enter our school you gain a 'feel' for our very special ethos and culture. Students conduct themselves in an exemplary manner and have high expectations of their own and others' conduct, both in and out of lessons. They are a pleasure to teach and be with. We are an inclusive school and value the diversity of our student body. Outcomes for our students are above average and progress over the last three years has improved year on year. We are determined to ensure this remains the case and constantly reflect on all that we do to ensure we continually improve.

We have a vibrant House System that embodies all we stand for and our students participate in a range of activities, in large numbers. The system helps us to celebrate a range of talents and interests, complementing an extensive extra-curricular programme and has become an integral part of 'Priory Life'. We believe education is about developing the individual holistically, not just academically. As a result, we have a rich and broad curriculum, to ensure the development of all our students into **Selfless, Self-Assured, and Successful** individuals.

Our staff are a close-knit team who are dedicated to ensuring our students have the best experience of school life. School leadership are committed to their continued professional development and have placed significant emphasis on staff well-being; reviewing workload to support a healthy work-life balance.

The successful applicant will be joining us at an exciting time of our development, both as a school and as part of an evolving multi-academy trust. They will work within a school, which prides itself on being outward facing, dynamic and aspirational whilst retaining an important feel of the traditional.

If you choose to join the Priory School you will not only benefit from joining an exceptional school, you will greatly benefit from working within an aspirational family of schools. Please take time to view our website <https://priory.tpstrust.co.uk/> for more details.

Alison Pope  
Headteacher



Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School and St Martins, a 3-16 school in North Shropshire. In July 2017, we were joined by Coleham School, a 4-11 school in Shrewsbury and a fourth school, Thomas Adams, joined us in March 2020. Thomas Adams is located in Wem and is an 11-18 comprehensive state boarding school, with approximately 1200 students. In April 2021 we were joined by William Brookes School an 11-18 school in Much Wenlock. We have hopes of further growth in the near future. The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

**“The value of the individual, the benefit of the team”**

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively. We are an evolving Trust in terms of our size and operation, in that as new schools seek to join us we look in turn to adapt the way we work together. In short, the leaders within the MAT are keen to receive expertise and share best practice. We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

## Examination department at The Priory School

As an Invigilator, you will work closely with the Exams Officer to maintain high standards of behaviour, and ensure regulations are adhered to at all times during the exams. You will be part of an invigilator team who will oversee the students in the exam halls/rooms.

Internal exams are run throughout the School year, the main exams being May/June GCSEs. You will work with the Exams Officer to monitor and ensure the welfare of all students during the exams, making sure as part of an invigilation team that there is organised and calm flow to the running of the exams. This is achieved through daily updates from the Exams Officer and full Invigilation training and updates. It's important to work well as team member and acknowledge and adhere to the JCQ regulations.

## Job Description



<b>Title of Post:</b>	Exam Invigilator
<b>Post Status</b>	Casual
<b>Grade and SCP</b>	Grade 5 SCP 5-6
<b>Accountable to:</b>	Exams Officer

### Main purpose

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Examinations Officer instructions.
- To play a “Key Role” in upholding the integrity of the external examination/assessment process (JCQ ICE 6)

### Duties and Responsibilities

#### Before Exams

- To report to the Examinations Officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

#### During Exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

#### After Exams

- To collect exam scripts
- To dismiss candidates from the exam room

- To check that the names on the scripts match exactly the details on the attendance register (JCQ ICE 6)
- To securely return all exam scripts and exam materials to the exams officer.

**Other**

- To undertake, where required and where able, other duties requested by the Examinations Officer, for example:-
  - Supervision of clash candidates between exam sessions
  - Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - Exams-related administrative tasks

**Professional development**

- Ensure all training is maintained and up to date in accordance with JCQ regulations
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

**Other Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder is required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them

The postholder may be required to carry out any other duties that the Headteacher feels is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Headteacher, in negotiation with the post holder at any time.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Headteacher**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**Postholder**

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard level of education</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting or other relevant environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of invigilating formal examinations</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of how schools operate</li> </ul>
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training and development opportunities</li> <li>• Good ICT skills</li> <li>• Good organisational skills</li> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work well as part of a team</li> <li>• Flexibility and reliability</li> <li>• Be readily available during the main examination periods (as communicated by the Examination Officer)</li> <li>• Ability to maintain confidentiality</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	

## Further Information

The Priory School is the lead school for Shropshire and Telford and Wrekin's Teaching School Hub (STEP) well as a Maths Hub; this enables the school to evolve through an outward-facing philosophy.

Our Teaching School Hub is a very successful and interesting part of the school – we have around 25 Initial Teacher Trainee graduates, a comprehensive CPD programme (some of which is delivered by our teachers) and we work in close partnership with the former teaching school alliances across both local authorities who are now strategic leads for specific aspects of Hub work. The Hub has a clear remit from the Department of Education to deliver the new Early Career Framework, National Professional Qualifications, Initial Teacher Training and High Quality CPD (in conjunction with Curriculum Hubs and DfE approved CPD providers). This has created exciting opportunities for professional development and career development for staff who work with and for all of the strategic partners, including The Priory School.

Our Maths Hub work, covers Shropshire, Telford and Wrekin, Herefordshire and Wolverhampton, and has seen significant growth and success since its inception in 2014.

## The Appointment Process

Applications will only be accepted from applicants completing the Application Form in full. We do not accept CV's in support of an application.

The Application Form can be found on our website and all applications will be acknowledged.

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications:** 10am, 31<sup>st</sup> January 2022

**Interviews:** 3<sup>rd</sup> February 2022

If you have any questions based on any aspect of the appointment process, need additional information, please contact Jo-Anne Kewell, PA to Headteacher/HR Administrator, on 01743 284000.

**Please return completed applications to:** [hr@tpstrust.co.uk](mailto:hr@tpstrust.co.uk) or applications can be returned to The Priory School Trust, Longden Road, Shrewsbury, SY3 9EE

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website : [Click Here](#)*

*This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.*