



Exam Invigilator RECRUITMENT INFORMATION PACK

Melior Community Academy
Chandos Rd
Scunthorpe
DN17 1HA

RECRUITMENT INFORMATION PACK

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March 2018

Dear Applicant

Post: Exam Invigilator

Thank you for your enquiry requesting further details and an application form for the post of Exam Invigilator at Melior Community Academy.

The successful candidate will be inspirational and forward-thinking, as well as an outstanding classroom practitioner with a passion for ensuring students experience the highest quality education every day.

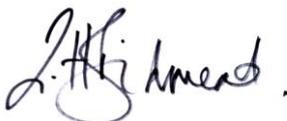
This is an exciting time to join Melior Community Academy and a real opportunity to make a difference. We have recently converted to academy status and are now working in partnership with the School Partnership Trust Academies.

We are extremely proud of our academy and our achievements. At Melior Community Academy all teachers and support staff are seen as members of a team who work extremely hard to provide a quality education for our young people ensuring that they achieve their full potential. We are seeking to appoint someone with the professional characteristics to join us in our drive to raise standards in the pursuit of excellence.

Please find enclosed an application form, job description and person specification.

If you would like further information about the role, please do not hesitate to contact me. Visits to the school are welcomed.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Z. Bidmead', with a small flourish at the end.

Zoe Bidmead
Principal

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at www.deltatrust.org.uk

Delta Academies Trust - Our Vision and Values

Our vision is based on the values and the principles of Delta Academies Trust. Our academies will:

- Change children's and young people's lives for the better, providing them with the skills, knowledge and understanding to be successful throughout life and contribute positively to their communities.
- Place learners at the heart of everything we do and ensure that we promote social responsibility, honesty, integrity and caring for others.
- Deliver outstanding academic outcomes for all pupils and students and engender in them the confidence and aspiration to be successful.
- Create a generation of young people who care about their environment and recognise that they can shape the future through their own actions.
- Recognise and appreciate the different beliefs others hold but will promote British Values and encourage active citizenship, promoting social cohesion.
- Promote scientific enquiry and the development of analytical thinking skills that enable pupils and students to question the world around them and evaluate received wisdom.
- Celebrate human creativity and the enrichment Arts bring to our lives and community.

Why work for Delta Academies Trust?

- You will be joining a team that is committed to changing lives through transforming educational outcomes. A Trust **highly committed** to ensuring that you benefit from high quality development and training.
- You will work alongside professionals in a fast-paced and **dynamic environment**.
- You will develop your skills alongside **like-minded colleagues**.
- Each of the Delta academies is committed to a climate of **mutual support** and **partnership** and to working closely with each other.
- **Career Development** - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include Ofsted training, safer recruitment, paediatric first aid and Evolve training. We also have a clear strand of Teaching and Learning CPD and an innovative and exciting Leadership and Development programme.
- **Pension** - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a **Cycle to work scheme**
- **Work-life balance** - We aim to be a 'best practice' employer. We understand that our employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality staff.
- **Child care vouchers by Sodexo** - Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.
- **Tech Salary Sacrifice Scheme** - this gives employees the opportunity of having the latest technology and the cost directly deducted from their gross monthly salary, saving on Tax and National Insurance Contributions.

The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobseast@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>

MELIOR COMMUNITY ACADEMY EXAM INVIGILATOR

**Casual and variable hours
Salary: Grade C, Point 12-16 (£8.35 - £9.02 per hour)**

We are looking to increase our committed team of exam invigilators working in our Academy to provide support during examination time.

You will need to have excellent communication skills and the ability to work independently as well as part of a team. It would be helpful (but not essential) if candidates have some previous experience within this type of role.

We are committed to the professional development of all our staff and to safeguarding and promoting the welfare of children and young people. This post is subject to an Enhanced Level DBS check.

Visits to the academy are warmly welcomed by appointment through the academy on 01724 868666.

Closing Date: Thursday 5th October 2017 at 12 noon

**An application pack can be downloaded from
<http://recruitment.deltatrust.org.uk/>
or by contacting our recruitment team on
0345 196 0095
or email
jobseast@deltatrust.org.uk**

The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced DBS Disclosure.

Exam Invigilator

Job Description

Post: Exam Invigilator
Grade: C (pt. 12-16)
Reporting to: Examination Officer

Overall purpose of the post

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Responsibilities and accountabilities

1. To prepare the examination room according to the requirements of the examination board (distributing papers and preparing associated materials).
2. To supervise candidates in a quiet and unobtrusive manner to ensure examination board regulations are strictly observed.
3. To provide assistance to candidates during examinations (e.g. enable them to find their allocated seats quietly and efficiently or answering enquiries during examination sessions).
4. To assist in the efficient timekeeping of examinations.
5. To deal with any minor behaviour issues in line with the academy policy, reporting any breaches of examination code of conduct to the supervising teacher/invigilator/examinations officer immediately.
6. To maintain the security of the examination papers and/or candidate scripts before, between and following the examination.
7. To ensure the examination room is clear and tidied for the next session and that equipment is fully stocked.
8. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns
9. To comply with the Academy policies and procedures at all times

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

Internal Students, staff

This job description may be subject to change, following consultation between the post holder and the Academy.

Person Specification

Exam Invigilator

	Ess	Des	MOA
QUALIFICATIONS			
Willing to take part in the staff development plan by participating in arrangements for further training and development	✓		A/I
A good standard of basic education	✓		A/I
EXPERIENCE			
Working in a school or learning environment	✓		A/I
Understanding of relevant policies and procedures	✓		A/I
Understanding of Health and Safety policy	✓		A/I
SKILLS			
Excellent relationships with members of staff and students	✓		A/I
Flexibility with regards to working hours during examination periods	✓		A/I
Reliable		✓	A/I
Good organisational and personal management skills	✓		A/I
Ability to work independently or within a team	✓		A/I
Basic knowledge of first aid	✓		A/I
OTHER			
Satisfactory Enhanced DBS	✓		C

Key: MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate

Melior Community Academy Facts and Statistics		
Type of Academy	Community	
Age Range	11-16	
Location	Scunthorpe	
Co-educational or single sex	Co-educational	
Number of students on roll	709	
Attendance	93.7%	
Date academy established	January 2013	
Number of teaching staff	58	
Number of associate staff	41	
% of pupil premium students	49%	
% of students with SEND	40%	
% of students with EAL	5%	
GCSE results	2016	
	English and maths C+	48%
	2017	
	English and maths 4+	60%
	English and maths 5+	37%