

**TEACHER OF**

**ENGLISH**

**APPLICATION PACK**

**Exam Invigilator**

**B3 point 7 - £13.26 per hour**

**Working hours: by negotiation and agreement during the exam period. In particular, Summer GCSE/GCE periods (November/December, February/March and May/June) and trial exams**

**Dates to be confirmed**

Contents

1. Introduction from the Headteacher
2. Information on the post
3. Job description
4. Person specification
5. Enhanced disclosure
6. School Location and Travel Information

**Introduction from the Headteacher**

Thank you for the interest you have shown in the post of Exam Invigilator at our school.

Pudsey Grammar School is a heavily oversubscribed mixed comprehensive secondary school located in the heart of the market town of Pudsey. Situated between Leeds and Bradford, the town has always valued its independence from its two larger neighbours. The school has a long and proud history stretching back to 1905. The school has 1350 students with a thriving and expanding Sixth Form of over 250 students, all taught in a state of the art building. The innovative and unique style of the building creates a calm atmosphere very different to many secondary schools.

I was appointed in 2014 and since then we have received a letter from Amanda Spielman (HMCI Ofsted) which stated we ‘have transformed all aspects of the school.’ This assertion was further underlined in 2018 when the increase in our exam results resulted in the school being the most improved school in Leeds and one of the most improved in the country (we were delighted to follow these achievements up with our best ever GCSE exam results in 2019 which were above the national average). The pattern of improvement continued in 2020 with our Year 11 students achieving grades which were outstanding. The school had a highly successful Ofsted inspection in April 2019 and was judged as good in all areas, including our Sixth Form. The school underwent an ungraded inspection in April 2024 which saw, for the first time in the school’s history, a second successive Ofsted judgement of being a good school. This is testament to the consistently high quality of education which the school provides for all of our students and is one of the reasons why we remain one of the most popular schools across the city of Leeds with over 900 applications received for 215 Year 7 places for September 2024.

In 2022, the school was selected to be a national Behaviour Hub school. This is a Department for Education programme led by the Governments’ School Behaviour Advisor, Tom Bennett, which identifies schools who have ‘an exemplary behaviour culture’. We are one of only 20 secondary schools out of 4000 who have achieved this prestigious accolade and we are working with other schools across the north of England to improve their behaviour cultures.

We have a comprehensive House system which runs across all year groups with over 30 diverse competitions across the year for students and one each half term for staff too. House assemblies take place once every three weeks lead by our eight House Leaders. At the end of each academic year, the winning House is awarded our 80-year-old Victor Ludorum Cup.

We are aiming to be a centre of excellence and every indicator we have, we are on track to achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy.

The following quotes are taken from the latest Ofsted report:

* *The school is welcoming and pupils respect the differences in other people.*
* *Safeguarding is very well led and pupils feel safe*
* *Pupils get on very well with each other*
* *Teachers have strong subject knowledge*
* *Pupils behave well in lessons and the vast majority focus on their work*
* *The school has developed an ambitious curriculum for pupils*
* *Staff have high expectations of all pupils. The vast majority of pupils rise to these expectations and work hard*
* *Pupils benefit from the curriculum and are well prepared for their next steps*
* *The House system plays a central role in the school and provides a sense of belonging. Pupils who earn House ties for their dedication to House competitions wear them with pride*
* *If bullying happens, pupils are confident that staff will deal with it quickly*

The school has a long tradition in the town, being established as Pudsey Grammar School in 1905. Although the school is taught in a state of the art building, our core values of respect, resilience, integrity, compassion and ambition are highly traditional and are based on the goal of ensuring that every student reaches their true potential.

Our school is not just about the students gaining knowledge and qualifications, although these are extremely important. We believe in teaching young people core values of decency, social skills and how to be a good citizen in an ever changing world. We want their character to develop and grow, and for them to leave us with an inquiring and independent mind. We want our students to gain the best qualifications they are capable of whilst experiencing a range of opportunities which are second to none. As a result, the school is extremely popular with our community and is significantly over-subscribed every year.

Our Sixth Form, which is rated as good by Ofsted, has grown rapidly in recent years following significant investment and we now have over 250 Post-16 students studying at Pudsey Grammar. We have a strong tradition of ensuring students access the best universities, including Oxford and Cambridge.

