



HIGHSTED GRAMMAR SCHOOL



Highsted Road, Sittingbourne, Kent ME10 4PT

Headteacher: Anne Kelly BA MBA

Telephone: 01795 424223

www.highsted.kent.sch.uk

Email: recruitment@highsted.kent.sch.uk

Invigilator – Casual

Paid on Claim

£12 per hour

We are looking for enthusiastic, reliable, flexible and organised individuals to join our Exams Invigilation Team. The main purpose of this role is to supervise internal and external examinations, ensuring that the guidelines and regulations for the integrity and security of the exams and procedures are followed during examination sessions. Duties include, but are not limited to, the following;

- To ensure JCQ and awarding body regulations are followed during exams, for both internal and external examinations
- Be vigilant for instances of malpractice and report concerns to Exams Officer
- Distribute and collect exam papers
- To be aware of any needs that candidates may have during an examination.
- To ensure that no inappropriate/not allowed items are brought into an examination room.

Experience of working with young people would be an advantage but specific training will be given to the successful candidate. Hours are variable depending upon the exam timetable.

Please contact Karen Hugill at the school via [email](mailto:recruitment@highsted.kent.sch.uk) or visit our website to download further information and an application form: www.highsted.kent.sch.uk

(Closing date noon 28 March 2024)

Applications are reviewed on a continual basis. Should a suitable applicant be found prior to the closing date we reserve the right to close this advert prior to the date published. Early application is recommended.

Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check.

Highsted Grammar School is an Equal Opportunities Employer.

Welcome to Highsted

At Highsted, we view education as a creative process. Our vision is to lead a happy and cohesive community which fosters academic, emotional and physical confidence. In doing this we create inspirational learners with the courage to take risks and the wisdom to learn from their mistakes.

Our success is as a consequence of striking a fine balance between tradition and innovation. Our values are traditional ones and we offer an unashamedly academic curriculum. We are keenly aware that we are preparing our students for a working life none of us can yet anticipate. Our focus, therefore, is on developing the skills, attributes and habits of mind that equip our young women as lifelong learners. Our aim is to launch them into the world as self-starters, focused but flexible, armed with the courage to grasp opportunities and the resilience and humour to negotiate setbacks along the way.

We hope that at Highsted you will find a society, a family – a place of lifelong learning that will support and encourage each and every member of our community.

Please use the contact details above if you would like the opportunity to tour the school or to meet the Head before making an application. I look forward to welcoming you to our school.

Anne Kelly - Headteacher

Ofsted - Good

'Pupils and students flourish and succeed at Highsted Grammar.'

'Pupils are courteous, polite and welcoming – they are happy, safe and well cared for.'

'Teacher's subject knowledge is exceptionally strong'

'Leaders set high expectations of what students can achieve. Pupils and students respond well to these high expectations.'

'An ambitious 'cognitive and compassion' curriculum offers a fitting balance of academic rigour and pastoral support.'

'Incidents of poor behaviour are low, and attendance is high. Pupils arrive punctually to their lessons, so learning time is maximised.'

(Ofsted Inspection report 2023)

About Us

Highsted Grammar School is a small girls' grammar school (around 900 on roll, including 182 in Sixth Form) situated in the North Kent town of Sittingbourne. We were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Development of the site continues with an imaginative, multi-purpose teaching area – the Hi-pod; new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran. We contribute extensively to initial teacher training, with many PGCE and SCITT trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

Selective Education

Pupils are granted places at the school on the basis of success in the Kent selection tests or the Highsted Test, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options. Highsted continues to be placed in the top 100 secondary schools (The Telegraph) based on our A-level results.

Partnership Working

The school, formerly sponsored by Microsoft, received specialist school status through science and consequently we have implemented major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has become a regular part of the summer term enrichment programme, supported by substantial grants from the EU.

Extra Curricular

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition in the school. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

The Team

We are looking for a dynamic, innovative and hard-working individual to join a committed, friendly and high-performing exams team that genuinely operates as a team – supporting and motivating one another in what is often demanding but always enjoyable work. The school is well resourced,

operates in a collegiate spirit of shared excellence and there is a tradition of inspiring and encouraging one another to impact on learning in exciting ways.

We are looking forward to appointing an outstanding colleague who can contribute to the progress of all of our students with energy, passion and skill.

About You

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

This post would suit a creative and ambitious professional who can work well as part of a team, is keen to contribute ideas and take on new initiatives and has high expectations of the students. It provides an opportunity to work with able and well-motivated students within a supportive team and with friendly colleagues. Flexibility and a personal desire to broaden professional experience would be an advantage.

Application & Interview Process

Applications will only be accepted from candidates completing the school's application form, which is available to download from the website. All sections of the application form must be completed as accurately and as full as possible. Alternatively, applicants may submit their application via the Kent Teach website. Please note that CV's will not be considered in isolation and must be attached to an application form as a supplementary form.

Closing date for applications: 28th March 2024, at noon

Interview date: TBC

The school may interview early in the case of an exceptional candidate. Candidates will be shortlisted based solely on the information provided within the application form, so ensuring your application form is accurate and fully completed is imperative.

