

# Braunton Academy



**'Aspire and Achieve'**

**Part-time Exam Invigilators**

**Job Evaluation Grade B3 - £10.79 per hour**

**Hours: As required during Examination periods  
term-time only**

**Closing date: 12.00 noon Wednesday 15<sup>th</sup> March 2023**

**Interviews soon after**

***Braunton Academy is a Good School***

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: [www.braunton.academy](http://www.braunton.academy)

Email applications: [recruitment@braunton.academy](mailto:recruitment@braunton.academy)

Principal: Mrs Fay Bowler

Students: Aged 11-16 number on roll: 753

March 22

Dear Candidate

**RE: Temporary – Part-Time Exam Invigilators**

Thank you for expressing an interest in the position of temporary part-time Exam Invigilator within Braunton Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the uniquely calm, community life we lead here at Braunton: all visitors to the school comment upon our welcoming atmosphere and the courteous way in which students interact.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. **As a respected and trusted centre of the local community**, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

As a school we are keen to be at the forefront of education and our innovative work is helping to create learners who are truly independent and will be able to thrive in the twenty-first century. We believe that it is important to concentrate on what happens in the classroom and our school planning ensures that students receive outstanding lesson experiences.

This is an exciting position for a suitably qualified candidate and you will be part of both a forward thinking and hugely successful department. Our Academy has a great history with our community, one of longevity and of success. Please find enclosed the following information to help you formulate your application:

- Advertisement
- Person Specification
- Job Description
- Academy Mission Statement on Learning and Leadership
- Braunton Academy Application Form

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21<sup>st</sup> Century. Braunton Academy is a place where everyone is supported to succeed and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely



**Fay Bowler**  
Principal

# Braunton Academy

## VACANCY FOR EXAM INVIGILATORS

We currently have vacancies for Exam Invigilators to commence as soon as possible.

We are looking to appoint some enthusiastic and flexible individuals to act as Exam Invigilators within our Academy. The role is seasonal and full training will be provided in April in preparation for the summer Exam period.

Please note, the exams **begin on Monday 15<sup>th</sup> May 2023 and end on Friday 23<sup>rd</sup> June 2023.**

Typically, candidates will need to be able to commit up to 10 hours each week during this period. Please specify on the application form any dates that you are not available.

Payscale: **J.E. Grade B3 £10.79 per hour**

Closing Date for applications: **12.00 noon on Wednesday 15<sup>th</sup> March 2023**

Interview date: **TBC**

If you believe you have the ability to fulfil this position, please complete the Invigilator Application by Wednesday 15<sup>th</sup> March 2023.

**Please note, we do not accept CVs**

**Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks. Please refer to the Child Protection Policy on our Academy website <https://www.braunton.academy/policies>**

**BRAUNTON ACADEMY**

**PERSON SPECIFICATION**

**Exam Invigilator**

Location: Braunton Academy  
 Reporting to: Exams Officer  
 Payscale: J.E. Grade B3 £10.79 per hour

Qualifications and Training		How Identified
Essential	<ul style="list-style-type: none"> <li>• Good standard of general education</li> <li>• Willingness to participate in other development and training opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
Skills/Knowledge		
Essential	<ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Ability to apply Exam regulations in a fair and consistent manner.</li> <li>• Ability to take responsibility when working alone.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to be focused and vigilant – for long periods of time.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
Attributes		
Essential	<ul style="list-style-type: none"> <li>• Personal integrity and high expectations.</li> <li>• Flexible approach to work</li> <li>• Personal resilience – ability to be calm and positive under pressure.</li> <li>• Sensitivity, Warmth.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>

**JOB DESCRIPTION  
EXAM INVIGILATOR**

Location:	Braunton Academy
Reporting to:	The Exams Officer/Acting Assistant Vice Principal
Payscale:	J.E. Grade B3 £10.79 per hour
Hours:	Variable – minimum of 2-4 hours per week during the exam period 15 <sup>th</sup> May – 23 <sup>rd</sup> June 23.
Job Purpose	To work under the direction of the Exams Officer/Acting Assistant Vice Principal to conduct the invigilation of public examinations, ensuring that examination regulations are observed and that students work without distraction or unnecessary stress.

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**Duties and responsibilities:**

**Support the Examinations Officer by:**

- ❖ attending mandatory annual training sessions for appointed Invigilators
- ❖ assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- ❖ assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- ❖ ensuring that candidates do not talk once inside 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 candidates 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 stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

**BRAUNTON ACADEMY**  
**MISSION STATEMENT ON LEARNING AND LEADERSHIP**

**LEARNING**

**Learning enables individuals to change and to grow, becoming independent and confident.**

**The Academy has a commitment to improving the quality of Learning by :**

- preparing people for their futures by :
  - encouraging creative thinking and reasoning
  - instilling self-confidence and self-esteem
  - developing Communication, Literacy, Numeracy and IT skills
  - encouraging life-long learning and problem solving
  
- recognising that individuals learn in different ways by :
  - using a variety of learning and teaching styles
  - changing the learning process according to need
  - providing opportunities for success for all
  - appreciating that learning is interactive
  - being adaptable and flexible
  - enthusing, challenging, stimulating and inspiring
  - nurturing and supporting
  - making learning fun and enjoyable
  - provide opportunities for independent and interdependent learning
  - understanding the learning process
  
- checking the effectiveness of learning by :
  - being clear about the learner's starting point
  - using a variety of assessment techniques
  - using assessment data constructively
  - seeking learner feedback
  - encouraging self-evaluation
  
- supporting the learning process by :
  - ensuring a safe, well-resourced environment
  - using the community to enhance learning
  - creating an atmosphere which is conducive to learning
  - having high expectations of all

**Learning is for all members of the Academy community**

## **LEADERSHIP**

**Leadership** ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which :
  - respects and values all its members
  - is open and accessible
  - develops individuals and teams
  - challenges and motivates
  - listens and responds
- sharing and communicating :
  - a love for **learning**
  - an understanding of how people learn
  - the belief that learning never stops
- actively engaging with the **community** by :
  - encouraging and enabling community involvement by students and staff
  - welcoming the community into Braunton Academy
  - developing business links
  - promoting the work and values of the Academy
  - supporting the life of the community

**Leadership** is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

## **MANAGEMENT**

**Management** ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to :**
  - provide the highest quality learning and teaching
  - provide pastoral support for students and staff
  - monitor and evaluate the work of the Academy
  - ensure responsible behaviour
  - ensure a safe, secure and attractive environment
  - work with the community
- **using structures and systems which :**
  - are effective and efficient
  - define roles and responsibilities
  - define lines of support and accountability
  - ensure legal requirements are met
  - are simple and unbureaucratic
  - enable decisions to be taken at appropriate levels
  - use effective communication
- **providing value for money**

**Management** is not confined to a few people. It is exercised by all members of the Academy.