

Vacancy Application Pack

Exam Invigilator St Peter's Catholic School



St Peter's
Catholic School



Message from the Chair of the Board of Directors

Dear Applicant,

Thank you for your interest in the post at St Peter's Catholic School, part of Our Lady and All Saints Catholic Multi Academy Company ("the MAC").

Our leaders share our vision of the MAC as an outstanding provider of education, but education that is not only excellent academically, but also offers every child the opportunity to develop as an individual in mind, body and spirit.

The MAC works in partnership with the Birmingham Diocesan Education Service.

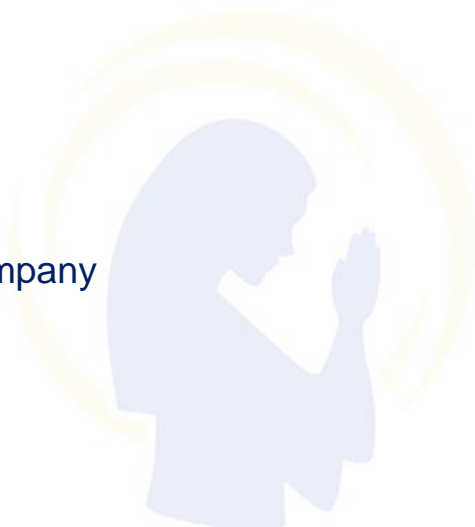
As part of the teaching team, you will be bringing your educational expertise and experience to this role with an approach rooted in excellence, best able to meet the needs of every child within the MAC.

The candidate appointed will play a pivotal part in the development of the MAC both as an outstanding educational provider and delivering its Catholic mission to ensure that we provide the opportunity for every child and member of staff to experience being 'Strong in faith' together as a family of schools, parishes and communities.

We look forward to receiving your application.

Yours sincerely

Paul Bentley
Chair of the Board of Directors
Our Lady and All Saints Catholic Multi Academy Company



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Introduction

Our Lady and All Saints Catholic Multi Academy Company (“the MAC”) was formed in April 2021 and comprises of 12 Catholic Primary Schools and 1 Catholic Secondary School across the Birmingham, Solihull, and Warwickshire areas.

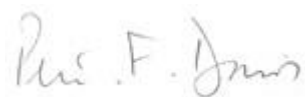
With 84% of our schools already being ‘Good or Outstanding’, we have even higher expectations within our family of schools that each provide a fully inclusive and comprehensive Catholic Education offering in a diverse society. We are dedicated to developing all our children into successful, ambitious, and compassionate future leaders by securing the absolute best outcomes for all both in terms of their qualifications, as well as providing wider opportunities for them to develop as rounded and confident young people.

A sense of community is at the forefront of all that we do to ensure our children, our families and our parishes and communities can flourish. We are proud to serve our communities that include the full range of social demographics, each having their own challenges and unique opportunities. Christ is at the centre of all that we do.

Each school benefits educationally from the expertise within the MAC as a whole and practically from the services procured and provided centrally. For us it is a fantastic opportunity, and a privilege, to work with a team of over 700 staff to shape the future of Catholic education for over 4,500 children and young people across the Birmingham, Solihull, and Warwickshire areas.

Being an ‘employer of choice’ is important to us too. We need to retain and attract staff that are only of the highest quality. We are passionate to create a staff team reflective of our diversity and we actively welcome applications from all backgrounds.

We invite you to visit Our Lady's and learn about this exciting and challenging opportunity to work with our community.



Peter Davis
Catholic Senior Executive Leader
Our Lady and All Saints Catholic Multi Academy Company





Headteacher's Welcome



Thank you for your interest in the role of Exam Invigilator.

Welcome to St Peter's Catholic School. Serving Solihull's Catholic community, we are a popular, oversubscribed school with very strong links with our local community.

With faith as our foundation, the teachings of Christ underpin all that we do here at St Peter's.

A good education is the best possible preparation for adult life and at St Peter's, we aim to ensure that every pupil thrives and flourishes.

Our distinctiveness rests on the Catholic character and ethos of our school and this lies at the heart of everything we do. We endeavour to educate pupils in a caring and nurturing atmosphere so that they are enabled to value lifelong learning and the Gospel values can be related to everyday life and work.

Thank you for your interest in our school and I would like to take this opportunity to wish you well in your application.

