



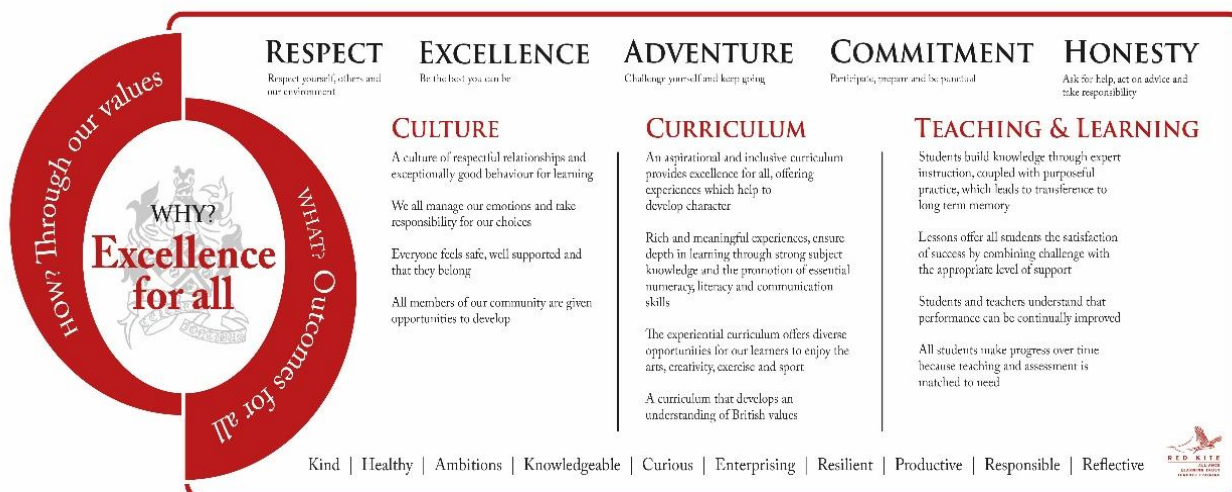
HARROGATE  
GRAMMAR SCHOOL  
EXCELLENCE FOR ALL



# Exam Invigilator Supporting Information

## Our School

Harrogate Grammar School is a renowned state 11-18 mixed comprehensive school rich in history, dating back to 1903. With over 2000 students and 260 staff at our school, our reputation for excellence is widely recognised and we have an absolute commitment to ensuring that all our young people benefit from what the school has to offer. Every child really does matter and we work hard to encourage students to be the best that they can be.



We have a clear set of values and through living these on a daily basis, it makes our school a special place in which to learn.

In addition to our strong culture, we are committed to providing excellence through a curriculum – inside and outside of the classroom – that is both broad, balanced and well sequenced. A strong and effective partnership with parents underpins the work we do in school. Our absolute commitment to ‘excellence for all’ and our track record of impressive examination results at GCSE and A Level, makes us one of the highest performing comprehensive schools in the country.

High performing does not mean exclusive and we are very proud of the achievements of all our students, from those with complex needs on the SEN/D register to those that will be leaving us for top universities. We expect all staff to be committed to equality of opportunity and to be passionate about ensuring that at our school every child matters.



We want all our students to become kind, healthy, knowledgeable and productive individuals who go on and make a profound contribution to society. We are very proud of the outstanding progress our young people make from whatever their starting point.

Continued investment in the school site over recent years has provided us with some superb facilities whilst retaining the distinctive character and charm of our original buildings. Facilities include: a state-of-the-art multi-use lecture theatre/performance space, extensive playing fields including Astro-turf pitch, newly refurbished Science laboratory blocks and this year the start a school extension costing £1.6 million.



## **Red Kite Learning Trust**

Our Trust provides a supportive structure for individual schools to work in partnership to share administrative functions, to gain economics of scale in purchasing and operational functions, and most importantly to help ensure all young people can achieve success.

The Trust was formed in 2015 with Harrogate Grammar School being one of the three founding schools; the others being Oatlands Junior School and Western Primary School in Harrogate. The aim is to work together to ensure Excellence for All. From 2016 - 2018, the Trust has welcomed more schools: in Harrogate, Rossett Acre Primary School and Coppice Valley Primary, and in Leeds: Crawshaw Academy, Temple Moor High School, Austhorpe Primary, Colton Primary, Whitkirk Primary, Templenewsam Halton, Temple Learning Academy and Meadowfield Primary.



## **Red Kite Alliance**

The Red Kite Alliance is a partnership of secondary, special and primary schools, collaborating to help each other improve the outcomes for young people and ensuring all our young people have the opportunity to achieve their potential. This school-led approach brings benefits to all the schools involved and helps Harrogate Grammar School continue to develop and improve. Our students benefit from the Alliance's work as it impacts directly on the quality of teaching they receive.

As a Teaching School, we have a lead role in the Alliance and work with other schools to train and develop new teachers. Our Teaching School helps us to keep pace with national developments and places us at the very forefront of teaching practice. We deliver outstanding training for school staff within the Alliance, at every stage of their careers, including a full range of school leadership development opportunities.

Click here to read about our Teaching Hub status: [Teaching Hub](#).



## **Regional Maths and Computing Hubs**



The work of our Teaching School has been further enhanced and extended with the addition of our Maths Hub, covering the Yorkshire Ridings region. The Hub is one of only 37 designated nationally. Harrogate Grammar School has also successfully been awarded official Computing Hub status, covering North Yorkshire, Leeds and Wakefield. Both Hubs have the aim of developing and spreading excellent practice for the benefit of all students in primary and secondary schools.

