



The White Hills Park Federation Trust
A Culture of Excellence

LEAD INVIGILATOR





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Executive Principal: Mr P Heery

Dear Colleague

Thank you for the interest you have shown in the position of Lead Invigilator within The White Hills Park Federation Trust. This is an exciting time for our Trust as we build on our successes and plan for the future.

We believe that the Trust will ensure all students can reach their potential, but also as a Trust we will be innovative and forward thinking in our delivery of education; in many respects the Federation Trust itself is an example of innovative practice.

We can offer you a forward-looking and effective Board of Directors, supportive parents, talented and dedicated professional colleagues and positive, well-motivated students. We pride ourselves on the strong relationships that have been established across all members of our Multi Academy Trust, and the contribution this makes to our improving student outcomes.

We are also keen that all colleagues within the Trust have the opportunity to develop and also progress professionally by experiencing new responsibilities and ways of working. As the Executive Principal I am keen to appoint colleagues who will make the most of the opportunities which a Multi Academy Trust brings; the diversity of experience which can be gained and the benefits which can accrue from working closely with colleagues from two other schools.

I hope that after reading the information you are encouraged to apply for the post of Lead Invigilator.

We are very happy to arrange visits or to hold an informal conversation – please feel free to contact us.

Yours sincerely

Paul Heery
Executive Principal



Alderman White School
A member of The White Hills Park Federation Trust

Alderman White School
Chilwell Lane, Bramcote, Nottingham, NG9 3DU
Telephone: 0115 9170424

Web: aldermanwhite.school Email: white@whpfederation.org



Bramcote College
A member of The White Hills Park Federation Trust

Bramcote College (Registered Office)
Moor Lane, Bramcote, Nottingham, NG9 3GA
Telephone: 0115 9168900

Web: bramcote.college Email: bramcote@whpfederation.org



bramcote college
sixth form
A member of The White Hills Park Federation Trust

Bramcote College Sixth Form
Moor Lane, Bramcote, Nottingham, NG9 3GA
Telephone: 0115 9168900

Web: bramcote.college Email: college@whpfederation.org

The White Hills Park Federation Trust

The White Hills Park Federation Trust is a collective group of schools in Bramcote, Nottinghamshire, and aims at bringing the benefits and economies of scale of a large establishment, while remaining as two individual schools, under one management structure and Governing Body. The Federation was founded in 2006 and the Multi Academy Trust in 2012.

Our two schools share one Sixth Form facility, called Bramcote College 6th Form. Students from schools and colleges outside of the Trust also attend the College.

We are located in the heart of Nottingham, within close proximity to the M1 and A52, and within easy reach of Nottingham City Centre as well as rural Nottinghamshire and Derbyshire, including the Peak District National Park.



The Aims of the Trust

Every student's future is important to us; we will ensure that their potential will be reached and their needs will be catered for.

We recognise that we live in a rapidly changing world where those who can adapt, both as individuals and as communities, will be successful. The Trust will be flexible in order that we lead change as well as reap the benefits which the future will bring. We will also ensure that our students face the future with confidence.

We recognise that change brings opportunity and we will seek continual improvement in the work of the Trust and in the expectations that we have for our students.

Alderman White School

Alderman White School is a successful and inclusive school with a record of good progress, excellent student behaviour and a wide range of enrichment activities.

We have retained our distinct identity as a specialist language school, with students benefitting from a range of languages taught both as part of the main stream curriculum and of the extensive community programme including the Saturday family learning classes. We organise exchanges to Germany and visits to France and Spain.

The school is served by five main contributory junior schools, with a significant number of students from several other primaries within a wider geographical area. There is a high level of co-operation and contact within our 'family' and the school engages with many activities within the wider community.

Bramcote College

Bramcote College (formerly known as The Bramcote School) has a deserved reputation for being a small, inclusive and caring school with strong links with the local community. The school has strong, caring and supportive staff that are committed to raising achievement and the students are keen, loyal and enthusiastic and want to come to school. Young people at Bramcote College are known by their name and their individual potential and needs are supported and encouraged.

We pride ourselves on the breadth and choice of curriculum and of the education and experiences our students have every day. As well as GCSE's, we can offer school courses and Entry Level qualifications to make the most of our students' skills, talents and interests. At Bramcote College, we develop the attitudes and skills for every student that support a healthy and fulfilled life together with the confidence for a lifetime of learning.

Bramcote College 6th Form

Bramcote College 6th Form is the Post-16 provider for The White Hills Park Federation Trust. However the College is also open to other students from outside the Trust. The College aims to meet the needs of all students within the Trust; although the majority of courses at the College are traditional A- Levels, the college does provide alternative routes at both GCSE level and A-Level in the form of BTEC qualifications. We also aim to provide a very personalised system both in terms of the curriculum we offer and the guidance we provide. In order to achieve this both teaching and tutor groups are kept small; therefore offering more individual tuition to our students.

We believe that the success of the College rests upon three things: the progress our students make in terms of each individual reaching their potential, the high proportions of students who complete their courses, and also our success in ensuring all students achieve their favoured destination whether this is higher education, training schemes or embarking on their future career.

Of course time in the 6th Form is also about personal development. Our students play an active part in leadership programmes and organising activities for younger students; for example the College students act as House Captains for the Federation Trust House system.

General Information for Applicants

Candidates apply to the Trust and may work at more than one site. However, support staff will have a 'home' school within the Trust.