Stuart Shelton, Headteacher



St Peter's Ethos

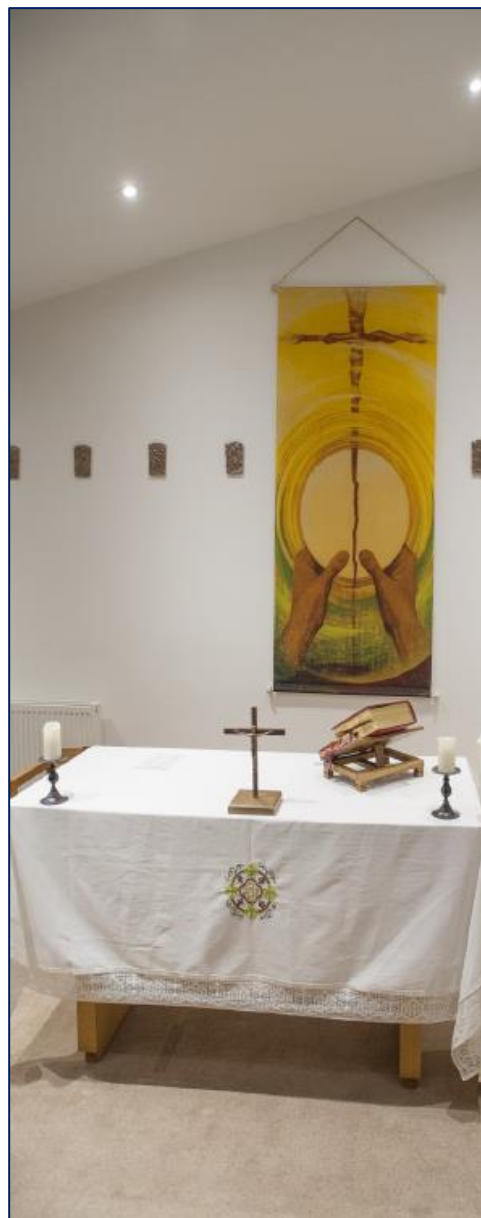
Selection and recruitment is a two-way process, and it is important that your own core values, whether you have a faith of your own, or you practice no faith at all, are in line with St Peter's core values and ethos.

As a Catholic school, our ethos is rooted in our school motto: Faith is our Foundation.

Above all, the Catholic faith teaches love and forgiveness. We believe that all members of our school community should be treated with compassion and respect. Our community is one of solidarity and kindness; where we aspire to look out for one another at all times. By coming to work here, we are hopeful that you will find a really unique and special place to work.

At St Peter's, we:

- offer all children equal access to the curriculum and school life in the community where individual differences are appreciated, celebrated, understood and accepted
- encourage children to become good citizens, by developing caring attitudes and respect towards themselves, other children, adults, their school and their community
- value the achievements of all children, both in and out of school and provide opportunities to develop self-confidence and a positive self-image
- believe in high expectations and having a behaviour policy that is consistently used to allow all students to achieve their best
- encourage each individual to take responsibility for his/her behaviour and to act as a good role model to others
- acknowledge that we all make mistakes
- believe that hard work is the key to success for staff and students
- strive to ensure that issues of equal opportunities are considered in all our work
- value generosity of spirit
- believe that we all have a professional obligation to improve as teachers
- believe teachers should engage in educational research to improve their practice
- have a T&L policy based around High Challenge Low Preparation, Rosenshine and Teach Like a Champion
- believe in consistently good teaching which improves student progress
- welcome diverse ideas to solve problems



Curriculum

The curriculum at St Peter's has been designed to ensure all students develop academically, spiritually, morally, socially and physically. As part of the curriculum the government expects schools to promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. As a Catholic school, St Peter's embeds those values through its ethos and mission statement, which extends to all activities in school, within and outside the taught curriculum.



Independent Advice and Guidance (IAG) meetings are provided to all students in Y8-13 appropriate to the stage and age of pupils. These interviews are to ensure that pupils make informed choices at every stage and are in a position to make the next step into further or higher education, apprenticeships or employment. Careers education is delivered holistically as part of the Citizenship curriculum, during form times and by individual subject areas.

Further information about the curriculum will be made available to pupils when they make their subject choices for KS4 and KS5.

KS3

In years 7, 8 and 9, all pupils study the statutory National Curriculum subjects; Mathematics, English, Science, MFL, Geography, History, Art and Design, Design Technology, Music and PSHE in addition to the non-statutory subjects Drama, Religious Education, Personal Development and Computing. In the Spring Term of Year 9 pupils select which optional subjects they will study in Years 10 and 11.

KS4

In years 10 and 11, all pupils continue to follow a core programme of Mathematics, English Language and English Literature, Religious Education, Science, PE and PSHE. At KS4 Science GCSEs are offered in Biology, Chemistry and Physics, as well as Combined Science.

The majority of pupils will study the core curriculum plus:

- A Modern Foreign Language (French, German or Spanish)
- A humanities subject (History or Geography)

The following optional subjects are available:

- A second humanities subject (History or Geography)
- A second Modern Foreign Language (French, German or Spanish)
- Art and Design
- Business Studies
- Catering
- Computer Science
- Dance
- Drama
- Health and Social Care
- Music
- PE/Sport
- Product Design (Resistant Materials or Textiles)
- Sociology



Work experience is a vital part of Key Stage 4. It gives pupils an insight into the world of work and can help to influence post –16 choices and career plans. All Year 10 pupils spend a week taking part in Work Experience. Placements vary a great deal and have included experiences in the Army, offices, nurseries and schools, theatres, engineering companies, catering, journalism, archaeology, the RAF, banking, travel agencies and so on.

