



The John of Gaunt School

A Community Academy

Excellence Every Day

APPLICATION PACK





The John of Gaunt School

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Our Mission

Our mission is to make sure that all our students, regardless of their circumstances, discover their personal best and thrive academically, individually and socially.

We are relentless in driving high expectations and make no apology for ensuring high standards across the school. We will continually ensure every student achieve excellent results, with high-quality teaching and a first-class curriculum, underpinned by outstanding cultural capital experiences and exceptional pastoral care.

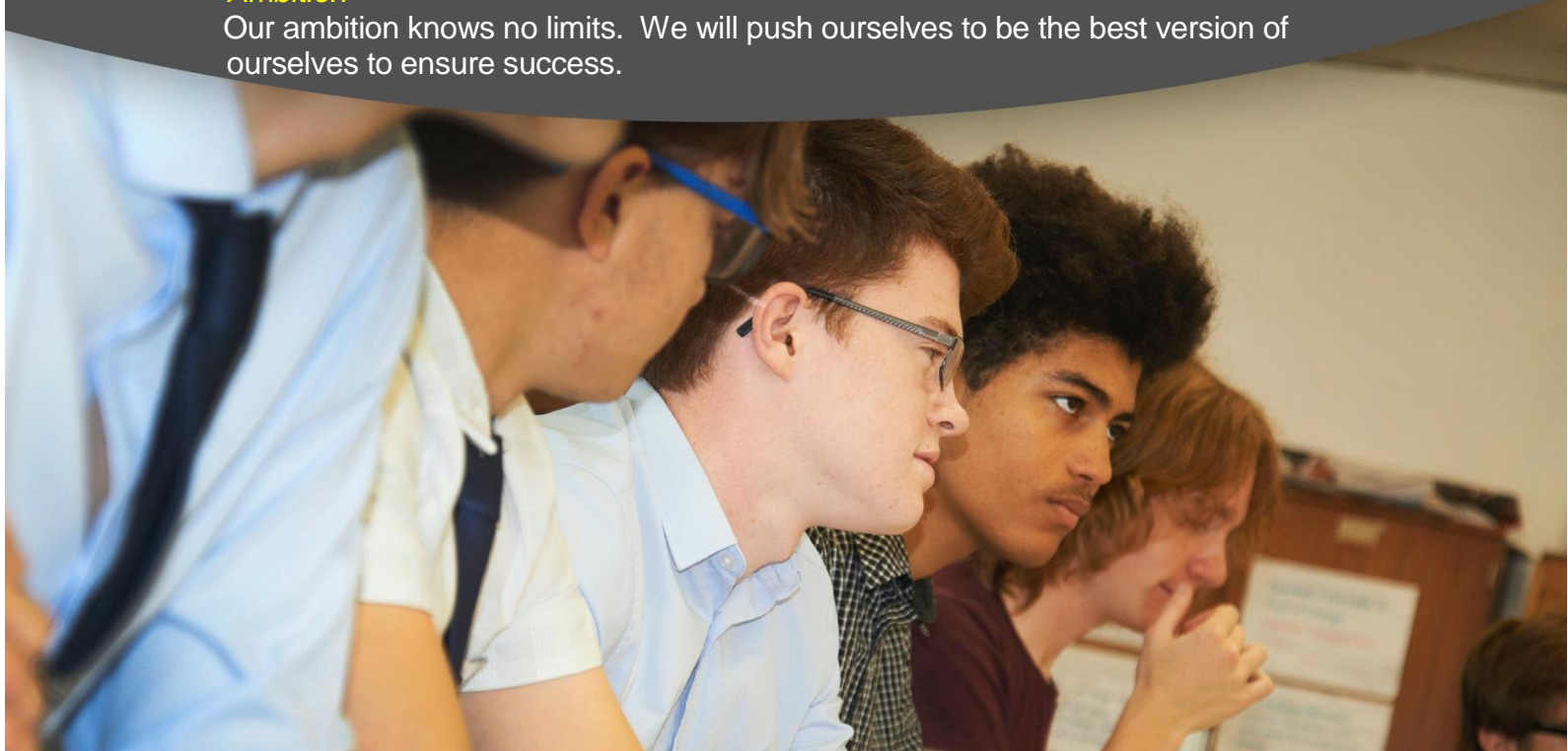
Ethos and Culture

We are a highly inclusive school that blends nurturing individual care with high standards and expectations.

