

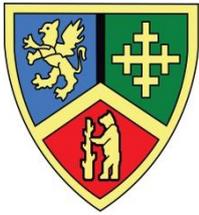
**The Polesworth School**  

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**ENSURING EXCELLENCE**

**EXAM INVIGILATOR  
(CASUAL)**

**£7.78 - £7.90 PER HOUR**



# The Polesworth School

ENSURING EXCELLENCE

Dordon Road, Dordon, Tamworth, Staffordshire, B78 1QT

Telephone : 01827 702205

Fax : 01827 702206

The Polesworth School is a thriving 11-18 comprehensive with a dynamic and expanding sixth form that is very popular and well regarded by its North Warwickshire community. It is a founder member and lead school of the Community Academies Trust - A DFE sponsor and newly formed and growing academy chain. We have also been designated as a National Teaching School.

Our school is OUTSTANDING! OFSTED recognizes the exceptional levels of academic success, care, welfare and relationships that exist across our school.

## EXAM INVIGILATOR (Casual)

£7.78 - £7.90 per hour

We are looking to appoint Exam Invigilators to commence during March. You will be employed on a casual ad hoc basis during the examination periods under the guidance of the Examination Officer and the Data & Examinations Manager. Experience of working in a school environment would be an advantage, although not essential.

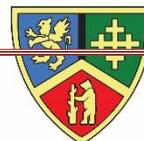
Full details of this post along with the application forms are available on our website [www.thepolesworthschool.com](http://www.thepolesworthschool.com) however, should you require further information please contact Mrs N Holland, Head's PA & Administration Manager. **Please note that we do not accept Curriculum Vitae without a completed application form.**

As part of our commitment to safeguarding and promoting the welfare of children you will be required to undertake a criminal record check via the Disclosure & Barring Service (DBS).

**Closing date: 9.00am on Friday 26<sup>th</sup> January 2018**

**Interviews will take place week commencing 5<sup>th</sup> February 2018**





Our ref MF/NH

January 2018

# The Polesworth School

ENSURING EXCELLENCE

Dear Applicant

**Post of Exam Invigilator (casual)**

Thank you for requesting details of the above post.

Please find enclosed:

- Job Description & Person Specification

The application forms and Ensuring Excellence booklet are downloadable from the vacancies page on our website ([www.thepolesworthschool.com](http://www.thepolesworthschool.com)).

We have a proud history stretching back to 1881 when our school was founded as an elementary school taking students between the ages of three and fourteen. It became a Secondary Modern in 1944, a Warwickshire High School in 1957, a 12 - 18 Comprehensive School in 1976 and an 11 - 18 school in 1994. In 2006 we were awarded Specialist Language College status and as an 'Outstanding' School, we were in the first wave of high performing schools to convert to an Academy on 1<sup>st</sup> February 2011. On the 1<sup>st</sup> November 2012 we established the Community Academies Trust - a recognised Academy Sponsor, recently commended by the DFE for the 'strong performance' across our academies. We are very pleased to be able to announce that our 'Outstanding' status was again recognised by Ofsted in March 2015.

Polesworth is a true Comprehensive with an intake covering the full ability range. Examination results are consistently good with students achieving at or above the national average in the majority of subjects and this is reflected in our outstanding value added scores, which consistently place us amongst the top schools in the country. Standards are equally high in other areas so essential to a balanced education, such as sport, music and drama.

Our students mainly come from a number of large and small villages in North Warwickshire. The school is over subscribed with a roll of approximately 1500, including a thriving sixth form. We work closely with our primary partner schools as members of the Anker Valley Partnership. Parents are very supportive and the school has an active parent-teacher association.

Polesworth occupies a very attractive site, set amongst trees and gardens in ten acres of grounds. We are well-resourced and have a good range of facilities, including a Sports Centre whose use is shared with the community, a state of the art Drama Studio and a separate sixth form block with its own teaching, study and social areas and three new buildings built within the last 10 years - the most recent opening in January 2013.

Key stage 3 students study all National Curriculum subjects together with Personal and Social Education. We teach French and German and all Year 7 students are taught in mixed ability and broad ability groups. In Year 8 broad ability setting is sustained. Key Stage 4 students follow a common core of English, English Literature, Mathematics, Science, a Modern Foreign Language, RS, PE and PSHE. In addition they take three option subjects.

