

# Netherthorpe School



## RECRUITMENT PACK Exam Invigilator



*Learn, Enjoy, Succeed*



[www.netherthorpe.academy](http://www.netherthorpe.academy)  
01246 472220





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## Welcome

Dear Applicant,

Thank you for showing an interest in joining the Cavendish Learning Trust. We believe that this is an extremely exciting time to join the Trust, as the process to re-launch many aspects of our work has commenced and the successful applicant will be an integral part of this strategy for the Trust. The Trust currently has four academies that are geographically based in Chesterfield, with over 1,600 children attending from the ages of 2 to 18. Our academies are:

Barrow Hill Primary Academy  
Dunston Primary and Nursery Academy  
Netherthorpe School  
Whittington Moor Nursery and Infant School

We are very fortunate to be a cross-phase multi-academy Trust, which gives us the opportunity to share a wide range of knowledge and expertise for the benefit of the children within all of our academies. The Vision and Values of the Trust give a clear focus to the work we do and are built around our vision statement;

**We are a family of schools working together focused on supporting the needs of our individual communities, providing excellent education to maximise children and young adults' life choices.**

The Trust also has a framework for operation entitled 'Our Commitments', which ensures that all academies within the Trust are providing an equitable education to the children in the communities in which they serve. More information on both these key areas can be found by visiting our website [www.clt.org.uk](http://www.clt.org.uk)

Our academies are supported by a Shared Services Team which supports in the following areas:

Education Strategy including monitoring and evaluation  
Budget setting and monitoring  
Contracts and project management  
Facilities  
Human Resources  
Data Protection and Compliance  
Health and Safety

Thank you again for your interest in joining us and the best of luck with your application. We look forward to welcoming you to the Trust and sharing with you, our commitment to support the children and communities that we serve.

**Dave Williams**



# CAVENDISH LEARNING TRUST

COMMUNITIES LEARNING TOGETHER



## TEACHING & LEARNING

To provide a range of innovative, engaging and challenging learning experiences for children and young adults, in order to nurture talent and promote the development of the whole person.

## PROFESSIONAL LEARNING

To provide professional development opportunities for all staff at every stage of their career, and in doing so nurture potential and motivation. To all ensure all staff feel valued.



## ETHICAL LEADERSHIP

Embed the seven 'Principles of Public Life' of selflessness, integrity, objectivity, accountability, openness, honesty and leadership throughout the Trust.

## WELL-BEING

To ensure that every child, young adult and member of staff in the organisation develops knowledge and skills to be independent and resilient individuals. To promote a learning and working environment that is safe and supports children, young adults and staff well-being.



## COLLABORATION

To develop a culture within our family of schools which is founded on collaboration, mutual support and helping each other to continually improve for the benefit of our communities and all children, young adults and members of staff within them.

## VISION AND VALUES

We are a family of schools working together focused on supporting the needs of our individual communities, by providing excellent education to maximise all children and young people's life choices.

# CAVENDISH LEARNING TRUST

## WELLBEING OFFER

### INDUCTION AND DEVELOPMENT PACKAGES

We know how important it is to have a good start at a new place of work. We therefore offer a supportive induction package for all staff and access to a staff 'buddy' when you start. We also believe it is important that we help staff to develop and grow so we offer a range of staff professional development programmes across the trust.



### REWARD AND RECOGNITION SCHEME

We provide a system where staff can be rewarded and recognised through a system of 'perks'. We also run a trust wide Staff Gifts scheme to recognise long service and those significant life moments. We feel it is important to recognise and say thank you to our staff for their hard work.



### GOLDEN TICKET

We understand that sometimes there are events or activities that staff may want to access during school time. We offer a scheme where staff can cash in their 'golden ticket' to access an afternoon off work.



### HEALTH SUPPORT

We offer all employees at the trust a free annual flu jab and eye test. We know life can sometimes be hard so we offer mental health support where staff can access a free 24 hour helpline and can access 3 free counselling sessions with a trained mental health professional



### STAFF DISCOUNT SCHEME

We know that time with family and friends is important and we want staff to make the most of this time. We offer a scheme where staff can access discounts on shopping, days out, cinema tickets, gym membership and other experiences.



