



Job Application Pack

Casual Exam Invigilator

Salary: £10.09 per hour
Hours: Casual (as and when required)
Closing date: Thursday 27th February 2020 at 9am



A message from the Head of School

Thank you for your interest for the role of Casual Exam Invigilator at The Garibaldi School.

I am proud to be the Head Teacher of a school that truly cares about the students.

The Garibaldi School is judged to be Good by Ofsted in all areas, with high expectations, standards and aspirations of staff and students. We are constantly reflecting and refining our practice in pursuit of outstanding. The school is well considered in the local community.

Applications for places in Year 7 are regularly over our subscribed admission number.

Our Mission Statement states that we:

"Create a supportive and caring learning community that gives all our students the confidence and opportunity to achieve and prepare them for a successful adult life."

The school invests heavily in supporting and developing staff. There are a range of in-school and Trust CPD opportunities available.

Staff well-being and welfare are also strongly considered.

Over the last three years, the staff survey reports that 100% of staff say that "Garibaldi is a good place to work" and 100% say "They would recommend the school to others".

Further details about the school can be found on the website www.garibaldischool.co.uk

Visits to the school are warmly welcome.

I look forward to receiving your application.

Yours sincerely

James Aldred
Head of School



Overview of the Trust

The Garibaldi School is a member of the Nova Education Trust www.novaeducationtrust.net Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

Overview of the School

Our Ethos is based on three key words:

Pride Respect Achieve

The well-being and success of our students is at the centre of The Garibaldi School vision. The school is a safe environment where students can feel comfortable, well supported and confident.

We believe that it is our duty to develop the aspirations of our students and we encourage students to set high standards for themselves. As a result, targets are high and we expect high quality teaching and a personalised approach to learning to support our students to achieve.

Our students take pride in themselves and in being part of The Garibaldi School. We help students develop teamwork and leadership skills. Most importantly our students learn how to respect themselves and others. We are clear in a way that we expect our students to conduct themselves with all members of our community. Therefore, by the time our students leave, they have gained the skills, qualities and qualifications needed for a successful future.

Achievement

At The Garibaldi School we believe that examination success allows our students to make the very most of their lives coupled with extraordinary compassion and support.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications. As well as academic qualifications, we teach students the personal skills/characteristics required in life to be successful.



Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide every child with the very best educational experiences.

Should a student require additional support, The Garibaldi School provides a range of support services that will ensure every student's success, whatever their individual educational needs.

In 2018/19, the school was ranked as the best school in Mansfield and 7th best school in Nottinghamshire for its Progress 8 figure of +0.44.

The school is designated as a Leading Edge school in recognition nationally for the achievement of the students and our creative approaches to education.

Pastoral

We pride ourselves on the quality of care, guidance and support given to individual students. All students are treated as individuals who are well supported and nurtured over their time here.

All students have a mentor and a Student Services team to support and guide the students.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Mentors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as a first point of contact between school and home. There are regular updates of students' progress through termly reports and a Parents Evening.

Students' attainment and well-being is closely monitored, ensuring that they are recognised when they succeed but also supported when things are more challenging.

Curriculum

KS3

Year 7 and Year 8 students are taught a balanced curriculum of English, Maths, Science, Computing, Spanish, Music, Physical Education, Performing Arts, Art, Design Technology, Food Technology, Geography, History and PSHE/Citizenship. Students are placed in sets for English, Maths and Science according to KS2 SATS results and this is reviewed regularly with standard assessments within core departments.

In Year 8, more subjects introduce sets based on standard assessments and prior learning from year 7.

Support for students with learning difficulties and disabilities (LDD) is provided by teaching assistants within mainstream lessons or as a targeted group based in the Student Support Department.

On some occasions, there is also a small amount of short term withdrawal targeted



towards those individual students or small groups who most need it, delivered by a teaching assistant based in Student Support.

KS4

All students receive a core provision and study GCSEs in English Language, English Literature, Maths and Trilogy Science (double award). There is a core provision of PSCHE and PE. Students then choose 4 options which currently begin in Year 9 to study over three years. From 2020/21 GCSE courses will commence in Year 10 and will be studied for two years.

