

St Bede's School

64 Carlton Road, Redhill, Surrey, RH1 2LQ



Examination Invigilators

For sessional work

Application Deadline:

09:30 hrs 01st February 2019



Belonging

Education

Determination

Excellence

Service

About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017	2018
Attainment 8	54.9	57.4
Progress 8	+0.48	+0.66
EBACC	43%	49%
EBACC entered	74%	77%
4/C+ English	84%	86%
4/C +Maths	89%	88%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.



"A zest for learning permeates the whole school. Teachers' high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience." Ofsted 2017

Examination Invigilators at St Bede's

Examinations at St Bede's are administered by the Exams Officer along with a team of approximately 15 invigilators. The key examination period is May and June. However invigilators may be called upon to invigilate internal examinations which run throughout the academic year particularly in January. Invigilators are expected to make a reasonable commitment to make themselves available for the months of May and June.

Invigilation sessions are usually divided into morning and afternoon sessions. Morning sessions start at 8.30am and run for up to 3 hours. The afternoon sessions start at 1.00pm and likewise may run until 4pm. We are willing to consider applications from applicants that are able to work either or both sessions.

Examinations at St Bede's are held in two large main venues and satellite rooms within the school. You will more than likely be in a room with 4 or 5 other invigilators supervising students during an examination but there may be occasions when you are required to conduct an examination on your own with up to 30 candidates.

A 3.5 hour training session will be held for new Invigilators on 28th March 2019 and regular update and refresher meetings are held throughout the year for the existing invigilation team. All of which you will be required to attend.



Job Profile

Context

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Executive Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

The contractual basis of this post is the "Surrey Pay" scheme currently in force as adopted by St Bede's Governors and the written contract offered for signature on appointment.

Purpose

To serve the mission of St Bede's as a Christian school by invigilating examinations.

Salary

An hourly rate of £9.22 + 14% holiday pay (starting salary). To be paid in arrears on a supply basis, as required during periods of examinations throughout the academic year. Sessions will be booked in advance.

Responsible to

Examinations Officer.

Accountability

The proper conduct of examinations in accordance with the regulations.

Key Tasks

- Getting examinations candidates into the examinations room in appropriate manner
- Ensuring that candidates have the correct papers
- Dealing with extra candidates not on the register
- Ensuring that candidates realise that they are under examinations conditions,
- Retrieving mobile telephones etc.
- Reading out erratum notices
- Notifying candidates of the start of the examination, and recording starting and finishing times
- Opening and distributing papers and other authorised materials to candidates
- Dealing with queries relating to insufficient papers etc.
- Ensuring the attendance register is completed
- Contacting the Exams Officer when a candidate raises a concern or problem with the content of the examination paper
- Ensuring late candidates are briefed, seated, and allowed to take their examination with minimum fuss
- Supervising candidates in a quiet and unobtrusive manner and distributing additional paper and equipment as required
- Responding to candidates' queries in accordance with the examination regulations
- Supervising any candidates who may need to leave the room, in accordance with examination regulations

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- Supervising "clash" candidates between examinations
- Ensuring adherence to school policy
- Ensuring that efficient timekeeping is maintained
- Notifying candidates that the examination has finished
- Ensuring that examination conditions are maintained until candidates are dismissed from the room
- Collecting scripts in attendance register order
- Checking that nothing has been left at the desk, and that no graffiti has been made during the examination
- Ensuring that scripts are never left unattended, and are safely delivered to the Examinations Officer
- Ensuring that there are no missing scripts
- Ensuring the efficient conclusion of the examination



Person Specification

	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> Broad general education 	
Experience	<ul style="list-style-type: none"> Has worked with young people 	<ul style="list-style-type: none"> Has worked in a secondary school
Personal Qualities	<ul style="list-style-type: none"> Accuracy and attention to detail Effective oral and written skills Confidence addressing a group of candidates in a large venue. Ability to be firm and fair at all times Sense of humour Patience Calm under pressure Common sense and initiative Flexible and adaptable Reliable and punctual Very good at dealing with people Ability to relate to candidates yet maintain air of authority Ability to communicate with candidates and staff clearly and accurately Ability to judge when a decision is not theirs to make 	

How to Apply

If you would like to apply please complete our application form for support posts and send it to us with a supporting statement which explains what attracts you to the post as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

jobs@st-bedes.surrey.sch.uk

or sent by post to:

HR Team
St Bede's School
64, Carlton Road
Redhill
Surrey
RH1 2LQ

If you have any queries please ring Carole Whybra on 01737 214048 or send an email to jobs@st-bedes.surrey.sch.uk

Application Deadline: 09:30 hrs 01st February 2019

Interviews will be held on 14th February 2019

We look forward to hearing from you.



Quotes from our Ofsted Report

January 2017

"Pupils conduct themselves impeccably in lessons and around the school. They are polite and welcoming to visitors and wear their uniforms with pride".

"Teaching in the sixth form is consistently challenging. As a result, students are motivated to learn and achieve excellent outcomes".

"Teachers go the extra mile to meet pupils' individual needs exceptionally well. Their detailed subject knowledge, clear explanations and expert use of questioning ensure that pupils make rapid progress in their learning".

"Pupils are exceptionally well prepared for their next steps. A higher than average proportion of pupils, including disadvantaged pupils and those who have special educational needs and/or disabilities, progress to further education, employment or training. These destinations match pupils' career paths closely".

"The headteacher has created an open, tolerant and ambitious culture, underpinned by the Christian ethos of the school. He is a highly visible and approachable figure, well respected by staff, pupils and parents alike. Consequently, relationships between staff and pupils are exceptionally strong, and there is a purposeful and scholarly atmosphere."

"Parents are overwhelmingly positive about the school. They value the school's nurturing climate, the range of opportunities available to their children and the visible and approachable leadership of the headteacher".