### COMPETITIVE PENSION SCHEME

The trust offers a competitive pension scheme for all teachers and non-teaching roles.



### CYCLE TO WORK AND CAR LEASING

The trust offers access to all employees to cycle to work and car leasing schemes.

*We know that staff work hard for the children and families in our trust and therefore we feel it is important to recognise and reward this commitment.*

## Teaching Staff Development Pathways



Trust Subject and Phase Networks

Trust and School Health and Safety Training

Trust and School Safeguarding Training

**Trust Vision and Values**





# Welcome

Dear Applicant

Thank you for taking an interest in applying for this post at Netherthorpe School. I am privileged to be the Headteacher at Netherthorpe School and extremely honoured to have been entrusted with the job of leading such a great school in September 2021.

Having worked at the school for 21 years, I have established strong relationships with our staff, young people and their families, and understand what is needed to take the school forward.

Netherthorpe School is an **inclusive community school** that ensures all students are able to **Learn, Enjoy and Succeed**. We aim to foster enjoyment in learning, so that each individual has the opportunity to **make good progress and achieve excellence**. We ensure we develop **confident individuals** who are able to live safe, healthy and fulfilling lives, whilst also being a responsible and active citizen who will make a **positive contribution** to society.

Our strategic priority is for all individual students to achieve and exceed their expected outcomes.

In order to support the strategic aims of the school, we ensure the following;

- High quality teaching and learning experiences both within and outside the classroom by employing an ambitious and forward looking curriculum and assessment system across all key stages.
- A pastoral structure that ensures every student has the guidance and support tailored to their individual needs.
- A focus on Inclusion, mental health and well being for all.
- A pro-active student leadership structure to inform the decisions made by the School Leadership Team to help students in achieving their potential.
- The opportunities to develop students' moral and social understanding.
- Strong and effective working relationships between staff and our students.
- A warm and welcoming environment.

I am ambitious for both the school and its community and am committed to continued improvement. Our staff are our most valuable asset and we are committed to attracting the best staff to the school and ensuring their personalised professional development, with our core purpose being the improved quality of teaching and learning for all.

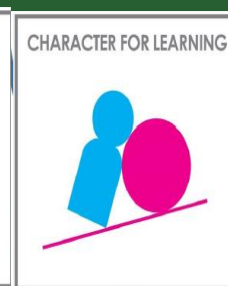
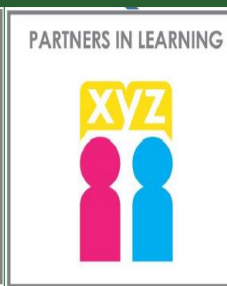
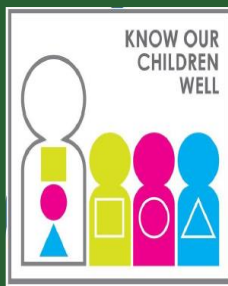
We look forward to receiving applications from candidates who would love to join us on our journey to excellence.

**Helen McVicar**



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# Information about the School

Netherthorpe school is a popular, oversubscribed, 1100 secondary school offering high quality education to our 11-18 student community.

The school consistently attracts student numbers above our PAN of 170 from a geographically dispersed catchment area.

The school location deprivation indicator is in quintile 5 (most deprived) of all schools and the pupil base is in quintile 4 (more deprived) of all schools in terms of deprivation.

The proportion of disadvantaged students is currently 33.04% which is above national average and supported through our Pupil premium strategy led by our Disadvantaged Lead. The proportion of students from minority ethnic groups is very low and significantly below national average.

Netherthorpe School is above national average for all areas of SEND compared with Secondary School data nationally. The number of EHCP children is currently at 31 and increasing. Our largest primary area of need remains social, emotional and mental health needs making up 35.9% of our SEND register compared to a national average of 22.6%. This year, the Trust and school have worked in partnership to build an Integrated Inclusion Resource Centre to support students across the Trust community. This will open in May 2023.