All offers of appointment are subject to:

- At least two satisfactory references (requested prior to interview)
- A satisfactory Enhanced Disclosure and Barring Service (DBS) check
- Proof of the candidate's identity and their right to live and work in the UK
- Verification of qualifications and professional status



Please note: Applications should comprise the standard application form (attached) and a letter of no more than two sides of A4 explaining why you are a suitable candidate for the position of Lead Invigilator at The White Hills Park Federation Trust.

You may choose to include a CV if you feel that it will provide us with important information about you that we will not see from your letter or application form.

Applications should reach us by **10:00 am on Monday, 26th February 2018.** Shortlisted candidates will be invited to interview by letter or email.

Applications should be returned to recruitment@whpfederation.org.

If you have not heard from us in regards to an interview by two weeks after the closing date please assume that you have not been successful on this occasion. We do not inform candidates not shortlisted for interview.

Equal Opportunities

The White Hills Park Federation Trust is committed to equal opportunities and fair treatment of its staff and all applicants, on the principle that no one is discriminated against on the basis of his or her actual or perceived race, ethnic or national origin, caste, nationality, religion or belief, gender reassignment, sexual orientation, disability, marital status or civil partnership, pregnancy or maternity or age. All employees and students will be treated and valued equally.

The White Hills Park Federation

Job Description:	Lead Invigilator
Location:	Federation based
Salary Range:	Spot Hourly Rate
Value:	£9.47 per hour including holiday pay
Current contracted hours:	Various, subject to examinations timetable. The successful candidate will be required to work for around 6 weeks during the May/June exam season as well as various other times throughout the year.

GENERAL INFORMATION

The following information is provided to assist staff joining the Federation to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

PURPOSE OF THE POST

The Lead Invigilator will support the Federation by assisting the Exams Officer with the preparation and management of all exams held on site or where appropriate off-site. The Lead Invigilator should show a commitment to the aims, policies, and ethos of the Federation and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

KEY AREAS:

- Liaison with the Exams Officer for exam planning regarding number of invigilators, rooms, and equipment.
- Support the Exams Officer to organise the use of rooms for all exams.
- Support the Exams Officer to check and monitor receipt and storage of examination papers.
- Liaise with the Exams Officer and the SENCO to determine support to be provided to students with additional needs and to support the TA team where appropriate.
- Following school policies and procedures especially those relating to child protection and health and safety.
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.
- Preparing the Exam environment and the required materials used therein.
- Assisting with the management of student behaviour to ensure a calm examination environment.
- Completing the attendance register.
- Responding to students about the exam that has been set.
- Collecting all completed exam papers after the exam and returning them to the Exams Officer, ensuring they are ordered and matched to the attendance register for checking by the Exams Officer.
- Leaving the exam room in good order at the end of the exam.
- Supervising entry and departure of students in accordance with school policy.
- Recording and reporting attendance at exam in accordance with school policy.
- Supporting the exams officer with results days in August for GCSE & GCE.
- Dealing with any immediate problems or emergencies that arise in the exam room according to the school's policies and procedures.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

Continuing Professional Development

- Reflection on own practice and private study and undertake any professional development necessary as identified in SIP.
- Maintain a professional portfolio of evidence to support professional review.
- If appropriate participation in the Federation's staff appraisal programme.
- Participation in appropriate in-service education programmes.

Relationships

To be responsible to:

- The Executive Principal, with Line Management through the Exams Officer.

To co-operate with:

- The Board of Directors, making such reports as required.
- All colleagues, both teaching and support staff.
- LA, advisers and the school Inspection teams.
- Unions and other organisations representing teachers and other persons on the staff.
- Feeder and receiving schools to ensure continuity and progression in the education of each pupil.
- Persons and bodies outside the school to ensure that the school works in harmony with the community.

This role is a Federation position and the post holder may be required to hold a comparable post on another site within the Federation, if the situation arises.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Line Manager who may involve officers of the CYPS Personnel Department as appropriate. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

In addition to the duties specified you may be asked to 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 cases. To provide flexibility and to meet the priorities of the Federation during times of peak work flow you will be asked to support other members of the Federation team undertaking duties that may be below your current grading.

The job description does not form part of the contract of employment.

Date Job Description Revised: February 2018

By Whom: Executive Principal

Person Specification

Attributes	Essential	Desirable	Criteria used for Assessment
<p>Experience</p> <p>Experience of working with young people.</p> <p>Experience of working with students in an educational environment.</p>	*	*	A / I A / I
<p>Qualifications</p> <p>To be educated to Level 2 (GCSE or equivalent).</p>	*		A
<p>Skills and Knowledge</p> <p>An understanding of the Examination process, including dealing with minor behaviour issues or breaches of the Exams code.</p> <p>Demonstrate knowledge of the work environment and issues of health and safety.</p> <p>Demonstrate knowledge of how schools operate and the need for discretion and confidentiality.</p> <p>Good interpersonal skills, able to communicate effectively both orally and in writing.</p> <p>The ability to motivate young people.</p> <p>Good organisational skills.</p>	*	* * * * *	A / I A / I A / I A / I A / I A / I
<p>Personal Qualities</p> <p>Able to work as part of a team and build relationships with staff.</p> <p>Be a self starter and able to set personal goals.</p> <p>Ability to adhere to written procedures and policies.</p> <p>Able to flourish under pressure and to respond positively in the face of challenges.</p> <p>The ability to get on well with students, to be an advocate for young people.</p>	* * * * *		A / R A / R A / R A / R A / R

A—Application I—Interview R—Reference