



THE HOWARD
Academy Trust

Candidate Briefing Pack

Exam Invigilator





Welcome to The Howard Academy Trust

As a Trust, we currently comprise of 8 schools, across the South East. We currently have 4 secondary schools and 4 primary schools. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision for our member schools is “working together to create a community of successful learners”. In doing this, we will deliver an outstanding education for the children and young people who attend our academies. We endeavour to ensure that all our pupils have access to the highest standards of teaching, resources and opportunities. The Trust’s role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Both Temple Mill Primary School and Waterfront UTC joined the Trust as sponsored academies and have moved from Special Measures to a Good school on their first inspection. Our schools serve their own community, and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

Owen McColgan
Chief Executive
The Howard Academy Trust





Working together to build a community of successful learners

Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

Excellent teaching and learning that promotes inclusivity;

Regular opportunities for collaborative CPD to ensure best practice across academies;

A proactive network for joint working across academies, for staff at various career stages;

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

The unique character of each academy is valued and contributes to the THAT whole Trust ethos;

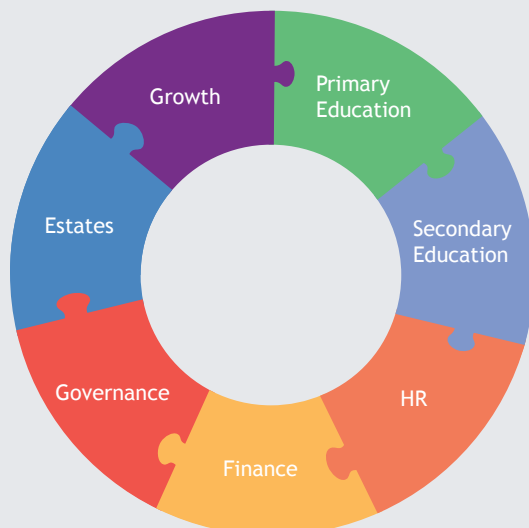
Shared whole Trust values of dignity, respect and ambition;

High aspirations for all involved with the Trust and a solutions led approach;

Each academy is a hub for its local community and families;

Facing outwards and working in collaboration with other organisations and stakeholders;

A centralised team that allows academies leaders to focus on their core purpose of education.



Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



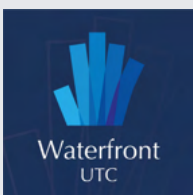
Temple Mill Primary School
240 Pupils on Roll
Rated Good by Ofsted
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



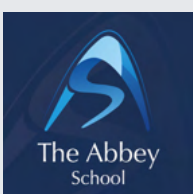
Thames View Primary School
450 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



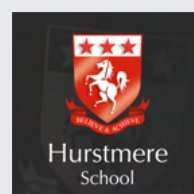
Waterfront UTC
370 Pupils on Roll
Rated Good by Ofsted
Located in Gillingham, Kent



Miers Court Primary School
410 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. The Howard Academy Trust has received the Platinum Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- Subsidised Private Healthcare with Benenden Health.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone.

Professional Development

- Early finish for teaching staff every Friday afternoon to allow for whole school CPD (Secondaries only) and whole school PPA (Primaries only).
- Comprehensive CPD programmes including departmental and whole school training.
- Trust-wide training events and Staff Conference events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.

Wellbeing

- Full Time support staff receive 23 days annual leave as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens with a full lunch menu.
- Free car parking at each Trust site.



Job Description

Job Title:	Exam Invigilator
Contract Type:	Casual, Zero Hour Contract paid by claim
Remuneration:	Bexley Payscale 5 point 1 (£14.40 per hour)

Specific Responsibilities of Invigilator:

- Laying out name cards on each desk according to the pre-printed seating plan
- Overseeing the orderly entry of pupils into the exam room ensuring pupils find their correct seats;
- Ensuring pupils hand in equipment which is not allowed;
- Opening the packets of exam papers and distributing them, ensuring that each pupil has the correct paper at the correct level;
- Assisting any pupils who might need further clarification as the instructions are read out;
- Recording examination start and finish times on the notice board so that all pupils can see these clearly;
- Assisting with completion of the attendance register informing the Examinations Officer of any absent pupils;
- Continually watching to see if a pupil raises their hand to ask for assistance and ensuring that all pupils remain completely focused on their own work.
- Escorting pupils to the toilet if necessary;
- Reporting to the Examinations Officer any suspicious breach of examination rules;
- Collecting name cards from the desks at the end of the examination;
- Collecting question papers and answer books at the end of the examination, keeping papers in the prescribed order.

Reader:

- The reader must read accurately;
- The reader must only read the instructions of the question paper(s) and questions, and must not explain or clarify;
- The reader must only repeat the instructions of the question paper or questions when specifically asked to do so by the pupil;
- The reader must not advise the pupil regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered;
- The reader may read back, when requested, what the pupil has written;

- The reader may, if requested, give the spelling of a word which appears on the paper but otherwise spellings must not be given.

Scribe:

- The scribe must be able to write accurately and at a reasonable speed;
- The scribe must draw or add to maps, diagrams and graphs strictly in accordance with the pupil's instructions, unless the pupil is taking a design **paper**, in which case a scribe will only be permitted to assist with the written parts of the paper;
- The scribe must not give factual help to the pupil or indicate when the answer is complete;
- The scribe must not advise the pupil on which questions to do, when to move on to the next question, or on the order in which questions should be answered;
- The scribe may, at the pupil's request, read back what has been recorded.

Community and Ethos:

To ensure and develop high standards of behaviour in order to promote academic achievement.

Please note that the above tasks are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties and the post holder will be expected to undertake other duties considered commensurate with the role.

Duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of Hurstmere School will be expected to comply with GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above, the post holder must be committed to safeguarding and promoting the welfare of children and young people.

Review and Amendment:

This job description should be seen as enabling rather than restrictive and will be subject to regular review. As such:

- Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.
- This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title and in order for the school to meet its statutory and general obligations regarding service provision.

Person Specification

Post: Exam Invigilator

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
Education and Qualifications:	
<ul style="list-style-type: none"> • Educated to GCSE/A LEVEL equivalent • Willing and able to undertake development and training opportunities as necessary • Awareness of GDPR protocols and issues 	
Experience:	
<ul style="list-style-type: none"> • Excellent communication skills both written and oral • Good organisational skills, methodical and ability to follow instructions 	<ul style="list-style-type: none"> • High level of interpersonal skills • Experience of working in a school environment
Competence:	
<ul style="list-style-type: none"> • A proactive approach to problem solving • Ability to meet deadlines 	
Skills and Personal Qualities:	
<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people • Excellent working relationships with a wide range of people • Able to take initiative and be proactive • Integrity, discretion and the ability to maintain confidentiality • Energy, drive and enthusiasm • Resilience and a sense of humour • Ability to speak English with confidence and accuracy using accurate sentence's structure and vocabulary • Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation 	
Relationships:	
<ul style="list-style-type: none"> • Ability to work as part of a team • Able to relate to children and adults 	
Equalities and Diversity:	
<ul style="list-style-type: none"> • Understand equality and diversity 	