

THE TURING SCHOOL

Exam Invigilator

The Turing School

Information

Swale ACADEMIES TRUST

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Welcome

Dear Applicant,

I am delighted that you are interested in becoming part of the team at The Turing School.
The Turing School is a proudly comprehensive and fully inclusive school of approximately 780 students.
There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation and quality of work in books. At the heart of our vision for the school is a relentless drive to ensure that all pupils make good progress in every subject. Our curriculum is broad and balanced, offering courses to suit pupils of all abilities.

At The Turing School we are committed to securing excellence in learning and progress for all students through exciting and stimulating teaching, and a rich curriculum which encourages a love of learning. We want all students to have high expectations of themselves and to develop as enthusiastic, creative and positive young people who display good personal, social, emotional and spiritual development. At The Turing School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised.

We promote self confidence and belief, supporting students to face the challenges future life brings, alongside an awareness and understanding of the values of our society and other cultures. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community. To achieve our vision, we place the recruitment, retention and professional development of excellent teachers as a top priority.

Our modern, well equipped building has excellent facilities offering an inspiring modern learning environment, with well resourced classroom spaces. The Turing School is part of a multi-academy trust focused on school improvement, collaboration and continuous learning.

The Turing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

Kind regards



Sarah Doyle
Headteacher

Job Description

Job Title: **Exam Invigilator**
Grade: **SAT Exam Invigilator Rate**
Responsible to: **Exams Officer**

Purpose of the Job:
Invigilating internal and external examinations, including invigilation of the special needs and dyslexia students/pupils when required.

Main duties and responsibilities (Accountabilities):
Invigilators must uphold the integrity of the examination and assessment process. Under the instructions of the Lead Invigilator, duties to include any or all of the following:

- Assisting with any administration procedures before and after examinations;
- Ensuring the examination room complies with JCQ (Joint Council for Qualifications) regulations;
- Ensuring candidates enter and leave the examination area in accordance with JCQ regulations;
- Observing candidates in the examinations room at all times;
- Assisting with the checking of registers against scripts and ensuring candidates have the right paper;
- Opening and distributing papers and any other materials to the candidates and distributing additional paper / equipment as required;
- Ensuring the attendance register is completed;
- Collecting scripts in attendance register order and checking that nothing has been left at the desk;
- Ensuring the scripts are never left unattended and are safely delivered to the Examinations Officer;
- Informing the Examinations Officer / Lead Invigilator of any suspicions about the security of the examinations papers;
- Ensuring Trust and School policies are adhered to.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

Person Specification

Qualifications	Essential / Desirable
English and Mathematics GCSE at C grade or equivalent.	E
Exam invigilator training.	D
Experience	
Experience in a busy working environment, for example, school or office.	E
Experience of invigilating in a school, college or adult education setting.	D
Skills & Abilities	
Good command of the English language.	E
Good communication skills, able to communicate effectively and clearly with both pupils and staff.	E
Knowledge	
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E



Working for The Turing School

Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Enhanced Maternity Pay
- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- On-Site parking
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

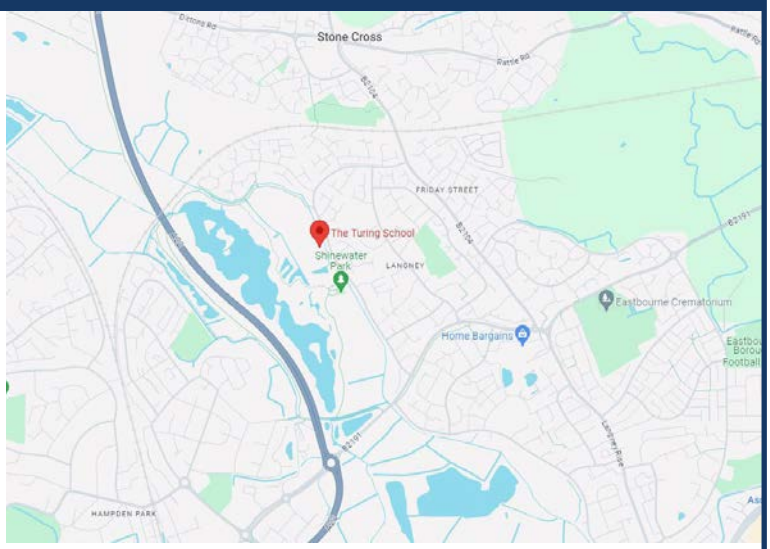
Finding Us

The Turing School
Larkspur Drive
Eastbourne
BN23 8EJ

01323 465700
tts-office@swale.at

Closest Train Station: Hampden Park Station
Approx. 33-minute walk or 30-minute Bus

Closest Bus stop:
The Causeway School - 1, 1A, 501, Loop





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.
Application forms can be found on swale.at website. Completed forms can be sent to gemma.sorrellfleet@swale.at or by post to the following address:

Miss Gemma Sorrell-Fleet
The Turing School
Larkspur Drive,
Eastbourne
East Sussex
BN23 8EJ

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.
This can be downloaded here: https://www.swale.at/page/?title=Privacy+Notice&pid=33

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.
Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.
As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.
The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



SWALE ACADEMIES TRUST, ASHDOWN HOUSE, JOHNSON ROAD, SITTINGBOURNE, KENT, ME10 1JS
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