### **Red Kite Teacher Training**

Red Kite Teacher training offers school-based routes into teaching through a large partnership of primary, secondary and special schools based in and around Harrogate, Leeds and Skipton. We work with the University of Leeds also as a strategic partner, supporting our initial teacher training provision. Based at Harrogate Grammar School is School Centred Initial Teacher Training (SCITT) who annually have c. 120 primary and secondary trainees. SCITT is only one of the several different routes into teaching that we offer. We offer also an Assessment Only route for professionals already employed in a school and are a Regional Training Centre for the Future Teaching Scholars programme, a new and exciting route in to teaching for those entering their first year at University.

### **Further Information**

<http://www.harrogategrammar.co.uk>  
<http://www.rklt.co.uk/>  
<http://www.redkitealliance.co.uk>  
<http://www.redkiteteachertraining.co.uk>  
<http://www.yorkshireridingsmathshub.co.uk>

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The Post Specification on the following pages describes the expectations for the role.



**Harrogate Grammar School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.**

**Post Title:** Invigilator

**Salary Grade:** Band 4: £10.99 per hr including holiday pay enhancement

**Contract Type:** Relief/Claiming Basis

**Working Hours:** Relief

**Responsible to:** Lead Invigilator/Examinations Manager or designate

**General Description:** The post is relief as and when required. Paid on a monthly claim basis, one month following the month actually worked. The hourly rate includes an allowance for holiday pay. Reporting to the Lead Invigilator/Examinations Officer, you will assist in the supervision of examinations and ensure that the regulations for the integrity and security of examination materials and procedures are followed during an examination session.

**Note:** *Where a Lead Invigilator is not present it is the responsibility of the Invigilator to ensure that these tasks/responsibilities are met reporting to the Examinations Officer or designate when appropriate.*

**Special Conditions of Service:**

No smoking policy.

<b>1</b>	<b>Tasks/Responsibilities:</b>
1.1	Ensure a calm environment to give candidates the best possible opportunity to be successful in their examination.
1.2	Ensure the conduct of the examination takes place in accordance with JCQ regulations and be familiar with the requirements of each examination being invigilated as set out in the rubric.
1.3	Help organise candidates entering and in the examination room at the start and end of each examination.
1.4	Assist the Lead Invigilator with ensuring mobile phones/MP3 players are turned off and signed in, bags and coats are in the designated areas and equipment on desks meets JCQ regulations.
1.5	Assist the Lead Invigilator with the distribution and collection of examination materials (eg. question papers, scripts, anthologies, and formulae booklets).
1.6	Assist the Lead Invigilator with the completion of Attendance Registers.

1.7	Deal with candidate requests for equipment and additional paper promptly and discretely in order not to disturb other candidates.
1.8	Escort candidates with permission to leave the room (e.g. toilet breaks, dealing with illness) during the examination room.
1.9	Ensure that candidates do not leave unescorted within the security period and only staff permitted are allowed in the examination room.
1.10	Deal with minor disturbances promptly and discretely ensuring that the incident log is completed.
1.11	Refer serious disturbances and suspicions of malpractice to the Lead Invigilator and assisting them in dealing with such issues – ensuring that the incident log is completed.
1.12	Be familiar with the evacuation procedures.

**Person Specification : E Essential, D Desirable**

<b>2</b>	<b>Experience/Aptitudes:</b>	
2.1	To communicate effectively with staff at all levels within the school	E
2.2	To work under pressure	E
2.3	To relate to young people	E
2.4	To take initiative and work independently	E
2.5	To work to high levels of accuracy	E
2.6	To demonstrate high levels of confidentiality.	E
<b>3</b>	<b>Characteristics:</b>	
3.1	Excellent attendance record	E
3.2	Trustworthy	E
3.3	Sense of humour and optimism.	E
3.4	Self-Motivated and Hard working	E
3.5	Willingness to be flexible and work to meet the best interests of the school	E
3.6	Team player	E
<b>4</b>	<b>Knowledge/Skills</b>	
4.1	Excellent interpersonal skills.	E
4.2	Teamwork and collaboration	E
4.3	Previous Exams/Invigilating experience.	D
4.4	Work experience gained in a school environment.	D
<b>5</b>	<b>Qualifications and Experience</b>	
5.1	Good general education	E

5.2	Minimum GCSE English and Maths (Level C) or equivalent	D
<b>6</b>	<b>Safeguarding</b>	
6.1	Has appropriate motivation to work with children and young people.	E
6.2	Ability to maintain appropriate relationships and personal boundaries with children and young people.	E
6.3	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E

## How to Apply

This is a superb opportunity to join our team, where you will inspire high achieving young people who are committed to their learning and proud to be part of Harrogate Grammar School.

We understand the importance of securing the right role and believe our School will not disappoint you. We are confident that our Trust, and Harrogate Grammar School, offers an outstanding environment to both work and learn.

We hope that after considering all the information provided you will decide to make an application. If we can help in providing any other information you might need, please do contact the HR team [recruitment@rklt.co.uk](mailto:recruitment@rklt.co.uk)

To access our online application form please visit: [www.rklt.co.uk/vacancies](http://www.rklt.co.uk/vacancies)

This role will close when all vacancies have been filled.

Successful candidates will be invited to interview.

To find out more about Red Kite Learning Trust [click here](#)

For RCLT recruitment guidelines and policy on recruitment of ex-offenders [click here](#)

If you have not heard from the HR department within two weeks of the closing date please assume that on this occasion that you have not been successful. Whatever the outcome of your application, we thank you for the interest you have shown in our school and we wish you well for your future career.