Our students are proud of their school and are happy, ambitious, inquisitive learners. They thrive on a curriculum and character education programme that takes place in classrooms, and includes clubs, trips and activities. Our ethos is underpinned by strong relationships between students, parents, carers, staff and governors, who all work tirelessly together to ensure students develop their individual characteristics to be successful at school and beyond.

Values

- **Excellence**
We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.
- **Respect**
We treat others in our diverse, inclusive community as we wish to be treated. We acknowledge individual differences yet join together in an uncompromising respect for each other.
- **Responsibility**
We understand that we own our actions. We work hard to understand our emotions and manage them effectively, whilst ensuring we put any mistakes right.
- **Resilience**
When we encounter challenges, we persevere and bounce back. We see setbacks as stepping stones to success and always give 100%.
- **Ambition**
Our ambition knows no limits. We will push ourselves to be the best version of ourselves to ensure success.





The John of Gaunt School
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Examinations Invigilator Casual Contract

Dear Applicant,

I am delighted that you have shown an interest in the Examinations Invigilator post at The John of Gaunt School which will start as soon as possible. You will join a committed and highly talented staff team with a supportive Governing Body who share high ambitions and the desire of excellence for our students. This is a truly exciting time to join our growing, forward thinking school.

We are looking for a well-organised and reliable colleague who is able to work within strict guidelines, to join our friendly team of invigilators and ensure the smooth running of exams. The successful candidates will share our commitment to raising the achievement of every student.

You will be required to work during exam periods and our preference is for invigilators to be available for at least 6 sessions (morning or afternoons) per week during this time. The main exam period during a normal period would be May – end of June, but there are usually other opportunities throughout the year with many exams taking place in November and occasional weeks during January to March.

This is a casual contract, paid at £10.60 per hour.

On occasions, there may be an opportunity to take on the additional responsibilities associated with running an exam room. This involves issuing instructions to candidates at the beginning of the exam (regarding duration, notice of changes, reminders of regulations etc.), starting and finishing the exam and ensuring all candidates are aware of the rules and their tasks. In this event, you will be paid as a Senior Invigilator for the duration of that exam which is paid at £11.18 per hour.

You will find several documents within this pack. The John of Gaunt Support Staff Application Form can be accessed via our website [Link to Vacancies](#)

The John of Gaunt School is large and dynamic school with approximately 1270 students on roll. We are a single Academy and actively promote collaboration with our feeder primary schools through the Trowbridge Schools' Social Enterprise - Collaborative Schools Ltd and the West Wiltshire Alliance; a partnership of 8 secondary schools and Wiltshire College. Our school roll is rising significantly each year and our reputation has accelerated over the last two years. We are now at the forefront educational practice and we are delighted that our recent changes are accelerating the progress of our students.

The closing date for applications is Tuesday 21st February at 10am.

Thank you, once again, for your interest in this post. I look forward to reading your application.

Matthew Woodville
Headteacher



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At The John of Gaunt School

We are committed to safeguarding and promoting the welfare of students and expect all staff to share this commitment. A copy of the school's Safeguarding Children in Our School Policy and our Policy and Code of Conduct for Safe Practice are included in this pack for your reference. Further related policies will be included in the induction process. The interview will seek clarification on information you provide on your application form, assess your suitability for the post and assess your suitability to work in an environment where you will have contact with students. It will include questions relating to safeguarding and promoting the welfare of children.

If you are shortlisted references will be sought from your current or most recent employer and any issues arising from a reference will be discussed at interview. If you have worked with children in the past, but do not do so at the moment, a reference will be sought from this employer as well. If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor. References will be required which cover the past 5 years. An online profile search will be conducted prior to interview.

The application form asks you to give the contact details of a 'personal referee'; this should not be a relative or friend. Please give names and email contacts for all referees. The post will only be offered once two satisfactory references have been received.