After the shortlisting process has taken place, candidates will then be invited to interview and references then contacted.

All candidates who have been invited for interview will be required to bring the following documentation:

- Right to Work in the UK evidence (typically a birth certificate, passport or driving license)
- Criminal Record Self Declaration (will be sent ahead of the interview)

Highsted Grammar School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure and Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children

HIGHSTED GRAMMAR SCHOOL: JOB PROFILE
RESPONSIBILITIES FOR EDUCATIONAL SUPPORT STAFF

Job title: Exam Invigilator

Reports to: Senior Leadership Group

Postholder's name:

Date:

Grade: Hourly pay rate £12 paid on claim

Hours: As required by negotiation.

Purpose of job

To conduct external and internal examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Highsted Grammar School.

To play a "key role in upholding the integrity of the external examination/assessment process".

Hours of work by negotiation.

Dimensions

1. Line management responsibilities:

Not applicable.

2. Statistical information relating to the scope of the job.

School roll: 900 approx

Agreed by

Approved by

Date

Principle accountabilities

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms
- keep calm under pressure or during unexpected circumstances

Main duties

1. To conduct external and internal examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Highsted Grammar School instructions.
2. To play a "key role in upholding the integrity of the external examination/assessment process" [JCQ ICE 6]

Before exams

- Report to the exams officer prior to each exam session
- Maintain the security of exam papers and materials before, during and after exams
- Ensure exam rooms are set out to standard
- Supervise candidates' entry into the examination venue, seating in silence and according to examination regulations
- Check candidates are in possession of the equipment required to complete the examination by lending this where required, alongside ensuring that they do not have any unauthorised materials in their possession
- Distribute examination papers and (if required answer booklets); instruct and guide candidates in the completion of the candidate information on the front page and read the paper instructions
- Deal with candidate queries
- Formally begin the examination, ensuring that the start and finish times are correctly recorded and clearly displayed to candidates

During exams

- Supervise candidates at all times and be vigilant throughout exams, ensuring candidates are using the appropriate equipment
- Keep disruption to a minimum
- Deal with emergencies or irregularities effectively, contacting the Exams Officer if necessary
- Record any disruption or irregularities in the Room Incident Log
- Accurately complete attendance registers
- Deal with candidate queries

After exams

- End the examination at the correct time, collect all scripts, question papers, spare paper and school equipment before dismissing the candidates from the room as advised
- "Check that the names on the scripts match exactly the details on the attendance register" [JCQ ICE 6]
- Collate all scripts for a given paper in the appropriate order and securely return all exam scripts and exam materials to the exams officer
- Prepare the exam room for the next examination

Other

- To attend training, refresher or review sessions as and when required
- Abide by current regulations in relation to the conduct and administration of examinations; to be aware of school emergency procedures; and to advise the Senior Leadership Group of any health and safety concerns
- Undertake, where required and where able, other duties requested by the exams officer, for example
 - Supervision of clash candidates between exam sessions
 - Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - Exams-related administrative tasks

Necessary experience

- The postholder requires a good level of general education.
- A high level of interpersonal and communication skills.
- A flexible, efficient approach to duties is required, with the ability to act on own initiative.
- The ability to relate well to children and adults.

Confidentiality

All personal information regarding pupils, parents, employees at the school to which the Exam Invigilator may have access in the course of his/her work are to be regarded as strictly confidential in all respects even within the working environment. Disregard of confidentiality will be grounds for disciplinary procedure.

To fulfil as an employee, legal obligations under Health and Safety requirements; namely those of personal safe practice and the promotion of Health and Safety procedures generally.

Job context

The postholder has day to day contact with staff, students, parents and members of the public, in person and by telephone and works as an Exam Invigilator as part of the Administration team.

Organisational structure

Headteacher



Exams Officer



Postholder

**Person Specification
Support Staff**

	Essential	Desirable
Experience	Educated to GCSE standard (level 2) or equivalent, with GCSE English and mathematics.	
	Use of ICT, in particular, office packages such as Word and Excel.	
	Evidence of excellent time management skills and ability to multitask.	Successful experience in working with young people.
		Knowledge of SIMs.
Personal Qualities	Evidence of working with other professionals as part of a team.	Willingness to take on delegated responsibility.
	To be a flexible and helpful member of a team.	
	Can do philosophy	
	Enjoy working with young people.	
	Sense of humour.	
	Ability to work under pressure and meet deadlines.	Ability to build on the experience, advice and contribution of others.
	Consistently high expectations.	
	Self-motivated and self-confident.	
Skills	Confidence in dealing with pupils, parents and outside agencies in person and on the telephone.	
	To pay attention to detail.	
	High-level communication and presentation skills.	
	Communicate effectively with groups of children to maintain an orderly atmosphere.	
	Think creatively and imaginatively to solve problems.	Ability to anticipate problems and to put strategies in place to evaluate them.
	Ability to use ICT effectively to support the job.	
	Excellent organisational skills.	