Netherthorpe School has an incredible amount of history and tradition. It is a truly special place. Combining modern facilities with listed buildings, this offers a unique learning environment for students of all ages to flourish. We aim for every student and staff member to 'Learn, Enjoy, Succeed' and I am pleased to say that this is the case.

Netherthorpe can trace its origins back to 1572 when four local families, the Sitwell family, the De Rodes family, the Cavendish family and the Frechville family decided to establish a school to serve the local people of Staveley. The aim was to provide extra-ordinary opportunities for the children in the area and I am pleased to say that over 400 years later the school continues to do this.

The school was inspected by Ofsted in October 2022 and was judged to be requires improvement in all categories with the exception of our sixth form provision which was graded good.

"We feel this was a fair inspection and we had already identified the areas of priority highlighted by Ofsted as requiring improvement. These are evident in the schools' strategic plan."

"We are not a school that makes excuses, and we always make decisions that are best for the school community. The comments in the report give us something to work on and there were plenty of highlights in there too; things that we are proud of and that should be celebrated."



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## Ofsted, October 2022

Ofsted recognised that leaders are in the early stages of their development work and that the new Senior Leadership Team have the determination and capacity to realise their vision of providing high quality education at this school.

We think very carefully about the knowledge that we want our young people to know, and offer a broad range of subjects at Key Stage 4 and 5. We are proud that our curriculum and teacher's subject knowledge was recognised by Ofsted to be good and ambitious with plenty of opportunities.

Safeguarding was recognised as being effective and the pupils feel that the school is a 'safe and happy' environment. Pupils told inspectors that they understand that bullying will not be tolerated and that it will be dealt with by the school.

The school was praised for its 'nurturing and caring' staff with inspectors noting that there are 'lots of opportunities for pupil leadership'. The inspection team also recognised the pride of pupils in representing their house and in the achievement badges worn.

Kudos was also given to the amount of extra-curricular activities available.

## Student quotes

*"It's a good school and I feel supported here."*

*Year 9 Student 2023.*

*"It's a privilege to be a part of a school with such rich history and I feel supported and enjoy my time at school."* *Year 9 Student, 2023*

*"There is a real sense of community here at Netherthorpe and everyone who comes here is proud to do so."*

*Year 13, Head Prefect 2023*

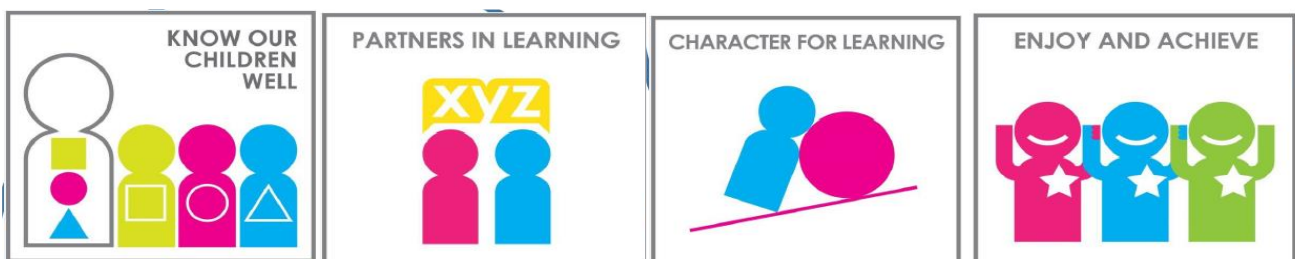
*"You can go to any member of staff here for support, and receive it. My sisters both came here; one is a deputy headteacher and the other qualified as a doctor. I wouldn't have wanted to go anywhere else - I love it here."*

*Year 12 Student, 2023*

## Staff quotes

*"The best thing is working with people who care and see the best in every student and opportunity to keep getting better. There are brilliant staff and students at Netherthorpe."*

*"Any opportunity to develop my career, either through training sessions or external practice, have all been encouraged and supported."*



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# The Application Process

Visits are highly recommended and warmly welcomed. To arrange an appointment, please telephone 01246 472220 or the Heads PA on 01246 479014

Vacancies with Netherthorpe School are advertised on our website [www.netherthorpe.academy](http://www.netherthorpe.academy)

Please complete and submit the application form, which can also be found on the school website, in full ensuring you have provided true and accurate information. This should be supported by a personal statement which details your reasons for applying and how your experience meets the requirements outlined in this pack.

