



We Co-operate  
We Pioneer  
We Belong



# Exams Invigilator APPLICATION PACK





Dear Applicant

We would like to extend a warm welcome to you in applying for the post of Exams Invigilator at Kingsway Park High School.

The school has recently undergone a period of transition and change in its Senior Leadership Team resulting in the appointment of a new Headteacher and other key roles. There has also been a number of promotions within the area of Social Sciences which has meant that we are in the exciting position to recruit to this key role.

As part of the Altus Education Partnership, the mission and values that underpin the direction for our school are clear and form a key area of alignment that will be needed for the role. I would encourage you to review these alongside our statement of intent.

“We Co-operate, We Pioneer, We Belong” on our website, as they will tell you all that you need to know as to whether this school is the right place for you. This is so important that we are a right fit for you as much as you are for us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse comprehensive school. We provide an individualised curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need. We seek to nurture and develop the whole child not just ensuring each students academic potential, but also preparing them as a socially responsible citizen who can flourish in society and give back to their local community. We seek to remove those barriers of inequity that prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams. We also respect and recognise that success feels and looks different for each and every one of our students.

This school has soul and a true “family feel.” The staff here work relentlessly in the pursuit of excellence for this community and the students we serve.

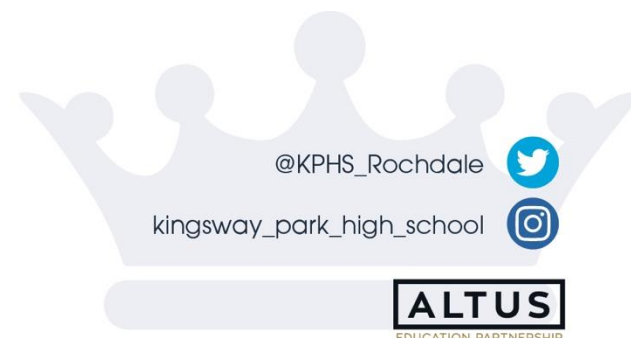
Our challenge is to continue to develop the schools culture and unique offer while improving aspirations, learning and achievement. This is not something that is possible for any one individual but requires a team of passionate, dedicated and committed staff, supported by a strong and principled senior leadership team. It is only through this collective responsibility and partnership working, that we can achieve a world-class learning experience for all.

If you are excited by what you have read and feel that you can support in elevating Kingsway Park High School, during its next stage of its journey, we look forward to receiving your application.

Yours sincerely



Mr Simon Ward  
**Headteacher**



# Making your application

I hope that when you read this pack you are inspired to apply for the post.

## Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to [recruitment@altusep.com](mailto:recruitment@altusep.com)

## Deadline

The deadline for the post is Monday 24<sup>th</sup> April (to arrive no later than 12.00 midday).  
Interviews are expected to take place week commencing Thursday 27<sup>th</sup> April.

## Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

## Salary

The post will be paid at £10.90 per hour and timesheets must be submitted for all hours worked.

## Start Date

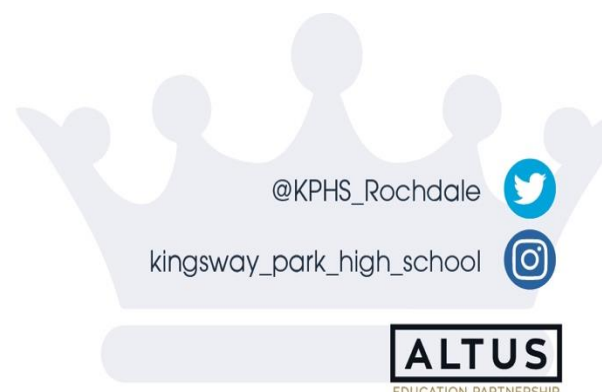
May 2023

## For an Application Pack

1. Visit [www.kingswaypark.org](http://www.kingswaypark.org) or [www.altusep.com](http://www.altusep.com)
2. Contact: [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone 01706 716 761

*Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.*

*In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.*



# Background Information

## Kingsway Park High School

Kingsway Park High School was established ?? years ago, and joined the Altus Education Partnership in February 2022. We are now a very popular oversubscribed school located in central Rochdale. We are within a five-minute drive to junctions for the M62 and M60 motorways and a similar distance to Rochdale train station and the Metro Link.