KS5

A wide range of subjects are offered at St. Peter's Sixth Form. Students select three subjects to study over two years. All students have the option to study AS Level Core Maths in Y12. Students studying Mathematics may wish to study Further Mathematics as a fourth subject.

All students will study the Extended Project Qualification (EPQ) or Christian Living as part of their religious and vocational education. Students can choose from a range of enrichment activities, such as supporting in KS3 lessons, paired reading, peer mentoring/mediation or PE.

Wellbeing Charter

Professional Development

We have a non-hierarchical approach to professional development; staff are given opportunities to lead training sessions

- We develop leadership positions at all levels e.g. NPQSL, NPQML, SLE, NPQH
- We have a comprehensive training programme and support for trainees and NQTs
- We have a CPD programme for experienced staff
- Observations are developmental and not graded



To Reduce Workload, we have:

A staff workload group to guide and develop policy

- Teaching resources shared centrally by every department
- A cover team to help reduce cover for teaching staff
- A whole school marking policy to ensure any homework set is meaningful, manageable and motivating
- Reduced the number of data entries
- Replaced lengthy written subject re-ports, with concise TIPs (To improve)
- SLT Open Door Policy at all times
- Implemented fewer meetings, with those that do take place doing so when they are needed
- Employed external invigilators for Year 11 mocks
- Established a Communications Policy which protects time outside of school day



At St Peter's we have:

- Laptop for all teaching staff
- Supportive staff, with cake, laughter and friendship in the staffroom
- A culture of peer-to-peer praise
- A buddy system for new staff
- A staff room with facility to eat lunch, relax, work and support colleagues
- Regular staff social events out-of-school
- A flexible and generous approach to family appointments, children's events, sports days etc.
- Free on-site parking
- Frequent consultations on aspects of school such as the annual calendar
- Celebrations of successes, e.g. staff marathon runners
- A range of after school fitness/ wellbeing clubs and creative classes
- Seasonal events for everyone to show their less serious sides
- Countless opportunities to get involved with the wider life of the school including trips and visits, e.g. Year 7 Bushcraft
- A counselling service free to all staff both in-house and externally
- Staff who are Mental Health Ambassadors
- Staff 'treats' such as pancakes on Shrove Tuesday and an Advent raffle



Employment Benefits include:

- Yearly flu-jab vaccinations
- Childcare vouchers scheme



Exam Invigilator **A Band (£13.26 per hour)**

Casual Contract, Term-time only

During the exam seasons

Applications are invited from individuals who are looking to join an outstanding school committed to academic and pastoral excellence.

This post is required to support the school manage a successful and busy exam period.

St Peter's Catholic School is a popular, oversubscribed and successful school, committed to academic and pastoral excellence. We pride ourselves on the high academic standards that we achieve across all key stages; the pastoral care that we provide and the enrichment opportunities that we offer.

An Application Form and further details are available from the school website [School Vacancies - St Peter's Catholic School In Solihull \(st-peters.solihull.sch.uk\)](https://st-peters.solihull.sch.uk/school-vacancies). **Please note CV's are not accepted.** Prospective candidates are welcome to contact the school for more information or an informal chat about this post. Please email Mrs J Pate, Headteacher's PA on patej@st-peters.solihull.sch.uk

St Peter's Catholic School, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

An online search will also be carried out as part of due diligence on all short-listed candidates.

Please return your completed application form and a formal letter of application to recruitment@st-peters.solihull.sch.uk.

Closing date: Monday 26th February 2024 at 9.00am

Interview date: TBC

Job Description

Job Details

Salary	A Band (£13.26 per hour)
Hours	As required
Contract Type	Casual
Reporting To	Examinations Officer

1. Job Purpose

This post requires you to provide an efficient invigilation service for the school.

2. Duties and Responsibilities (Under the direction of the Headteacher)

2.1 Core qualities

You are required to work as part of an invigilation team to supervise and support students undertaking school examinations in accordance with the school's and national policies and procedures, taking a reasonable share of general, clerical and administrative tasks. You will have a shared responsibility for some key tasks as set out below.

- To advise candidates of the exam requirements and retrieve unauthorised items
- To ensure that the exam room meets requirements
- To assist the invigilation team with the smooth and efficient administration of examinations
- To ensure that they are familiar with the school policy and requirements
- To seat candidates in the exam hall in an appropriate manner
- To ensure that candidates have the correct paper and level
- To ensure correct identification of all candidates
- To deal with extra candidates not on the register
- To ensure that candidates are aware they are under exam conditions
- To read erratum notices
- To record start and finishing times of exams
- To notify the school office of any absent candidates
- To deal with late candidates in the appropriate manner
- To assist with the setting up\taking down of the exam room, including putting out\ putting away tables and chairs

You will also be required to undertake any other reasonable and related duties and responsibilities commensurate with the grade of the post.

