



Casual Invigilators

KINDNESS HONESTY RESPECT

CASUAL INVIGILATORS

**No fixed hours, we can be flexible depending on your availability.
During the exam seasons of January and May/June each year**

Pay: £10.60 per hour

The Principal and Governors of this highly successful, oversubscribed 11-16 college are seeking to appoint Casual invigilators to work at Uppingham Community College. You will be a valued member of the exam team; ensuring a calm environment which will give the students the best possible opportunity to be successful in their exams

We are looking for an individual who has:

- The ability to interact with students in a kind and empathic manner;
- A good command of written and spoken English;
- The confidence to communicate with staff and students;
- The ability to work as part of a team whilst also being able to work under own initiative;
- A reliable and punctual work ethic.

If you would like to be considered to join Team UCC we will need:

- An application form.
- A letter to Lisa Koelling (Exams Officer) outlining why you think you would be successful in this position.

Completed applications should be sent to Jane Kendrick (HR & Payroll Officer) via email: kendrick_j@ucc.rutland.sch.uk

Further details about Uppingham Community College can be found on our website: www.uppinghamcollege.org.uk

For any further questions please contact: Jane Kendrick (HR & Payroll Officer)
kendrick_j@ucc.rutland.sch.uk

The College is committed to safeguarding and promoting the welfare of children and all posts are subject to enhanced DBS checks.

WELCOME FROM THE PRINCIPAL

Thank you for your interest in the Invigilator vacancy at Uppingham Community College. This is a fantastic opportunity to join a successful, happy and aspirational school. At UCC we have an exceptionally talented group of professionals who work in a positive, collegiate manner to provide our students with an inspirational learning experience.

Our key values as a school community are Respect, Honesty and Kindness. Everything we do is based upon these simple core principles. We are committed to the highest standards of education and have invested in staff, facilities and resources to ensure all of our students acquire the knowledge and skills required to succeed in an ever-changing world.

We offer a broad and balanced curriculum which meets the needs of each individual and we continually focus on developing teaching and learning by focussing on educational research and investing in staff development. As teachers, leaders and as parents ourselves, we understand the importance of young people feeling safe and happy at school. We work tremendously hard to ensure the environment at UCC is welcoming, positive, safe and focussed on learning. We are relentlessly aspirational for our students and we want them to achieve the highest possible standards of academic excellence, alongside becoming amazing young adults.

As a school, we are very committed to developing our staff. I firmly believe that in order for our young people to flourish we must invest in the development of our staff so they can thrive professionally and provide an excellent education for our students. We are determined to provide a working environment for our staff in which workload is manageable, job satisfaction is high and where we are focussed on the aspects of school life that make the biggest difference in the lives of our young people.

We are a school that has excellent staff attendance and retention levels. Consequently, our staff turnover is very low and recruitment opportunities are quite rare. Therefore, this is an exciting opportunity to join a fantastic school, work within a great team and teach a superb group of young people.

Uppingham Community College is a wonderful place to learn and to work! I look forward to receiving your application.

Ben Solly
Principal

JOB DESCRIPTION - INVIGILATOR

Job purpose

To assist in the internal and external examinations at UCC

The postholder is responsible to the:

- Exams Officer

Personal characteristics:

The role of any adult working in a school can be instrumental one in the lives of young people.

School staff at UCC must be role models to students and colleagues, and consistently embody the College values of Kindness, Respect and Honesty, alongside the following key personal characteristics:

- Integrity
- Positivity
- Self-awareness
- Empathy
- Resilience

The Invigilator at UCC must also be:

- Self-motivated, organised, reliable, adaptable

Specific responsibilities for this post:

UCC staff expectations:

- Consistently demonstrate the UCC core values Respect, Honesty and Kindness
- Demonstrate a positive, 'can-do' attitude
- Through your work in the department and the wider school, contribute towards establishing the conditions in which everyone at UCC can thrive
- Take professional pride in performing all aspects of your role to a consistently high standard
- Follow all UCC policies accurately

Safeguarding:

To uphold the College's Staff Code of Conduct and policies in respect of child protection and safeguarding matters;

Collaborating with colleagues:

- Promote a creative and collaborative working environment
- Create, maintain and enhance effective relationships
- Ensure a working environment which pays due regard to health and safety requirements

Invigilator Responsibilities:

- To ensure a calm environment which will give the students the best possible opportunity to be successful in their exams
- To help students at the start and end of each exam and ensure the Joint Council for Qualifications (JCQ) regulations are maintained once students are in the exam room.
- To help provide the correct information and material for successful completion of the exam.
- To help ensure that the conduct of the exam takes place within the guidelines set down by JCQ (relevant documents will be supplied)
- To be vigilant, whilst not disrupting the candidates.
- To refer to the Exams Officer if it is suspected that malpractice is taking place
- To help distribute exam stationary and exam scripts to students.
- To ensure that students do not leave an examination unless escorted for exceptional reasons: always check with the Lead Invigilator.
- At the end of examinations; help make sure that answer booklets have been completed correctly.
- To help in the collection of exam scripts which need to be collected in order, by candidate number.
- In the event of any discrepancy or irregularity in the progress of an examination, to give a verbal report to the Exams Officer

The duties and responsibilities detailed within the job description should be supplemented by those accountabilities, roles and responsibilities common to all members of Uppingham Community College.