



Exam Invigilator

Ashlawn School is recruiting Exam Invigilators to assist the Examinations Officer in the accomplishment of their duties with respect to public and internal examinations during exam periods.

We require individuals at various times throughout the examination season, currently November, December, January, March, May and June. Morning sessions from 08:40 and afternoon sessions from 13:30.

The post requires an individual who is highly flexible, punctual and able to relate well to students.

You will enjoy support and guidance from a friendly team who work together and aim to give the best possible educational experience for their students.

JOB SPECIFICS:

Start Date:	November 2021
Salary:	NJC01, £9.25 per hour
Working weeks:	Examination season
Contract:	Casual
Closing Date:	Monday 1 November 2021
Interviews:	Week commencing 1 November 2021

Why work for Ashlawn School?

- A large, outstanding bi-lateral school committed to supporting all members of the school community to succeed
- Ashlawn is an oversubscribed, outstanding school, well respected within the local community
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, including *ResearchEd*, Rugby, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

How to Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply online today by downloading an application form from our website [TLET Vacancies](#)

We look forward to hearing from you!

If you have any questions about the role or would like to visit Ashlawn School, please email the TLET HR at careers@tlet.org.uk.

If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack



and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust. Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual school within the Transforming Lives Educational Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

Monday 4 October 2021	Position advertised
Monday 1 November 2021	Closing date for applications (12pm) References will be requested at this stage
Week commencing Monday 1 November 2021	Final Shortlisting and contact with candidates
Week commencing 1 November 2021	Interviews

Safeguarding

We believe in the safeguarding and welfare of children and expect all staff to share this view.

The Transforming Lives Educational Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer. The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.

The Department for Education (DfE) has set out statutory guidance *Keeping Children safe in Education* for schools and schools on safeguarding.

Safeguarding is defined in paragraph 4 as:

‘...protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

The definition of ‘children’ includes everyone under the age of 18.



Information for Candidates

Welcome from The Chair and CEO Of Transforming Lives Educational Trust

Thank you for the interest you have shown in Ashlawn School and the wonderful opportunity to work here.

We hope that this pack gives you an insight into our remarkable school and why we are justifiably proud of it, our students and staff.

Ashlawn School has been praised by Ofsted, has recently been ranked in the top 15% of schools across the country by the Real Schools Guide and is consistently one of the top performing schools in the county. That does not mean that we want to rest on what we have achieved – the school recognises that we can continue to make progress and raise the bar higher.

As the school is part of an ambitious multi-academy trust, the Transforming Lives Educational Trust, the preferred candidate will have the desire and commitment to work with the Trust to support our strategic objectives and growth strategy, which includes the opening of a new free school in 2021.

Please take the time to review the information in this pack. Please contact our recruitment partners or the school if you have any questions.

Kind regards

Stewart Jardine and James Higham

Chair of Trust Board and Chief Executive Officer



Welcome from The Principal of Ashlawn School

Thank you for your interest in our school.

I know well the excitement of considering a new challenge and opportunity and am pleased that you are considering applying to this exciting post. I also know that recruitment is a two-way process. We are looking for the right person for the position; someone who really buys into our vision of ensuring that all students have the right opportunities to maximise their potential in all areas. You are looking for the right school in which to develop and progress, to contribute to the success of others and to get the support that you need to feel happy in your role. We hope that you agree that Ashlawn is exactly that kind of school, I certainly do.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Our culture for learning is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to teach and develop in a highly effective team, contribute to our excellent standards and have high aspirations for young people then Ashlawn School is the right school for you!

We look forward to meeting with you, so you too can appreciate our wonderful school and its community.

With best wishes

Siobhan Evans

Principal



About Transforming Lives Educational Trust

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high-quality school places. The Trust currently comprises of a secondary academy, Ashlawn and an infant academy, Henry Hinde, with the addition of an established Teaching School Alliance, a sponsored junior academy, Henry Hinde Juniors and a secondary free school (Houlton School) due to open in Rugby in 2021. Currently we are responsible for approximately 2000 children and young people, 350 employees and £12m of public money.

Our Vision

Learning Today for the World of Tomorrow

The Transforming Lives Educational Trust believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential. We want our family of academies to provide a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

Our Principles

Ensuring the Quality of Teaching and Learning - *we shall do this through:*

- implementation of best practice and proactively raising standards
- collective accountability for pupil/student progress, attainment and enrichment
- currency of occupational competence and professional development
- child centred funding enabled learning NOT funding driven enabled learning

Ensuring an Inspiring Learning Environment - *we shall do this through:*

- establishing a culture based on openness, respect, integrity, and inclusivity
- application of innovative systems of learning and pedagogy
- resourcing according to learning and educational demand
- utilisation of best fit learning environments within and across the Trust



Ensuring Financial Viability - *we shall do this through:*

- driving efficiency through funding leverage and economies of scale
- operating shared central and/or distributed services
- managing through approved and monitored call down budgets
- setting financial KPIs and efficiency metrics

Our Values

To help us fulfil our vision, we have a number of core values that drive all that we do. These serve as our guiding principles and should be nurtured for their own sake. We believe that our values stand the test of time and allow us to stay true to our purpose.

Our values are built around five key beliefs that we believe make us trustworthy by everyone within, or considering joining, the TLET. We believe that trusted relationships should underpin all that we do and achieve, and we place no high importance than that on our values. Put simply, we aim for others to have trust in the Trust.

