



St Benedict's Catholic College



EXAM INVIGILATOR/READER/SCRIBE Application Pack

Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 college serving Christian families throughout north-east Essex, we strive to promote the values of our Christian faith throughout our daily life.

Our 2023 Ofsted inspection found that we continue to be a good school, that we are a welcoming school with a strong ethos of caring for pupils and promoting academic achievement. We are recognised for many strengths of our college – as well as noting how well-behaved, confident and happy our young people are.

Student attainment at GCSE in the core subjects of English and mathematics, and in science and humanities subjects, is well above average. St Benedict's is a great place to be and I'm delighted that you are interested in applying to be part of our team.

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first.

Our facilities are excellent and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

St Benedict's students develop into happy confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are looking for casual, on an as and when needed exam invigilators/readers/scribes.

The successful candidate will be:

- committed to providing the very best learning opportunities for their students
- able to challenge all students to make exceptional progress
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the strong Catholic ethos of our college

We can offer you:

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

For further details about the college and to download an application form, please go to our website www.stbenedicts.essex.sch.uk. Please email completed application forms to Mrs Cat Miller, HR Administrator at c.miller@stbenedicts.essex.sch.uk.

Please apply by completing an application form which can be obtained from the College website www.stbenedicts.essex.sch.uk/vacancies or should be emailed to c.miller@stbenedicts.essex.sch.uk. Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - www.stbenedicts.essex.sch.uk/welcome/privacy-notice/

RECRUITMENT

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely

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

Jo Santinelli
Principal

Flavour of the local area

The College is situated a short walk from Colchester city centre.

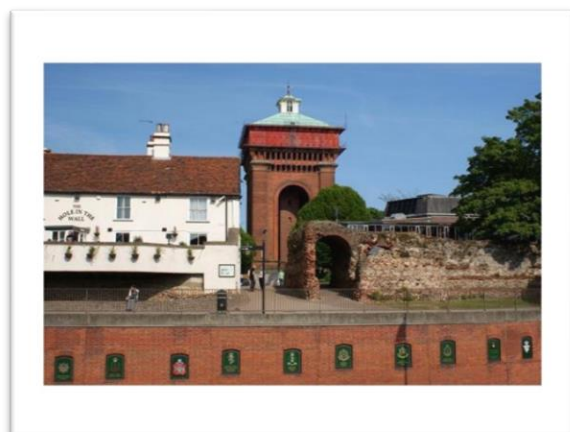
Colchester is a thriving, modern city with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the city, with two highly acclaimed local theatres and the renowned Firstsite and Minories Galleries hosting significant art exhibitions and installations.

The city also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.

Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of destinations throughout Europe.



EXAM INVIGILATOR/READER/SCRIBE – Job Description

Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

Grade £ 12.45 per hour plus holiday pay

Job Purpose To assist in the smooth running of examinations and to ensure that exam regulations are followed.

Reports to Examinations Officer

Job role

- To help check the examination room prior to the arrival of candidates to ensure that:
 - Heating, lighting, noise levels are acceptable.
 - Display materials that might be helpful to candidates are not visible.
 - A clock is visible to all students
 - A Mobile Phone Poster is displayed outside the exam room.
 - A Warning to Candidates poster is displayed outside the exam room.
 - Seating Plans are visible.
 - The desks are set out as per JCQ regulations.
- To provide access arrangements for those students who have this in place, as appropriate. This will include being a “reader” (reading examination paper to the student), “scribe” (writing answers for the student in examination paper). You will be guided by the JCQ rules when reading and/or scribing.
- To be fully aware of the regulations according to ‘ICE’ Booklet.
- To ensure that a signed record is kept of the seating arrangements for each examination.
- To support the process of identifying candidates.
- To take reasonable steps to ensure that:
 - The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided.
 - Candidates only take into the examination room the equipment/materials needed for that exam.
 - Candidates have all the necessary material to enable them to complete the examination.
- To help distribute the examination question papers to candidates.
- To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
- To supervise the candidates throughout the examination and give complete attention at all times to this duty.
- To notify the Exams Officer and Attendance Officer of any absentees.
- To be aware of the actions to be taken in the event of an emergency or evacuation.
- During invigilation undertake/ensure that:
 - students are accompanied to the toilet/nurse if required.
 - Mark attendance sheets as necessary.
 - Collect and collate completed scripts in candidate number order and check all scripts have all details completed on the cover page. Check against the attendance registers and pack in exam sacks for collection.
 - Supervise candidates who are allowed additional time.
 - Supervise ‘clash’ candidates between exams as directed.
- At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the correct person.

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- To collect all unused answer booklets, exam papers, and name cards and return with all stationery to the Exams Office and ensure the room is left in a tidy condition ready for the next exam.
- To also undertake, as required, the role of reader and scribe to students requiring additional support during exams.
- To participate in the annual training sessions as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the College's Equal Opportunities Policy

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

Person specification

Qualifications and experience	Essential	Desirable
Good pass in English GCSE (or equivalent)	✓	
Good pass in Maths GCSE (or equivalent)	✓	
Experience of working with students across the secondary age range	✓	
Previous exam invigilating experience		✓
Personal Qualities		
Good organisational skills	✓	
Good listening skills	✓	
Ability to work accurately with attention to detail	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
Skills and abilities		
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to exchange routine verbal information clearly with children and adults	✓	
Ability to follow written and oral instructions and to carry out instructions.	✓	
Ability to motivate/encourage/empower children and adults.	✓	
Good understanding of the learning experience provided by the College		✓

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Establish effective relationships with those working in and with the College	✓	
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Be well organised	✓	
Ability to know when and how to seek support.	✓	
Able to ensure that tight, strict deadlines are met	✓	
Demonstrate a highly creative approach to work	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	