Our staff show exceptional dedication and commitment to our students. Relationships in the school are extremely strong and this underpins the ethos of the school. We pride ourselves in the care and support that we give our staff and, as a result, there is a real team spirit in the school where people enjoy being part of our school community. Teaching and learning is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for

the students is excellent. We are currently redesigning our curriculum to ensure that the education we offer is second to none.

We offer fantastic support and professional development to staff, which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students on a daily basis.

The school is a Foundation Trust school, and our partners include global companies Including; HSBC bank, alongside leading local business and training provider, Appris. These high-quality links allow our school to offer excellent careers opportunities to students across the ability range. As a result, the school has 0% NEETs at Year 11.

We are currently part of The Leeds Teaching Hubs, which is providing outstanding opportunities and CPD for all of our staff. Subject Leaders attend their Collaborative Learning Groups, which allows them to network and share best practice. This is further disseminated through the school via regular Department meetings and weekly Teaching & Learning briefings.

This clearly is an exciting time to join our school.

If you have a desire to be part of one of the most exciting and rewarding schools to work in, which will also provide you with excellent development opportunities, please complete the application form. Any further details can be obtained directly from the school’s HR Team: recruitment@pudseygrammar.co.uk) or our website [www.pudseygrammar.co.uk](http://www.pudseygrangefield.co.uk)

**Mark McKelvie**

**Headteacher**

**Pudsey Grammar School**

**Details of advert**

**Exam Invigilator**

**Grade: B3 - £13.26 per hour**

**Start date: Working hours by negotiation and agreement during the exam period.**

We are looking to appoint exceptional individuals who have excellent communication skills with both students and staff, are approachable, have superb time keeping skills and are able to follow instructions precisely. The Exam Invigilator role works as part of a tight knit team of professionals as directed by the Exams Officer to ensure exams are conducted in line with the Exam Board’s strict regulations.

**Why work at Pudsey Grammar School?**

* Be a part of our rapidly improving school
* An organisation which has staff wellbeing as its core
* An opportunity to play a key part in the continuing transformation of the school
* A dynamic and enthusiastic team of staff who are ensuring our students are successful in every way
* An opportunity to work alongside hub-schools in the Yorkshire and Humber region and University College London, with access to high quality Teaching and Learning training, networking events, CPD and national teacher meetings held annually in London.
* Be part of a supportive organisation which prides itself on high standards for staff and students
* Work in an award-winning state of art building

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

**Application Process**

Should you wish to apply for this position, please send the following to recruitment@pudseygrammar.co.uk.

* A completed application form. Applications should be made electronically in Word or PDF format
* **Please be aware that we do not accept Curriculum Vitaes**
* In support of your application you may include a covering letter. This should be in addition to the completed application form.

**Closing date for application Monday 3rd March 2025 at 12.00 noon**

**Successful candidates will be contacted direct with details of the interview.**

**Interviews: Monday 17th March**

**Job Description**

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| **Job Description** | **Exam Invigilator** |
| Post Purpose: | To ensure that exams are conducted in an appropriate manner within the correct timeframe. The main part of the role is to supervise the students and make sure that exam regulations are being met at all times. |
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| Reporting to: | Exams Officer |
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| Working time: | By negotiation and agreement during our exam periods. In particular Summer GCSE/GCE periods (May– June) and trial exam periods (dates to be conﬁrmed) |
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| Salary/Grade: | B3 point 7 - £12.59 |
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| Main (Core) Duties: |
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|  | * To conduct examinations in accordance with the Joint Council for Qualiﬁcations (JCQ), awarding body and Pudsey Grammar School regulations and instructions.
* To have a key role in upholding the integrity and security of the examination/assessment process.

**Before exams*** Report to and be briefed by the Exams Ofﬁcer prior to each exam session.
* Keep conﬁdential exam question papers and materials secure before, during and after exams.
* Ensure exam rooms are set up according to the 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.
* Start exams.