Tend the team – listening to, sharing with and learning from others so that we nurture the potential of all (loyalty)

Reach for excellence – only comparing ourselves to the best – seeking to match and then surpass it (excellence)

Utilise innovation - seeking forefront thinking and creativity, and leading the change (courage)

Seize success – holding onto our mission and building on our achievements (tenacity)

Thank as you go - recognising the contribution of others to the Trust's successes (kindness)

TRUST therefore helps us ensure that the organisational behaviours across our family of academies are consistent and of the highest standard. We expect all our academies to abide by these values, especially when making difficult decisions – indeed, no value is more or less important than another, and all need to be upheld in our day-to-day behaviours and actions.

TRUST helps us to do just that – to provide all staff and learners, especially those new to the TLET, guidance on how we do things. It is our moral compass and guides us, helping us to realise success in being the best we can be.

Our Strategic Aims:

Below are listed the core objectives for the Trust. It is the responsibility of all employed and associated with the organisation to work towards the furtherance of these objectives:

- Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
- Others within and beyond the education sector hold our academies, and the Trust, in the highest regard.
- Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.
- Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
- Our Trust has at least seven operational academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phases.

In addition, we are also proud to have the Ashlawn Teaching School as the professional development centre for schools, academies and trusts in the Midlands. Our purpose is to provide high quality training, support and induction for the teaching profession.



About Ashlawn School

About Ashlawn School

Ashlawn is situated two miles from Rugby town centre on the edge of open countryside. We are one of only a few bilateral schools in the country, offering places to students of all abilities with a grammar stream for the most able. The school currently is oversubscribed and has about 1850 students on roll, 130 teachers and an active support staff. There are 500 students in the Sixth Form who are undertaking a variety of one and two year courses.

Ashlawn is a warm, happy school. Our outstanding facilities and resources complement a positive, purposeful atmosphere in which everyone works hard and with purpose.

The school is an exciting place in which to learn. We pride ourselves on being a forward-thinking and exciting centre of learning with excellent results. Our record of success is reflected in our A level and GCSE results and we are committed to providing the highest standards of provision.

In 2013 we were delighted when Ofsted recognised the school as outstanding in every category and shortly afterwards we were designated a National Teaching School with responsibility for teacher training and supporting other schools in our region. This success is testimony to the aspirations and efforts of our community – our students, their families and our staff.

Enrichment opportunities are also a key part of our school life. Ashlawn has a strong heritage in the cultural, creative and leadership activities which extend learning.

Visits and other enrichment activities are organised in all subjects and across all year groups, including yearly ski trips to Germany, international trips by PE to Chicago, ICT to New York and Languages to France and Germany. Students have had the opportunity to participate in World Challenge to India, Peru and Vietnam.

We are proud of our international partnership with a school in Japan through which students regularly communicate developing an understanding of cultural values and traditions.

Highlights of the school year include a school production, dance and drama activities and performances. Art is celebrated with the annual exhibition, which is open to our local community while music ensembles, choirs and bands celebrate cultural diversity.

Leadership is central to inspiring students to set and reach their own goals for successful and fulfilling lives. Students take on many leadership responsibilities including the School Council, Student Leaders, and many older students' mentor younger students. Extra-curricular clubs cater for, amongst other things, aspiring scientists, designers and journalists supporting the Ashlawn ideal that extra-curricular activities encourage students to learn the importance of developing their own talents and contributing to the wider community.



Job Description

Role:	Exam Invigilator
Hours:	Casual
Working weeks:	Term time
Salary:	NJC 01, £9.25 per hour
Academy/College:	Ashlawn School - Transforming Lives Educational Trust
Contract	Support Staff terms and conditions
Responsible to:	Exam Officer
Job purpose:	To assist the Examinations Officer in the accomplishment of her duties with respect to public and internal examinations
Main Role and Responsibilities:	
<p>Ensures that exams/tests are carried out according to the rules set down. Works under guidance of the examinations officer or other senior member of staff. A teacher will normally introduce the exam/test and discharge the pupils at the end.</p> <ul style="list-style-type: none"> • The setting up of the exam room • The seating of exam candidates • Distribution of Exam material to Candidates • Supervision of exam candidates throughout the length of the exam ensuring exam regulations are upheld at all times • Reporting on 'incidents' or cases of malpractice • Collection of all exam materials and delivery to the Exams Office • Ensure that pupils/students are seated in the correct place • Ensure that exams are the correct length of time <p>Other duties and responsibilities: Carry out other duties that the Principal and/or line manager may reasonably request. Transforming Lives Educational Trust is committed to safeguarding the welfare of children and expects all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff within the Trust.</p>	
Review of accountabilities:	The accountabilities of the postholder will be reviewed annually as part of the appraisal process for teaching assistants.
Signed by postholder:	
Date:	

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.



Person Specification

Job Title:	Exam Invigilator
Reports to:	Exam Officer

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications / Training	A sound, general education	Training related to working with children
Skills, Abilities, Knowledge and Experience	<p>Ability to communicate clearly and effectively, in speech and writing.</p> <p>Ability and confidence to deal with a variety of people at all levels in a friendly and professional manner.</p> <p>Assertiveness and ability to follow behaviour processes.</p> <p>Ability to understand and follow relevant procedures e.g. health and safety, child protection.</p> <p>Ability to work in a team.</p> <p>Ability to work under direction.</p> <p>Experience of working with children.</p>	<p>Experience of working within a school</p> <p>Knowledge of school safeguarding</p>
Personal Qualities	<p>Patience</p> <p>Flexible</p> <p>Reliable</p> <p>Professional</p> <p>Organised</p>	