**Please note:** due to safer recruitment, CV's are not accepted. Only fully completed application forms are to be submitted for shortlisting.

Please send your application form and letter of application to **[vacancies@netherthorpe.derbyshire.sch.uk](mailto:vacancies@netherthorpe.derbyshire.sch.uk)** where you will receive an acknowledgement that this has been successfully submitted.

Applications received after the closing date/time will not be considered.

If you have any questions, please contact the school on 01246 472220 or email the contact above.

Shortlisted candidates will be contacted by the school with arrangements for interview.

If you have not been contacted prior to the interview date, your application has not been successful on this occasion.

Cavendish Learning Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Child Protection Policy can be viewed [Netherthorpe School - Policy and Statements](#)

An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search may be conducted as part of due diligence on shortlisted candidates.

We are committed to recruiting and retaining a diverse workforce and candidates with a disability who meet the essential job criteria will be given an opportunity to demonstrate their abilities at interview.

Closing date:	Noon Monday 18 March 2024
Proposed Interview date:	W/C 18 March 2024
Start Date:	As soon as possible (following training)



# Information about the department

## **Exam Invigilator - Zero hours contract**

**Flexible working hours subject to exam board schedules, the amount of hours offered may vary. Grade 5 £12.18 per hour**

We are looking to recruit a team of invigilators to oversee forthcoming examination season. You will have a key role in upholding the integrity and security of the examination/assessment process. Experience of invigilation is not required as training in the role and duties of an invigilator will be provided.





## Job Description

Post Title:	Exam Invigilator
Line manager:	Exams Officer
Salary:	Grade 5

### Areas of Responsibility

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- be reliable, flexible and readily available during main exam periods, including mock examinations
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people

have basic IT skills (familiar with use of email, mobile phone messaging etc.)

### Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Netherthorpe Schools regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

### Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Complete start of exams process



### **During exams**

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

### **After exams**

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

### **Other tasks**

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of exam timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
- To check each candidates' approved access arrangements, with the paperwork provided by the Examinations Officer, and to ensure that
  - all relevant approved Access Arrangements are available for each candidate
  - the staff facilitating the arrangements follow JCQ regulations at all time
- To collect all unused stationery in the examination room and return it to the Examinations Officer.
- To ensure that the room is left in a tidy condition.

Any other duties as may reasonably be expected within the grade of the post as directed by the Headteacher or representative.

### **School Ethos**

To play a full part in the life of the school community, to support its distinctive vision and ethos to adhere to the staff professional code of conduct.



# Person Specification

	Key Requirements	Essential	Desirable
Qualifications	Right to work in the UK	x	
	Qualified to GCSE level	x	
	Evidence of working with schools or young people		x
	Recent experiences of exam invigilation or assessments		x
Knowledge, Skills and Experience	A good level written, oral and interpersonal skills	x	
	An awareness of the important nature of examinations and their integrity	x	
	Ability to work on own initiative to ensure the reliability of examinations	x	
	Ability to communicate information to a range of audiences in a coherent and accessible manner	x	
	Ability to use basic computer software e.g. e-mails	x	
	Experience of working as part of a team and as an individual	x	
	Ability to keep calm in potentially difficult situations	x	
	Experience of working in exams teams		x
Skills, Abilities and Personal Qualities	Commitment to the school values and policies	x	
	Dedication to following regulations/rules with commitment and positivity	x	
	Good standards of tidiness, organisation, initiative and timekeeping	x	
	Proven ability to work as a both a team member and individual whilst accepting responsibility, including during sustained periods of silence	x	
	Ability to remain calm and communicate respectfully and effectively under pressure	x	
	Ability to actively listen to the views of others	x	
	Capacity to respond to changes on exams days, i.e. invigilating a different exam in school	x	
	Ability to work with honesty and trust to maintain the confidentiality of secure materials.	x	
	Good sense of humour	x	





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