



**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

Application Pack:

Invigilator



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Dear Applicant,

Thank you for your interest in our Invigilator vacancy at Hayling College. I am very proud and privileged to introduce myself as the Headteacher of the College.

The Hayling College is looking for Invigilators to join our team of committed staff to take the college forward.

As a smaller than average school I have explained to the governors and staff that I view "a seat around our table" at The Hayling School to be a real privilege. My vision is to lead the college to be a Happy, Healthy and High Performing. I truly believe that we must share similar values and that all schools are not the same. I think in schools it is great to demonstrate humility and be a hardworking team player.

Are you looking for a new challenge in a Healthy, Happy, High Performing environment? In return we will offer support, care and development. We pride ourselves on: No aggressive monitoring. pointless data/paperwork. No toxic culture

My philosophy on education is very simple. If I can create the right conditions in school to ensure that the teachers and students are happy then the results will follow. I have worked hard spreading the message that wellbeing is vital in education over the last seven years on social media and with the teachers I have worked with. Now is the time to implement the changes I have discussed at The Hayling College.

We are working together to reduce workload and to create a caring environment for our staff to flourish. The pandemic has given us time to reflect and work out what is important at home and at school. IS it time for a change and be part of creating something that is different than before?

For more information about the school, please consult our website:
www.hayling.hants.sch.uk.

To receive more information, arrange a visit, or ask any questions that may inform your application, please contact tammy.rigby@hayling.hants.sch.uk

Yours faithfully

Martyn Reah
Headteacher



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Information for applicants

If you wish to apply, please return the fully completed application form and equalities monitoring form to The Hayling College. Emailed applications are acceptable to Tammy.rigby@hayling.hants.sch.uk or by post to:

The Hayling College
Church Road
Hayling Island
Hampshire
PO11 0NU

For further information on the role of an invigilator please do not hesitate to contact Christine Weatherley, Exams Officer on Christine.Weatherley@hayling.hants.sch.uk or by telephoning 02392 466241. (Please note only fully completed Hampshire application forms will be considered).

Unfortunately, unsuccessful applications cannot be acknowledged, and feedback will only be available to those unsuccessful at interview. But I would like to thank you for your interest in this post and wish you every success in your future career.

The Hayling College is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



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Job Advert Exam Invigilators

- **Contract/Hours:** Casual
- **Salary Type:** Support Staff
- **Salary Details:** £11.44 per hour
- **Hours of Work:** Casual
- **Location of Role:** The Hayling College
- **Start Date:** ASAP

Job/Person Summary

We are looking for individuals to join our team of invigilators who can promote a supportive atmosphere for our pupils in order that they can achieve their best during their internal and external GCSE exams. As an exam invigilator you will work within the team to ensure that each exam is run in accordance with the formal guidelines, whilst ensuring that our pupils experience their exams in a calm environment.

Hours:

For the actual GCSEs in May / June, you will be required to be in school by 8.30a.m. for a morning exam and by 13.00p.m. for an afternoon exam. An exam session will normally run for about three hours (including setting up and clearing away at the end) but some exams can be longer than this.

For internal exams, (Nov/Dec and Feb/Mar), you will be required to be in school by 8.00 a.m. for a morning exam and by 10.30 a.m. for an after-break exam and 12.30pm for an afternoon exam.

Main Duties and Responsibilities to include:

- Assisting the Exam Officer in preparing the exam room for exams to take place;
- Assisting the Exam Officer in monitoring students during exams, ensuring that exam conditions as specified by JCQ, are adhered to;
- Assisting Exam Officer in collating exam papers and registers at the end of an exam;
- Liaising with Exam Officer with regard to any issues that arise during an exam, i.e. possible incidents of malpractice.
- Acting as a Reader and/or Scribe, to do so according to regulations provided by the Joint Council for Qualifications (JCQ)
- We are particularly looking for Invigilators who can commit to supporting on a large proportion of the above dates.

Training will be provided to successful candidates.

There will also be a requirement to attend an induction session prior to the Examinations.

The Hayling College is a smaller than average secondary school, rated 'Good' in all areas by Ofsted at our recent inspection February 2018. "The staffs are an incredibly supportive, hard-working and approachable group of people and our students are happy, confident and keen to learn. The college really prides itself on our family feel something that is regularly commented upon by visitors".



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