



## **Exam Invigilator**

**Required for November 2019**

**Closing date: Wednesday 13 November 2019**

### **Recruitment Information Pack**

Bradford Forster Academy

Fenby Avenue, Bradford BD4 8RG

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October 2019

Dear Colleague

### **Exam Invigilator**

Thank you for taking an interest in this role, which will be required for November 2019.

We are a new 11-16 Church of England secondary academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford. Bradford Forster Academy opened in new purpose built accommodation in the BD4 area of Bradford on 1<sup>st</sup> September 2015. The Academy started with Y7 students, working up to five year groups in September 2019. We were inspected by Ofsted in March 2018, receiving a 'good' grade in all areas with many positive comments in the report, which you can read on our website, including '*Staff morale is high. Staff appreciate the quality of training they receive both within the school and across the trust.*'

Bradford Forster Academy is a student-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to become an outstanding academy that delivers educational excellence. The academy serves a multi-cultural community in which many of our students experience high levels of economic and social disadvantage. I am fortunate to work with a very talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

There is a strong emphasis on relationships between staff, students and parents. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as an academy we are consistently looking for ways to further 'raise the bar' both for our students and staff.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy.

I hope the enclosed information is helpful and will encourage you to apply; I look forward to meeting you and reading your application.

With all good wishes.

**Wendy Adeniji**  
**Principal, Bradford Forster Academy**

## Vision and Ethos

The vision for the Academy is to further raise the hopes, aspirations and ambition of students, their families and the local community by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles; enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promote high standards, self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.

## Ethos and Culture

In creating a successful ethos, culture and climate in the Academy the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.
5. The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day.

## **Application Process**

The closing date for all applications is **9.00am on Wednesday 13 November 2019.**

Completed applications must be returned to Stacey Read at Bradford Forster Academy ideally by email to: [s.read@bradfordforsteracademy.co.uk](mailto:s.read@bradfordforsteracademy.co.uk)

Postal applications should be returned to Stacey Read, Bradford Forster Academy, Fenby Avenue, Bradford BD4 8RG.

**All applications will be acknowledged within 24 hours. Should you fail to receive a confirmation, please call 01274 302403.**

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

### **References and Police Checks**

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

**All appointments will be subject to an enhanced criminal records check.**

## Bradford Diocesan Academies Trust (BDAT)

### About BDAT

Bradford Forster Academy is an Academy within Bradford Diocesan Academies Trust (BDAT). If you are successful in being appointed, the Trust will be your employer.

### General Information and Background

BDAT is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at [www.bdat-academies.org](http://www.bdat-academies.org).

### Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practice. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

### Our growth

As of September 2017, the Trust has Academy orders to support 17 Church and non-Church academies across Bradford. This includes 4 secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and 13 primary academies. We envisage we will continue to grow at a sustainable pace over the next few years in line with the Government agenda that all schools will become academies by 2022 to a maximum size of approximately 20 schools. We believe this will mean we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

### Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

## Job Description

<b>Role Profile</b>	<b>Exam Invigilator</b>
<b>Job Purpose</b>	To ensure, under the direction of the Exams Officer and alongside other Exam Invigilators and staff, the smooth running of the examination process.
<b>Accountabilities (Actions)</b>	<p><b>Duties and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Share responsibility for the conduct of examinations within an examination room.</li> <li>• Prepare the examination space, using a seating plan as agreed with the Examinations Officer.</li> <li>• Admitting candidates to the room in a quiet and orderly way.</li> <li>• Conducting the exam in accordance with JCQ regulations</li> <li>• Ensure that only official examination stationery is used by the candidates and that no other stationery, including paper for rough work is provided.</li> <li>• Ensure that candidates take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of a question paper, stationery list or in the syllabus for the subject being examined.</li> <li>• Ensure that calculators meet the examination board requirements.</li> <li>• Check that candidates have all the necessary materials to enable them to complete the examination.</li> <li>• Registering the candidates present in the room.</li> <li>• Supervising students with clashes, required to be held in isolation over certain lunchtimes.</li> <li>• Invigilators must be constantly vigilant when the exam is running and should not do any other task.</li> <li>• Do not give any information to candidates about suspected errors in the question paper, unless an erratum notice has been issued.</li> <li>• Do not give any information to candidates about any question on the paper or requirements for answering particular questions unless part of the allowed regulations.</li> <li>• Invigilators must ensure the security of the examination before, during and after the examination.</li> <li>• Assist with the setting out and clearing of the examination room.</li> <li>• Immediately advise the senior invigilator of any suspicion of malpractice.</li> <li>• Be familiar with emergency evacuation procedures.</li> <li>• Be aware of the exam board rules of conduct.</li> <li>• Supervise any candidates who may need to leave the exam room e.g. to go to the toilet.</li> <li>• Read and give due regard to the booklet "Instructions for the</li> </ul>

