

# Huxlow Academy

## Exam Invigilator

Remuneration: £11.59 p/hr

Contract: Casual

Huxlow Academy is a fully inclusive school, located in Irthlingborough, East Northamptonshire. Our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

We are looking for reliable, flexible and conscientious individuals to join our invigilating team to run and administer public and internal examinations, and any computer-based assessments, as required.

The successful candidate will:

- Be reliable, flexible and readily available during main examination periods
- Have effective communication skills and good interpersonal skills and be able to work well as part of a team but also demonstrate the initiative and ability to work alone
- Be confident and a reassuring presence to candidates in examination 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.)
- Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations
- Be able to demonstrate that they meet the requirements set out in the person specification
- Be required to undergo an enhanced DBS disclosure check.
- Be eligible to live and work in the UK.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

**The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

### How to apply

All documents including the full job description, person specification and application form are available on our website <https://www.huxlow.northants.sch.uk/> Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to Sonya Earby-Martin E: [hr@huxlow.northants.sch.uk](mailto:hr@huxlow.northants.sch.uk) T:01933 650496

**Closing date:** We will close this vacancy when the vacancy has been filled. If you are interested, please apply as early as possible to avoid disappointment.

**Interview date:** TBC

# Exam Invigilator Job Description

<b>Role:</b>	Exam Invigilator
<b>Reports to:</b>	Exams Manager
<b>Location:</b>	Huxlow Academy
<b>Contract:</b>	Casual
<b>Pay point:</b>	£11.59p/hr

## The role of the invigilator

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

## General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to:
  - declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
  - confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

## **Main duties:**

### **Before Exams:**

- To report to and be briefed by the Exams Manager prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the requirements
- To ensure that notices for candidates and any other regulations are suitably displayed within and outside the examination room
- To admit candidates into exam rooms under formal examination conditions
- To identify and seat candidates according to required arrangements, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates.
- To deal with candidate queries
- To start the exams

### **During Exams:**

- To supervise and observe candidates at all times throughout exams, by being vigilant, but not intrusive and patrolling between the desks without disturbing candidates (soft shoes must be worn).
- To keep disruption in exam rooms to a minimum, deal with individuals behaviour in a composed and tactful manner.
- To provide and maintain a calm and supportive atmosphere for candidates in the examination room.

- To ensure that candidates comply with the awarding body and school regulations at all times and to promptly record/report any breach of those regulations, and any incidents, disruption or irregularities to the Exams Manager or a member of the Senior Leadership Team
- To deal with emergencies or irregularities effectively
- To complete attendance registers and check and sign seating plans where applicable
- To deal with candidate questions according to the regulations
- To escort candidates who leave the exam room and record the time of leaving and returning on the invigilator record sheet

**After Exams:**

- To instruct candidates in finishing their exams and to collect exam scripts and materials
- To dismiss candidates from the exam room in an orderly manner
- To check candidates' names on scripts match the details on the attendance register and report any anomalies to the Exams Manager
- To securely return all exam scripts and exam materials to the exams office

**General:**

- To comply with all directions issued by the Exams Manager and/or Lead Invigilator.
- To summon assistance when required from a relevant member of staff.
- To be familiar with the JCQ, awarding body and school regulations for the conduct of examinations (copy of the JCQ ICE book and other information provided in each exam room.).
- Undertake training, update and review sessions as required
- (prior to invigilating any external examination in a new academic year) 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 examination timetable clash candidates between examination 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'

*Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.*

*Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.*

*It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.*

*Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.*

*KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.*

# Exam Invigilator Person Specification

<b>POST TITLE: Exam Invigilator</b>		
<b>CRITERIA:</b> Applicants will need to provide evidence of meeting the following criteria		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>PRE-EMPLOYMENT CHECKS</b>		
Criminal Records	*	
Enhanced Disclosure and Barring	*	
Proof of identity	*	
Medical Questionnaire	*	
Satisfactory References	*	
<b>QUALIFICATIONS/TRAINING</b>		
Willing to undertake all relevant training as requested	*	
<b>EXPERIENCE</b>		
Previous experience of working in a school		*
Previous experience as an Exam Invigilator		*
A knowledge of Health and Safety issues in the workplace		*
<b>COMPETENCIES</b>		
Punctual and reliable	*	
An attention to detail	*	
Ability to maintain a calm environment	*	
Ability to work effectively in a team	*	
Ability to comply with written procedures and verbal instructions	*	
Ability to comply with all Health and Safety Procedures	*	
Is committed to and meets all the requirements for safeguarding children	*	
<b>PERSONAL ATTRIBUTES</b>		
Work in accordance with the Trust's values and behaviours	*	
Eligible to live and work in the UK	*	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust	*	

# Why Join Huxlow Academy?

## Letter from the Headteacher

Dear Candidate

Thank you for your interest in the role of Exam Invigilator at Huxlow Academy. We trust this application pack provides you with an insight into life at our school and encourages you to apply for the role.

We are incredibly proud of our school, a medium-sized Secondary Academy (11-18), located in Irthlingborough, East Northamptonshire. As a fully inclusive school our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

I believe that every student and staff member that walks through the doors of Huxlow is a valuable member of our community, and we work hard to ensure they are welcomed, supported, and challenged to be the best version of themselves that they can be.