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Tomlinson Hall Sixth Form Centre offers a very wide range of 'A' levels and some vocational courses, including Art, Biology, Business Studies, Chemistry, Design Technology, English, French, Geography, German, Government and Politics, History, Home Economics, ICT, Mathematics, Media Studies, Music, PE, Physics, Psychology, RS, Sociology, Textiles, Travel & Tourism, Theatre Studies and General Studies. All students follow a Tutorial Programme.

There is a happy and committed staff team of over 200. The Strategic Leadership Team comprises the Headteacher, three Deputy Headteachers, the Director of Sixth Form, an Assistant Headteacher and the School Business Manager. The team of Raising Standards Leaders comprises four Directors of Learning who each lead a cluster of Departments. All staff at the school (teaching and non-teaching) work hard to ensure that all students develop and achieve their aspirations. This work is based on high expectations, care and an individual understanding of all our young people.

The pastoral structure of the school is House based with mixed age tutor groups. The four houses fulfil an important role in establishing the ethos of our school - an ethos based around ensuring excellent social and academic achievement. There is healthy rivalry between the Houses in a range of activities including sport.

The school has received many awards, including the School Achievement Award in each year of the scheme's existence (2001, 2002, 2003), and Awards for Success in Adding Value in 2008 and 2010, in recognition of sustained improvements in our examination results. High academic achievement has been a feature of Polesworth for many years. We place great emphasis on CPD, and this was acknowledged by Investors in People with the Gold Award. Our innovative work on international links and development education has featured in a number of Times Educational Supplements and is recognised with the International School Award, Leading Aspect status, and the TES HSBC 2006 International School of the Year Award. We are currently leading a Global School Partnership. Our International School Status was renewed this year. Our most recent Ofsted report was published in April 2015. It grades us as outstanding and states, "A unique characteristic of the school is the strength of its relationships."

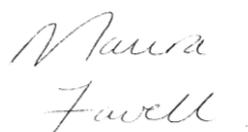
We have a great deal of experience in promoting the development of all staff, whether teaching, administrative or support. We also work in association with a number of local university education departments for ITT and lead a School Direct alliance. Indeed, this has recently been recognised by the National College for Teaching & Leadership with our designation as a National Teaching School. Several staff who began in the school as Teaching Assistants are now qualified teachers. We have a well-established induction programme for all staff who join us, our school is a wonderful place to work. Visiting us, you will be struck by a thoroughly uplifting and purposeful working environment that has an excellent mix of social and academic success.

I look forward to receiving your application if you feel that The Polesworth School is the school for you. Please enclose a supporting letter with your application form describing how you feel your experience so far has prepared you for this post.

The closing date for applications is 9.00 am on Friday 26<sup>th</sup> January 2018.

Good luck with your application.

Yours sincerely



Maura Favell  
Headteacher

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

**POST TITLE: EXAM INVIGILATOR (Casual) JEID REF: C0298**

**POST LEVEL: £7.78 - £7.90 per hour**

## **BROAD DESCRIPTION**

Ensures that exams/tests are carried out according to the rules set down. Works under guidance of the examinations officer or other senior members of staff.

**RESPONSIBILITY FOR OTHERS:** The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

**RESPONSIBILITY FOR STAFF:** The post has no (or limited) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees.

**RESPONSIBILITY FOR FINANCE:** The post has no (or limited) direct responsibility for financial resources.

**RESPONSIBILITY FOR PHYSICAL RESOURCES:** The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment (eg computer / PC).

## **TYPICAL TASKS**

- ◆ To closely follow and enforce examination procedures and regulations as set by the Joint Council for Qualifications.
- ◆ To assist in the setting up of examination rooms, by laying out stationery, equipment and examination papers.
- ◆ To assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in the room.
- ◆ To ensure candidates do not talk once inside the examination room.
- ◆ To ensure candidates receive appropriate question papers and answer booklets.
- ◆ To check attendance with seating plans, informing the Examinations Office of any absentees.
- ◆ To ensure candidates are aware of necessary instructions before the start of an exam, including any erratum notices.
- ◆ To be vigilant during examinations, being aware of any needs that candidates may have during an examination, and dealing with queries raised by candidates in accordance with procedures.
- ◆ To record details of late arrivals and/or early leavers.
- ◆ To ensure there is no talking or disruption for the candidates once an examination has begun.

- ◆ To complete an Incident Report as necessary.
- ◆ To escort candidates on toilet breaks if absolutely necessary, ensuring that strict examination conditions are adhered to at all times.
- ◆ To collect answer booklets in order according to the seating plan and deliver them to the Examinations Office, observing security of materials at all times.
- ◆ To collect all other materials before candidates leave the room, ensuring they do not leave with any unauthorised material.
- ◆ To dismiss the candidates in a quiet and orderly manner.
- ◆ To assist in other activities as may reasonably be requested by the school.