During the exam

- To open and distribute papers and any other authorised materials to candidates
- To ensure that the attendance register is completed
- To contact a subject teacher when candidates raise a concern or problem with the paper that requires a teacher's professional judgement

- To ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss
- To supervise candidates in a quiet and unobtrusive manner
- To respond to candidates' queries in accordance with the exam regulations
- To supervise candidates who may need to leave the room in accordance with exam regulations
- To supervise 'clash' candidates between exams
- To distribute additional paper/equipment as required
- To ensure that the school policy is adhered to
- To maintain vigilance at all times and give full attention to the task

Finishing an exam

- To ensure that efficient timekeeping is maintained
- To notify candidates that the exam has finished
- To collect scripts in attendance register order
- To check that nothing has been left at the desk and no graffiti has been made during the exam
- To ensure that scripts are never left unattended and are safely delivered to the exam officer
- To ensure that there are no missing scripts

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

2.2 People

Liaise with your line manager on a regular basis.

2.3 Safeguarding

- Support the Manager in promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible for or comes into contact with. The postholder must read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been completed.
- Carry out Annual Safeguarding training.
- Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.
- Ensure compliance to Safeguarding Policies and Procedures within the MAC.

2.4 Health & Safety

Health and safety laws require all employees to help the School maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the School's Health and Safety Policy and any local safety procedures.

2.5 Policies & Procedures

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

2.6 Information Management

As an employee of the School, the post holder will be expected to manage information in accordance with School policies. The post holder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the General Data Protection Regulations 2018.

3. Other Conditions

3.1 Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.

3.2 Equal Opportunities

Our Lady and All Saints Multi Academy Company is committed to Equal Opportunities and expects all staff and volunteers to recognize and value differences and to treat everyone with dignity and respect.

3.3 Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

3.4 Training and Development

The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

St Peter's Catholic School, part of Our Lady and All Saints Multi Academy Company (the MAC), has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment.



Person Specification

	Essential Criteria	Desired Criteria	Measured by
Education & Qualifications	<ul style="list-style-type: none">GCSE English & Maths qualification or equivalent	<ul style="list-style-type: none">English & Maths GCSE 'C' or above / Level 2 equivalent.	<ul style="list-style-type: none">Application FormCertificates
Skills & Abilities	<ul style="list-style-type: none">Good communication skills (written and oral).Good level of interpersonal skills.Good organisational skillsThorough and reliable.Able to demonstrate confidentiality, tact and diplomacy.Ability to work as part of a team and judge when to seek adviceAbility to respond flexibly to changing demands.Ability to remain calm under pressure.	<ul style="list-style-type: none">Flexibility and willingness to help out with other duties if required.	<ul style="list-style-type: none">Application FormInterviewReferences
Experience & Knowledge	<ul style="list-style-type: none">Experience of administrative duties.	<ul style="list-style-type: none">Experience in a customer service or educational related environment.	<ul style="list-style-type: none">InterviewReferences
Core behaviours	Excellence - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.		<ul style="list-style-type: none">InterviewReferences
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.		
	Trust and Respect -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.		
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.		
	Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.		
	Leadership - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential		

Person Specification

Other requirements	<ul style="list-style-type: none"> • A systematic approach to work. • Able to follow instructions precisely. • A commitment to safeguarding and promoting the welfare of children and vulnerable adults • Able to contribute positively to the ethos of the school • A willingness to undertake staff training as required, eg Child Protection training • The physical capacity to meet the demands of the post (taking into account any reasonable adjustments or support that is appropriate and suitable for the post) • Enthusiastic approach • Self-motivated • Able to use initiative • A team-player • Supportive of the Catholic ethos of St. Peter's Catholic School 	<ul style="list-style-type: none"> • Willingness to contribute to the wider life of the school. 	<ul style="list-style-type: none"> • Interview
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An online search will also be carried out as part of due diligence on all short-listed candidates.

Requirements of the Post

The employment checks required of this post are:

- Evidence of entitlement to work in the UK and essential qualifications
- Two good references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)
- Overseas checks (where applicable)

Notes to Applicants

Applications will only be accepted from candidates completing the application form in full. **CV's will not be accepted in substitution for completed application forms.**

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification and job description.

Closing date for applications: Monday 26th February 2024 at 9.00am
Interview date: TBC

Applying

If you decide to apply for this position, please return your completed application form and formal letter of application by email to recruitment@st-peters.solihull.sch.uk .

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the school, please visit www.st-peters.solihull.sch.uk.