	<p>Conduct of Examinations”.</p> <ul style="list-style-type: none"> <li>• Provide general administrative support to the school including the Exams Officer, as appropriate e.g. photocopying, laminating, filing etc. as required.</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Empathy</li> <li>• Service orientation</li> <li>• Team work and collaboration</li> <li>• Responsible</li> <li>• Punctual</li> <li>• Calm</li> <li>• Organised</li> <li>• Approachable</li> </ul>

In conjunction with successful applicant, this job description may be renegotiated after the first year.



## Person Specification

### Post Title: Exam Invigilator

Summary of post as outlined in attached Job Description

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications and Knowledge	<ul style="list-style-type: none"> <li>• 5 A* - C GCSEs (including English, Maths and Science)</li> </ul>	<ul style="list-style-type: none"> <li>• 2 A levels, NVQ level 3 or equivalent experience</li> </ul>	Application Interview
Experience	<ul style="list-style-type: none"> <li>• To have experience of general administration</li> </ul>	<ul style="list-style-type: none"> <li>• To have experience as an Exam Invigilator.</li> <li>• To have experience of working with students</li> </ul>	Application References Interview
Training	<ul style="list-style-type: none"> <li>• Willingness to undertake training in relevant areas</li> <li>• Participation in relevant school based training</li> </ul>		Application Form Interview
Professional Skills	<ul style="list-style-type: none"> <li>• To be able to communicate effectively and accurately both orally and in writing to students, parents / carers and other visitors / callers to the school</li> <li>• To be hard working, determined, emotionally resilient, flexible, able to work under pressure and able to prioritise</li> <li>• To be able to work as part of a team and independently demonstrating good time management</li> <li>• To be well organised, use initiative and be able to manage time well</li> <li>• To be calm yet assertive and to be able to deal with conflict</li> <li>• To be confident with students, staff and other members of the academy</li> <li>• To be reliable, honest, trustworthy, discrete, and capable of handling confidential information and</li> </ul>		Application Form Interview References

	<p>maintaining confidentiality</p> <ul style="list-style-type: none"> <li>To be committed to following appropriate safeguarding practice to protect children and vulnerable adults</li> </ul>		
Personal Circumstances	<ul style="list-style-type: none"> <li>Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).</li> <li>Commitment to practice Christian values in a wider school context + the community.</li> <li>Will not require holiday leave during term time.</li> <li>No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/finance.</li> </ul>		Application and sight of appropriate documentation as specified in interview letter
Christian ethos	<ul style="list-style-type: none"> <li>Commitment to promoting the Christian ethos, values and truths in all elements of Academy life and education</li> </ul>		Application form Interview
Disposition and Attitude	<ul style="list-style-type: none"> <li>Ability to deal effectively with unexpected situations</li> <li>Demonstrate sound judgment</li> <li>Highly organised individual</li> <li>To have excellent attendance and punctuality</li> <li>To be well presented</li> <li>To be self-motivated</li> <li>Use initiative</li> </ul>		Interview and reference

This person specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the person specification.

**Exam Invigilator**  
**Casual contract all year round**  
**Start Date: November 2019**  
**Salary: £9.00 per hour**

**Bradford Forster Academy is a new 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has 950 students on roll in years 7, 8, 9, 10 and 11 and will grow to 1050 in 2020. Within BDAT there is an exciting opportunity to work across a variety of growing diverse schools.**

We are looking to recruit Exam Invigilators to ensure the smooth running of the examination process under the direction of the Exams Officer.

Successful candidates will invigilate at Bradford Forster Academy and will be called upon for internal exams - usually December, March and June and external exams - 5 weeks in May/June.

If you are looking to join our team, then we want to hear from you.

**Closing Date for applications is 9.00 am Wednesday 13 November 2019**

For full details, application form with information pack, please visit our website  
<http://www.bradfordforsteracademy.co.uk/Vacancies/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).