#### **QUALIFICATIONS/TRAINING AND LIKELY ABILITIES**

- No formal qualifications required
- No previous experience required
- Have attended in house training
- Good timekeeping and organisational skills
- Good communication skills

Our ref PH/AB/NH

January 2018



Community Academies Trust  
The Polesworth School,  
Dordon Road,  
Dordon,  
Tamworth,  
Staffordshire B78 1QT

T 01827 702216  
E [n.holland@communityacademiestrust.org](mailto:n.holland@communityacademiestrust.org)  
W [www.communityacademiestrust.org](http://www.communityacademiestrust.org)

Dear Applicant

### Community Academies Trust

I am writing to you following your interest in working in one of the school's in our trust to provide some further information about the trust of which the school is part. I personally thank you for your interest in joining the school and making a real difference for young people in the community.

Our trust originates from the Polesworth School Academy Trust and then became Community Academies Trust after going into partnership with Birchwood Primary School in 2012. Both Polesworth and Birchwood are rated "outstanding" schools by OFSTED and are National Teaching Schools. Since then the trust has grown significantly and currently consists of five secondary schools and eight primary schools. Some of the schools are sponsored and some have joined us as converter academies. All schools in our trust are like-minded, agreeing with and contributing to our strategic objectives.

The Community Academies Trust currently operates in 3 hubs in North Warwickshire Lichfield and Tamworth, Warwick & Stratford-upon Avon and in Telford & Wrekin. In the immediate future there are advanced plans in place to open a Free School near Warwick in 2017.

Our trust is a values driven, school based organisation that believes fundamentally in the talent of young people and is driven to ensure local communities have exceptional schools. Directors have set strategic objectives for the trust. These ensure that our schools are:

- Focussed on achieving outstanding academic, personal and social outcomes for the children
- Committed to the moral imperative of community school improvement and shared system leadership.
- Mutually supportive, not in competition with each and are fiercely loyal to each other
- Equal partners with all other schools irrespective of their phase, size or successes.
- Multi academy trust minded - our schools celebrate the success of others as well as themselves and share accountabilities
- Financially disciplined and committed to fulfilling their delegated responsibilities to the best of their abilities under a robust governance arrangement

This culture and ethos ensures the young people in our care benefit from expertise and support shared across all our schools so that we can maintain our attention to your child's individual talents and potential. I use this story to illustrate my own personal commitment to the children in our schools:

*"As the old man walked the beach at dawn, he noticed a young man ahead of him picking up starfish and flinging them into the sea. As he caught up with the youth, he asked him why he was doing this. The answer was that the stranded starfish would die if left until the morning sun. The old man said that there were millions of starfish, and how could he possibly make a difference. The young man looked at the starfish in his hand, and threw it into the waves to safety "it makes a difference to this one" he said.*

The main message from this story is clear - children will thrive if we all make sure we focus on them as individuals, get to know them well, meet their needs and be ambitious for them.

Our schools are orientated around ensuring excellent provision and are constantly reflecting on what is best for our professionals' working environment and for the young people in our care. All of us at our trust want the children to achieve socially, personally and academically and leave school with a crucial sense of possibility - vital for success in life.

When you work with us, we are also keen that you will grow as a professional and benefit from a culture of professional development. Your professional development is very important to us and we have the capacity through our school networks and the trust wide National Teaching Schools to support you in your work and career.

Good luck with your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Philip Hamilton', written in a cursive style.

**Philip Hamilton OBE**  
**Chief Executive Officer**

## INFORMATION FOR APPLICANTS

**Application Form** - Please note that it is essential that a **fully completed** application form is submitted. Please provide details of two referees, one of whom should be your present/most recent employer. References will **not** be accepted from relatives or friends. References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references ('To whom it may concern') will not be accepted.

The Polesworth School is committed to safeguarding and promoting the welfare of children and young people. Candidates for vacant posts are expected to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed you will be required to complete an Enhanced Disclosure from the Disclosure & Barring Service (DBS). Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

We look forward to receiving your completed application.

If you require any further information or wish to arrange a visit to our school please contact Mrs Nicky Holland, Head's PA and Head of Administration, either via email ([n.holland@thepolesworthschool.com](mailto:n.holland@thepolesworthschool.com)) or telephone 01827 702205.