



## Lead Exam Invigilator

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

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

You will be leading the team of invigilators in conducting external and internal examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are adhered to.

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.

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.

### Job Specifics:

|                       |  |
|-----------------------|--|
| <b>Start Date:</b>    | November 2021                                |
| <b>Salary:</b>        | NJC04 £9.81 per hour – NJC05 £10.01 per hour |
| <b>Working weeks:</b> | Examination season                           |
| <b>Contract:</b>      | Casual                                       |

### 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](mailto: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

|                      |  |
|----------------------|--|
| Wednesday 12 October | <b>Position advertised</b>   |
| Open                 | <b>Closing date for applications</b>   |
|                      | <b>Final Shortlisting and contact with candidates<br/>References will be requested at this stage</b> |
| To be arranged       | <b>Interviews</b>  |

### 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

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:            | Lead Exam Invigilator   |
| Hours:           | Casual  |
| Working weeks:   | Term time   |
| Salary:          | NJC04 £9.81 per hour – NJC05 £10.01 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 the duties with respect to public and internal examinations |

### MAIN ROLE AND RESPONSIBILITIES:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Ashlawn's regulations and instructions as explained during the training.
- To have a key role in upholding the integrity and security of the examination/assessment process.
- Maintaining the security and administration of the exams process before and after examination.
- To carry out exam related duties as instructed by the Exams Officer or Senior Leader including maintaining question paper security by supporting the 'second pair of eyes check'.
- To lead the team of Invigilator's in conducting internal and external exams.
- Report to and be briefed by the Exams officer prior to each exam session
- Brief the invigilators in the conduct of invigilating exams.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Ensure exam rooms are set up according to the JCQ requirements.
- Admit candidates into exam rooms under formal exam conditions.
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations
- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer
- Undertake training, update and review sessions as required
- Undertake relevant online invigilator training and assessment each academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example centre supervision of exam timetable clash candidates between exam sessions



## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

**Essential:** - without which prospective candidates are likely to be rejected.

**Desirable:** - useful discriminators for long-listing good candidates.

Please make sure, when completing your application form, you give **clear examples** of how you meet the **essential and desirable criteria**.

| Specification  | Essential  | Desirable   |
|--|--|---|
| <b>Qualifications/<br/>Training</b>                  | A sound, general education   | Training related to working with children                                     |
| <b>Skills,<br/>experience,<br/>and<br/>knowledge</b> | An understanding of examination processes.<br><br>Clear and effective oral and written communication skills.<br><br>Good numeracy skills.<br><br>Experience of working with children   | Experience of working within a school<br><br>Knowledge of school safeguarding |
| <b>Personal<br/>Attributes</b>                       | Ability and confidence to deal with a variety of people at all levels in a friendly and professional manner.<br><br>Ability to work under pressure and to tight deadlines.<br><br>Assertiveness and ability to follow behaviour processes.<br><br>Ability to understand and follow relevant procedures e.g., health and safety, child protection.<br><br>Ability to work in a team. Ability to work under direction.<br><br>Accuracy and attention to detail.<br><br>Flexible and reliable approach to work. |   |

This job description and person specification 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.