We have 1350 students (Year 7-11) and 190 staff. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Kindness, Perseverance, Helpfulness** and **Success** at the core of everything we expect from our students. Students are awarded celebration post cards and lapel badges when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

## Altus Education Partnership

The Altus Education Partnership is a Multi Academy Trust and was established in April 2017 by the Governing Body of Rochdale Sixth Form College, an outstanding A-Level provider founded in 2010. The college was awarded Outstanding status by Ofsted in 2013 and has developed a national reputation for excellence, having been used in Ofsted case studies for sharing best practice. The development of the Trust stemmed from a commitment to raising aspirations and improving the life chances of young people throughout the borough of Rochdale. In 2019 the Trust was successful in its application to open a new free school, the Edgar Wood Academy, which serves the local community in Middleton and Heywood.

We are committed to supporting all children in their academies to progress to a successful career, life and employment path of their choice.

All our academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders and teachers will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all academies in the Trust.

## Altus Education Partnership Values

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.
- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and the results of all our students – ‘if one fails, we all fail’.

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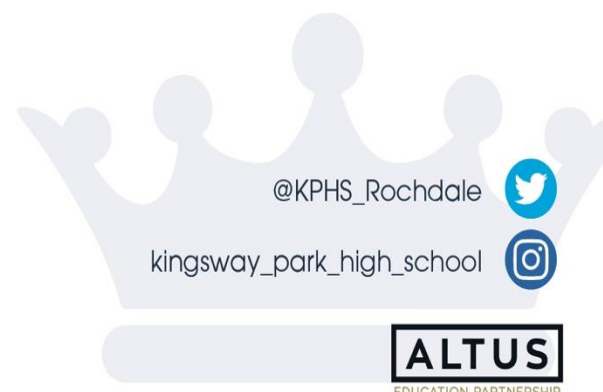
**The Ambition is that by the time students leave they will:**

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

**Shared Objective for all Staff**

“To maximise students’ achievements’

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership are committed to their students and demonstrate this through their daily conduct and interaction.



## Job Description

<b>Job Title:</b>	Invigilator
<b>Reports to:</b>	Examinations Manager
<b>Remuneration:</b>	£10.90 per hour
<b>Contract:</b>	Casual
<b>Start Date:</b>	May 2023

## Overall Purpose of the Post

- To provide invigilation and administration assistance to the examination's office in accordance with the JCQ, awarding body and Kingsway Park High School
- To provide support as a reader/scribe or invigilator for students on an individual or small group basis (only when TAs aren't available).
- To work flexibly during the peak examination series including November, December, January, May and June.

## Key Duties

- Under direction of examinations staff, to take responsibility for the conduct of examination sessions in the presence of candidates
- To ensure at all times the safe custody of question papers and other examination materials
- To ensure that examination rooms are adequately prepared for examination purposes and ready to admit candidates at a scheduled time
- To ensure all rules and regulations relating to the conduct of examinations are strictly applied and followed
- To deal with any emergencies that arise during the examination
- To act as reader/scribe or invigilator for a student requiring a reader or scribe
- To undertake supervision of clash candidates
- To assist in collating scripts for sending to Awarding Bodies
- Any associated duties that may be assigned by the examination team

## Support for the School

The Invigilator and Examination Support Assistant will:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background;

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- Attend and participate in meetings and/or training as required;

## General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly.

## Other

KPHS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. KPHS is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

## Person Specification

No.	CATEGORIES	Assessed by:	
		App Form	Interview
<b>ESSENTIAL CRITERIA</b>			
2.	Good written and oral communication skills	√	√
3.	Ability to issue instructions to a wide range of examination candidates in a confident manner	√	√
5.	Willingness to maintain confidentiality on all school matters	√	√
6.	Ability to work effectively and supportively as a member of the invigilation team	√	√
7.	Willingness to work flexibly until all exams papers have been collated and are ready for posting	√	√
8.	Well-presented and professional manner	√	√
9.	Demonstrable commitment to equal opportunities	√	√
10.	Willingness and ability to adapt to a wide range of duties in response to changing circumstances	√	√
11.	Flexibility in working hours throughout the peak exam series (November, December, January, May and June)	√	√
<b>DESIRABLE CRITERIA</b>			
12.	Experience of supporting students in a classroom environment, including those with special educational needs	√	√
13.	Committed to continuing personal and professional development	√	√

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