

Senior Examinations invigilator



Linton Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments will be subject to satisfactory references and an enhanced DBS check.

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Dear Applicant

Senior Examinations Invigilator

Thank you very much for your interest in this position at Linton Village College. I hope that the information enclosed will encourage you to apply to join our dedicated team of staff.

College ethos

We are a relatively small 11-16 comprehensive secondary academy with around 830 students on roll. Our culture is characterised by an inclusive and caring ethos. At Linton Village College everyone is a learner and every learner matters. Opened in 1937 as the second of Cambridgeshire's Village Colleges, the school is still true to Henry Morris' founding vision for cradle to grave learning. We operate a community sports centre and adult education provision in addition to community clubs.

Location and facilities

Linton Village College is situated on the outskirts of Cambridge. Our students come from a large number of primary schools in South Cambridgeshire and bordering Essex and Suffolk villages, plus the town of Haverhill. There are excellent transport links and we have an expansive campus with lots of green spaces and some fabulous facilities including a beautiful library, science labs, dance studio and excellent sports amenities. Our staff and students also benefit from links with the Granta Special School that is co-situated on our site.

School culture

Having been a pilot school for the Relational Schools research project, we prize the importance of developing strong relationships between all members of the College community. As a close-knit staff, there is collaboration and support across departments. We are people-centred and committed to having reasonable workload expectations of our staff (as showcased by the DfE) and access to high quality professional development. The six Linton Learner attributes are the qualities that we recognise, develop and promote in our students: curiosity, reflection, ambition, care, independence and responsibility. We have a strong safeguarding culture at the College.

Student profile

As Linton Village College has grown, its student demographic has diversified. Our cohort varies year on year but is typically above national average with a significant proportion of higher-attaining students. Our intake is very comprehensive and in recent years we have attracted more students with acute SEND. Some have benefited from bespoke provision with the Granta Special School while others have needed more in-house modification to meet their needs. The proportion of students eligible for the Pupil Premium is lower than the national average (around 11%). We have relatively few EAL students.

Pastoral care

The care and support on offer to students is a strength at Linton Village College. Each student is a member of a horizontal tutor group within a vertical House. The form tutor plays an integral role in offering pastoral care and supporting educational success. A Support Hub houses the four Heads of House and a range of other colleagues with specific pastoral expertise including an inclusion and safeguarding team, caseworkers and a counsellor. This team works in partnership with the SEND team in our Learning Hub.

Academic success

The College has maintained above-average levels of attainment and progress over a number of years with Progress 8 results of around/above +0.3 since the introduction of this measure. We are consistently within the top 25% of all schools nationally. In 2019, all students achieved positive value added, including vulnerable groups, with exceptional outcomes achieved in Science and Art. We are keen to sustain this success and strive for even stronger outcomes and to close achievement gaps, particularly in Maths, for SEND students and low/middle prior attaining boys which are areas of relative underperformance.

Enriching education

We value the importance of a holistic education. Students at Linton Village College benefit from a wealth of enrichment activities including trips and visits to support the curriculum (particularly in STEM subjects and careers education) in addition to a thriving extra-curricular programme. A 5-day enrichment week in the summer term enables all students to engage in cultural opportunities beyond the classroom – the ambition is for every Year 9 student to experience a residential excursion. There are plentiful lunchtime and after school clubs on offer and, as an Artsmark Platinum school, we are proud of our exceptional provision in the Arts.

Professional networks

Our staff body benefits from accessing training through Anglian Gateway Teaching School and through membership of the SSAT network and Whole Education. We also have close links with the University of Cambridge and other teacher training providers as well as our local primary schools. We joined Anglian Learning Trust on 1st April 2020. Membership of this local, community-focused and like-minded group of schools affords us lots of opportunities for professional development and school improvement.

College improvement priorities

Our College improvement plan centres on the importance of achieving consistency in the quality of educational provision:

- achieving an ambitious curriculum experience for all students in all subjects;
- embedding consistent and effective behaviour for learning across the school;
- ensuring that SEND teaching and provision enables all students to be successful.

It is my sixth year as Principal and it is a privilege to lead the College. However, there is much to be done to ensure that Linton Village College continues to be a vibrant, high-performing and successful school that meets the needs of all of its learners. I hope that you feel inspired to join us and play an integral role in the College's improvements.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Helena Marsh
Principal

Person Specification
Senior Examinations Invigilator

	Essential	Desirable
Education and Qualifications		<ul style="list-style-type: none"> • Good standard of education, preferably English / Mathematics GCSE minimum Grade C or equivalent.
Experience	<ul style="list-style-type: none"> • Effective oral/written communication skills • Competent numeracy skills • Working effectively within a team 	<ul style="list-style-type: none"> • Experience in invigilating • Working within an educational setting • Working with young people
Knowledge & Understanding	<ul style="list-style-type: none"> • Willingness to undertake training to further develop knowledge and understanding. 	<ul style="list-style-type: none"> • A basic understanding of emotional and behavioural needs in adolescents. • An understanding of examination processes
Personal Qualities	<ul style="list-style-type: none"> • Willingness to fit into the inclusive ethos of the Trust • Flexibility and reliability. • Accuracy and attention to detail. • Ability to speak confidently to students. • Willing to adapt as the need arises. • Enthusiastic and committed approach. • Enthusiastic about the education of all young people. • Ability to stay calm under pressure. • Ability to work sensitively with colleagues. • A professional attitude at all times. • Energy, self-confidence, perseverance and emotional resilience. • Ability to safeguard and promote the welfare of children. 	

JOB DESCRIPTION

POST TITLE: Senior Examinations Invigilator

GRADE: £9.21 per hour (£10.32 including holiday pay)

HOURS OF WORK: Casual (as and when required)

RESPONSIBLE TO: Examinations Officer

PURPOSE OF THE JOB:

To provide support to the examination process and to help ensure that examination conditions are maintained.

MAIN RESPONSIBILITIES:

- Supporting the Examinations Officer with preparation for examinations.
- Taking a leading role in managing the start and end of examinations.
- Assisting with the setting-up of examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Helping to co-ordinate accessibility arrangements for examinations.
- Assisting candidates prior to the start of the examination by directing them to their seats and advising them about possessions permitted in examination venues.
- Offering advice and guidance to unregistered candidates without allocated seats.
- Ensuring that candidates do not talk once inside the examination venues.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Recording details of late arrivals and early leavers and collecting scripts from early leavers.
- Escorting candidates from venues during the examinations as required and supervising students whilst outside examination venues.
- Collecting and collating scripts at the end of the examination in accordance with strict procedures.
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationary from the venue without the authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Scripting (scribing/reading) for students who have special needs.
- Any other duty commensurate with the post.

Application instructions/information

How to apply

1. Complete the application form. This is available to download from our website at [Vacancies](#) CVs will not be accepted.
2. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
3. Please read our privacy notice for job applicants and our recruitment and selection policy on our [Vacancies](#) page.
4. If you have any queries about the application process please contact humanresources@lvc.org.

Find us

Directions to the College can be found here.

Ofsted

Read our most recent [Ofsted](#) report.

Professional development

Linton Village College is a member of the Anglian Learning multi academy trust and Anglian Gateway Teaching School.

Accompanying documentation

The College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter if you originally submitted them via email.

Full details of the documents required will be sent with your invitation to interview.

Linton Village College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. Appointments will be subject to satisfactory references and an enhanced DBS check.

The College welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.