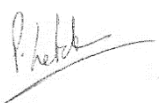
We are entering an exciting new phase in the history of Huxlow and are placing a pursuit of excellence at the core of everything we do. I hope that you feel inspired to aim high and come and join us as we strive to make Huxlow even better.

At Huxlow Academy we aim to create a learning environment that supports excellence, risk taking and innovation, stretching student understanding and ensuring that lessons are interesting and inspiring. Our teachers engage in regular professional development, keeping up to date with the latest evidence-informed research to help students learn effectively. Our teaching and learning programmes enable teachers to develop their individual strengths. Staff are encouraged to plan together, developing schemes of learning that keep students engaged. We have a well-developed online learning platform using Office 365, Google and Go4Schools which allows students to emerge as independent learners and parents to support their child's learning from home. Collaborating with schools across the Tove Learning Trust and beyond ensures our staff are at the forefront of educational thinking and practice.

We place an emphasis on respect for each other and working together to ensure that our community is constantly developing. Huxlow students are exceptional, staff go the extra mile, and we are dedicated to Professional Learning and Development.

Please explore our website, the recent Headteacher's letters section and our social media, to gain a flavour of what it means to be part of the Huxlow Academy community. We hope you are as impressed by our school as we are. I look forward to receiving your application should you decide you want to be a part of the Huxlow team.

Please contact the school if you have any questions or require any further information.



Paul Letch  
Headteacher

# Huxlow Academy Information

## The Curriculum

Our ambitious curriculum is designed to deliver our vision of “Thriving Through Excellence”. This means we offer a perfect balance of academic learning, personal development, and enrichment.

All teaching and learning is designed to meet our high expectations and aspirations with a clear focus on sharing knowledge and developing lifelong skills. Every child is pushed to do the very best they can do, whilst taking account of every individual’s needs.



Our Key Stage 4 programme is currently extended over 3 years to develop deeper understanding and mastery of subjects at GCSE, in order to achieve the highest outcomes and to aspire for every student to reach their potential.

- All students study English, Mathematics, Science, Religious Studies, Physical Education and French
- At Key Stage 3, students also study Technology, Geography, History, Music, and Drama
- At Key Stage 4, alongside our core subjects, students, make a number of option choices from the range of other subjects including Psychology, iMedia, Sociology, Photography, Dance and Business Studies.

All of this is supplemented by a rich programme of enrichment, curriculum themes and extra-curricular activities.

Our excellent Key Stage 5 provision is delivered alongside our fellow Tove Learning Trust partner, Rushden Academy, as part of The East Northamptonshire School (TENC). Our joint provision has one of the most comprehensive choice of subjects in the county, consisting of over 20 A Level courses and additional BTEC Level 3 courses. Please visit [www.tenconline.co.uk](http://www.tenconline.co.uk) for more details.





# Huxlow Academy Information

## Extra-Curricular and Enrichment

At Huxlow Academy, there is a strong commitment from staff to offer our students an inclusive and enriching educational experience, both within the curriculum and through a wide range of extra-curricular opportunities. An exciting array of clubs, activities and trips provide a springboard for developing Leadership, Organisation, Resilience, Initiative and Communication (LORIC) skills.



Throughout the academic year, all year groups are offered a range of enrichment activities which link to curriculum areas, future career opportunities and our school values and the Huxlow Way. These opportunities begin in Year 7 with a Jungle Parc personal development adventure for all students to participate on to build mutual respect, pride and ambition amongst themselves as a form and individually. There are also many other opportunities as they journey through the school through the disciplines of sport, theatre, engineering, university experiences and museums, to name a few.

Our overseas program includes the following -

Residential and overseas opportunities for Huxlow Academy students

- Year 9 Biannual trip to France. Next trip planned spring 2025
- Years 9 and 10 Biannual overseas trip to Iceland: next trip planned October 2024
- Year 10 - Biannual trip to Cornwall next trip planned October 2025
- Year 11, 12 and 13 Annual Tour of Remembrance to Krakow, Poland. December
- Year 11 Biannual overseas trip to Paris. Next trip planned February 2024



# Huxlow Academy Information

## Vision, Mission, and Values

### Our Vision and Mission:

At Huxlow Academy we create the opportunities to enable everyone that walks through our doors to ultimately achieve our vision of “Thriving Through Excellence”.

Our mission is to achieve this by building an exceptional learning community of aspirational and responsible citizens.



Huxlow is an inclusive school where every student matters. Students come to Huxlow Academy from a variety of backgrounds and quickly become a part of the Huxlow family. Alongside high-quality teaching, we provide a wide variety of effective support. Our success is achieved by knowing every student as an individual and caring for them personally and academically. Students are prepared to successfully navigate the many opportunities and challenges that are presented by the modern world.



To fulfil our mission we work, study, and collaborate by placing a focus on three core values.

- **AMBITION** - We strive hard to achieve the very best in all that we do, and we celebrate achievement and excellence. We enable our students to fulfil their academic and personal purpose.
- **RESPECT** - We pride ourselves on being a school that fosters relationships in an atmosphere built upon empathy, mutual respect, dignity, equity, diversity, and fairness.
- **PRIDE** - Pride in all we do, both from within school and across the wider community, is at the core of our actions. Our students go on to become successful adults and we enable our students to develop the pride and character we need them to have in the future.