**During exams*** 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.

**After exams*** Instruct candidates in ﬁnishing their exams and collect exam scripts and exam materials.
* Dismiss candidates from the exam room.
* Check candidates’ names on scripts and match the details on the attendance register.
* Securely return all exam scripts and exam materials to the Exams Ofﬁcer.
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| Other duties | * Undertake training, update and review sessions as required.
* Prior to invigilating any exam in a new academic year, undertake relevant online invigilator training and assessment.
* Undertake, where required, other duties requested by the Exams Ofﬁcer, for example:
* centre supervision of exam timetable clash candidates between exam sessions
* facilitating access arrangements for candidates (e.g. as a reader, scribe etc. Full training will be provided)
* other exam-related administrative tasks, including maintaining question paper security by supporting the ‘second pair of eyes check’.
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| Safeguarding | * The post-holder should be aware of and comply with the school’s policies and procedures, in particular those relating to child protection, confidentiality, health & safety, GDPR and report any concerns to the appropriate member of the Senior Leadership Team
* Engage with annual Safeguarding training and willingness to engage with any review of documentation on at least an annual basis as required due to the nature of the role.
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| General requirements | * Experience of invigilation is not required as training will be provided.
* Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.
* Invigilators are required to conﬁrm their availability in advance of main exam periods to the Exams Ofﬁcer.
* Invigilators must conﬁrm the conﬁdentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.
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| Physical conditions | The post is based at Pudsey Grammar School.The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request.This post is subject to an enhanced Disclose and Barring Service check.The school operates a non-smoking policy. |
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| Prospects | Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder. |
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| Training | The school encourages training both “in-house” and external to meet the needs of the individual and of the Service. |
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| Any Special Conditions of Service: No smoking policy |
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| This job description is to assist staff joining Pudsey Grammar School to understand and appreciate the work content of their post and the role they are to play in the organisation. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed. All new appointments of support staff are made subject to the satisfactory completion of a six-month probationary period. |
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| **Statement:****This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted.  This includes only information publicly available on-line. The employee may be subject to rechecking as required from time to time.****We promote diversity and want a workforce that reflects the population of Leeds.****All appointments are subject to satisfactory references.**Pudsey Grammar School is an equal opportunities employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the school’s services. We promote diversity and want a workforce which reflects the population of Leeds.Dated: 10th September 2024 |

**Person Specification**

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| SKILLS | Ess | Des |
| * A good team member;
* Flexible and able to use own initiative;
* Good communication skills.
 | \* |  |
| KNOWLEDGE/QUALIFICATIONS | Ess | Des |
| A minimum of Grade 4 9 (A-C) in English or relevant Level 3 NVQ/GCSE or equivalent, or higher. | \* |  |
| EXPERIENCE | Ess | Des |
| Experience of working as an invigilator is desirable but not essential as training will be given. |  | \* |
| Transport | Ess | Des |
| Current and clean driving licence | \* |  |
| Access to a motor vehicle | \* |  |
| Willingness to travel to other schools to invigilate | \* |  |
| PERSONAL QUALITIES |  |  |
| * Able to work under pressure to meet deadlines;
* Calm, ﬂexible, dependable, resilient;
* Able to follow instructions;
* A sense of humour;
* Ability to work conﬁdentially and with discretion;
* Able to form good working relationships with colleagues;
 | \* |  |
| BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS | Ess | Des |
| Willing to abide by the Council’s Equal Opportunities Policy in the duties of the post, and as an employee of the Council. | \* |  |
| Willing to carry out all duties having regard to an employee’s responsibility under the Council’s Health and Safety Policies | \* |  |
| To display a responsible and co-operative attitude to working towards the achievement of the school’s aims and objectives | \* |  |
| An ability to respect sensitive and confidential work. | \* |  |
| Commitment to own personal development and learning. | \* |  |
| Able to respond flexibly to meet daily demands of the role, showing independence and being proactive | \* |  |
| Able to work collaboratively with the wider Student Support Team | \* |  |
| A willingness to become involved in the wider aspects of the school |  | \* |

**School Location and Travel Information**

### Pudsey Grammar School

Mount Pleasant Road

Pudsey

Leeds

LS28 7ND

### Tel: 0113 2558277

### [www.pudseygrammar.co.uk](http://www.pudseygrangefield.co.uk)

Instagram/Twitter/Facebook - @PudseyGS