From 2019-20, we will revert to a three year KS3 provision and a two year KS4 provision.

Staff Well-being and Welfare

The school contributes to the Westfield Health Scheme for all members of staff, which covers a range of services including dental care, optical care, health screening advice and 24 hour counselling services.

Teaching staff are eligible to join the Teachers' Pension Scheme and support staff are eligible to join the Local Government Pension Scheme.

All teachers receive a 10% reduction in timetable for planning, preparation and assessment.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.



Application details

Thank you for your interest in this vacancy at The Garibaldi School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

The online application form for this role is located on the current vacancies page of the school website www.garibaldischool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by the time and date specified on the front cover of this information pack.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The Garibaldi School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Role Description for Casual Exam Invigilator

Line Managed By: MIS Officer

General Description of the Post

To assist the MIS Officer to ensure that the other invigilators carry out the following duties in a satisfactory manner:

- To have an understanding of and commitment to maintaining the appropriate standards of confidentiality and security of examination materials and procedures
- To work in a team of invigilators supervising students undertaking school and external examinations in accordance with the legal and school requirements
- Read and understand the "Guidance for Invigilators" as provided by the examinations officer and the examination board
- To ensure appropriate preparation of the exam room as required by the examination board including, but not limited to setting out stationery, equipment and examination material
- To supervise the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc are strictly observed
- To distribute additional paper and/or equipment as necessary
- To assist in admitting candidates to the examination room and enabling them to find their allocated seats quietly and efficiently
- To distribute examination papers and associated materials at the beginning of the examination and to collect them at the end in the required order and format
- To complete the attendance register for each examination at which they invigilate, together with a seating plan and report absentees as required by the school system
- To respond to candidates non-curricular queries in accordance with examinations regulations
- To respond to queries from students in the examination as required
- To escort and supervise any candidates who may need to leave the examination room in an emergency
- To assist in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in the room they are supervising and that the exam board instructions to candidates are displayed as required
- To ensure the highest standards of conduct in the examination and to deal with/refer behaviour issues in line with school policy
- To complete, as instructed, any associated administration

- To report any breaches of the examination code of conduct to the supervising teacher/senior invigilator/examinations officer immediately
- To ensure that any equipment lent out has been accounted for and that the examination room is fully prepared for the next session
- To assist, where required with preparation of seating plans
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms
- Be aware of relevant issues and ensure the safeguarding of the welfare of students
- An ability to fulfil all spoken aspects of the role with confidence through the use of English language
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms
- Be aware of relevant issues and ensure the safe guarding of the welfare of students
- To take reasonable care for the health and safety of themselves and other persons who may be affected by their activities and where appropriate, safeguarding the health and safety of persons under their control and guidance in accordance with the provision of Health and Safety legislation
- To promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times in in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person and the Head of School or if unavailable the designated safeguarding governor or a member of the Senior Leadership Team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Person Specification – Casual Exam Invigilator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Grade C or equivalent English & Maths 	
Experience	<ul style="list-style-type: none"> Customer services/engagement with people 	<ul style="list-style-type: none"> Working with young people Experience of working in a school setting Working with students with additional needs/behavioural difficulties
Knowledge and understanding	<ul style="list-style-type: none"> Understand the duties of educational staff regarding basic requirement of safeguarding procedures/processes 	<ul style="list-style-type: none"> Understanding of wider context with regard to managing student behavior Engaging and motivating young people
Skills	<ul style="list-style-type: none"> Good numeracy/literacy skills Can creatively engage students in a variety of ways Can remain calm in difficult situations Demonstrate a flexible approach 	<ul style="list-style-type: none"> Emotionally intelligent
Personal characteristics	<ul style="list-style-type: none"> Ability to earn respect from stakeholders Work effectively as part of a team Desire to contribute to the achievement of students Integrity, optimism, resilience and perseverance Confident and a clear communicator An ability to fulfil all spoken aspects of the role with confidence through the use of English language. 	<ul style="list-style-type: none"> Solution focused