

Todmorden High School Application Pack



Role title: Exam Invigilator
Contract type: Casual/Zero hours
Salary: £11.65 per hour
Hours: Determined by external and internal exam timetables
Work pattern: Monday – Friday

Please send completed application forms to: recruitment@todhigh.co.uk

Disclosure and Barring Service Checks: Appointment to this post is exempt from Rehabilitation of Offenders' Act and subject to the following DBS check – an enhanced with Children Barred List Check.



Todmorden High School
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Ambition, Respect, Care and Honesty

A warm welcome to Todmorden High School

Message From the Headteacher

'We pride ourselves on our open and Friendly approach along with our high expectations of what our students and staff can achieve'.

School vision : Enabling individuals to unlock their unique potential.

Dear Applicant,



It is my pleasure to introduce you to our educational Family. Todmorden High School is a small, successful school at the heart of our community. We pride ourselves on our open and Friendly approach along with our high expectations of what our students and staff can achieve. We aim not only to Foster a thriving climate for learning, but to provide the very best career opportunities for everyone; in an environment where aspirations can be met and opportunities for personal development and growth remain a constant priority.

We are committed to creating a culture where all students and colleagues at all levels, can feel proud of who they are, and of their achievements - all this in an environment where our values can thrive. In keeping with our values, we strive to create a school that celebrates difference. Ambition, Respect, Care and Honesty remain at the Forefront of everything we do; we are trusted to do the right thing for each other, our students and our wider community. There are stimulating and rewarding times ahead at Todmorden High School and I very much look forward to sharing them with you.

Gill Shirt
Headteacher

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School Life

Our teaching staff provide an inclusive education to meet the individual needs and abilities of each student. Our curriculum focuses on the development of skills, knowledge and understanding, not only in subjects but in social, moral, spiritual and cultural education and British values. We aim for all our students to unlock their unique potential academically, personally and morally, so they are fully equipped to make the right choices in life. Our curriculum is aspirational, supporting social mobility. We give our students a broad and balanced curriculum that will give them the foundation they need to lead happy and successful lives, underpinned by our core values of Ambition, Respect, Care and Honesty.



"The teachers are really good at being supportive and help me in my learning"
Year 7 Student-
Student Voice
Survey response



Ambition, Respect, Care and Honesty

Our Vision

We believe that every child has
unique potential
and at Todmorden High School,
we're here to enable
every child to unlock it.

"Todmorden High School
is a welcoming and
Friendly school. Pupils
enjoy coming to school
because they feel safe
and they learn a lot."
Ofsted January 2020,



"Pupils and teachers
understand the ARCH values of
ambition, respect, care and
honesty. These values are clear
in the lessons and in the
pastoral care in the school.
Parents mention these values
too. Pupils say that bullying is
not common and that, when it
happens, teachers deal with it"
Ofsted January 2020, Good

Ambition, Respect, Care and Honesty

Our Values

Ambition: High expectations For yourself, the community and the wider world.

Respect: For yourself, the community and the wider world.

Care: Caring For yourself, the community and the wider world.

Honesty: Being true to your unique self, the community and the wider world.

Behaviour and Standards

Every student is expected to uphold our school values, which are displayed in every classroom. They are a constant reminder to our community of our expectations.



“In lessons, pupils get on with their work and they behave well. Teachers have high expectations of pupils in their lessons and inspectors saw this in their work. The school has thought carefully about what pupils need to learn.”

Ofsted January 2020, Good

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Students

“Student voice is strong. Opportunities are regularly given to me and other students for us to voice our opinions and ideas and contribute to school life”



“My daughter has settled in extremely well at Todmorden High School and the experience for her on the whole so far has been a very positive and confidence –boosting one.”

Parents

Staff

“The school offers values-driven education where we all work together within a Family ethos with the best interests of students at the heart of all decisions.”



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The Role

Safeguarding

Child and Adult protection are key priorities for the school. We aim to support children and adults who are at risk to be as safe as they can be and to fulfil their potential. The Headteacher is the lead across the school for wellbeing, safety and the protection of children and adults at risk. The Headteacher has a responsibility to participate in training to the appropriate level of safeguarding, along with a duty to fulfil their personal responsibilities of safeguarding for all.

Prime Objectives of the role

To oversee and supervise examinations within the school, and to ensure that guidelines and regulations for the integrity of the examination papers and procedures are followed during exam sessions.

Responsibilities

- Assisting with the setting up of examinations rooms in accordance with JCQ Regulations.
- Assisting students by directing to their seats.
- Distributing questions/answer papers and collecting completed scripts at the end of the examinations.
- Surveillance of students in accordance with examination board instructions, particularly in terms of ensuring no malpractice takes place.
- Ensuring students know of the possessions permitted and not permitted in the examination room.
- Ensuring students don't leave the room until the exam has finished unless accompanied by an invigilator.
- Issuing additional stationary when required.
- Recording an accurate attendance register.
- The role may also include scribing and/or reading for students who have qualified for access arrangements because of the special educational needs and disabilities.

The ideal person will need to be flexible, calm, punctual, reliable, and well organised and be able to deal with students in a calm and professional manner. You must be able to stand quietly for long periods of time and work upon own initiative as well as part of a team.

Full training will be provided and working hours will be negotiated for each exam period.

Equality of Opportunity

Todmorden High School is committed to equal opportunities in employment and welcomes applications irrespective of gender, race, disability, colour, ethnic origin, nationality, sexual orientation, gender identity, marital status, religion, trade union activity, age, and/or medical condition. Your personal details will be treated in accordance with our Applicant Privacy Notice, available on our website in the Policies section.

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Data Protection

The post will have responsibility for overseeing compliance with the General Data Protection Regulation (GDPR), in conjunction with the School's Data Protection Officer.

Privacy Notice

The school adheres to all Privacy laws and regulations [THS-Recruitment-Privacy-Notice.pdf \(todhigh.co.uk\)](#).

Reviewed every two years, or earlier if change dictates

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Person specification

CRITERIA	QUALITIES
Experience	<ul style="list-style-type: none">• Working with students/young people in a school or community setting.• Working in a busy, pressured work environment.• Handling confidential information.
Skills and knowledge	<ul style="list-style-type: none">• Work to the school's vision and to uphold the school's ARCH values.• Participate in staff training and development.• Safeguard and promote the welfare of young people and vulnerable adults.• Work in accordance with the school's policies and procedures.
Personal qualities	<ul style="list-style-type: none">• Strong interpersonal skills and an ability to communicate at all levels.• Excellent organisational skills.• A strong professional outlook incorporating drive, presence, and discretion.• Ability to adapt to change and respond positively to new challenges.• Conscientious with a flexible approach to work.• Resilience, stamina, and an ability to stay calm under pressure.• High standards of personal presentation.

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