Due to the nature of this post, you will be required to apply for an enhanced disclosure with barred list from the DBS (Disclosure and Barring Service) if you are offered the post. Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. The school will apply on your behalf and will pay the necessary fee. This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 Exceptions Order 1975, 2013 and 2020.

Having a criminal conviction will not automatically exclude you from employment, this will depend on the nature of the position and the circumstances and background of the offences committed. However, an offer of employment will be conditional until DBS and medical clearance have been received.

"A Good School"

OFSTED, JUNE 18

"A highly inclusive school... committed to the success of every pupil"

OFSTED, JUNE 18

Excellence Every Day

Headteacher: **Mr M Woodville**



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**EXAMINATION INVIGILATOR
CASUAL CONTRACT
£10.60 per hour**

We are looking to appoint Invigilators to join our friendly examination team, to ensure the smooth running of our school examinations. This is casual work based primarily around our busy exam period in May and June, although there will be opportunities for work throughout the year during internal examination periods. Full training will be given.

If you are well organised, flexible regarding the hours you work and enjoy working as part of a team, we would like to hear from you. It is preferred, but not essential, that you will have previous experience of invigilating and/or worked in a school.

A commitment to help all young people and staff to achieve their best, and a shared belief in our inclusive ethos is expected of all staff.

As an employer we are committed to offering equal opportunities to all. We particularly welcome applicants from Black, Asian and minority ethnic (BAME) backgrounds as they are currently underrepresented in our school. All appointments will be made on merit and take account of the skills and experiences required for the role.

Closing date for applications is 10.00 am on Tuesday 21st February 2023

Full details and an application form can be accessed via our website, [Link to Vacancies](#)

CVs will not be considered.



Examinations Invigilator Casual Contract Job Description

Start Date:

- As soon as possible

Grade:

- Grade B

Working Hours:

- Casual hours to be worked when required during examination periods

Accountability:

- Accountable to the Headteacher.
- Under the daily leadership of SIMS and Examinations Manager

Safeguarding:

- The John of Gaunt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so.
- The postholder must hold enhanced DBS clearance with children's barred list check.

Comment:

- The postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are common occurrences and would not of themselves justify the regrading of the post.



Examinations Invigilator Job Description cont.

Main Job Purpose:

The Joint Council for Qualifications (JCQ) has an instructions document for conducting examinations, which describes the role of an invigilator in the following way:

'An invigilator is the person in the examination room responsible for conducting the exam. They have "a key role in upholding the integrity of the external examination/assessment process".

Invigilators should:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination beforehand, during and afterwards
- prevent possible candidate malpractice
- prevent possible administrative failures

Invigilators must be familiar with the instructions outlined by the JCQ. They must give their full attention to conducting the exam properly and inform the Head of the Centre if they have any concerns about the exam process.'

Key Tasks:

- To set out individual candidate labels according to the seating plan and hand out question papers, answer booklets and other essential equipment, ensuring a prompt start.
- To ensure that students enter the exam rooms in an orderly fashion in accordance with regulations and to minimise delays to the start of exams.
- Once the exam has started, to ensure no rules are broken (such as communication, illegal equipment etc.) and ensure candidates have all they need.
- To hand out any additional paper, stationery, treasury tags etc.
- To report any major problems to the Examinations Officer or other designated person.



Examinations Invigilator Job Description cont.

Key Tasks cont.

- To escort students from the exam room if necessary (due to illness, for supervised breaks or lunches, toilet breaks etc.), thus ensuring no rules are compromised, whilst looking after the welfare of candidates.
- At the end of the exam, to ensure students have completed the front of their scripts, collect scripts and spare equipment, and make sure exam regulations continue to be observed.
- To help dismiss students from the exam room in an orderly manner.
- Once candidates have left the exam room, to check tables are tidy, free from graffiti and are still the correct distance apart, ready for the next exam.
- To arrange completed exam scripts in the correct order and fill out attendance registers required by the Awarding Body.
- To package up scripts ready to be sent to the awarding bodies for marking and to assist the Examinations Officer with any additional paperwork.
- To maintain confidentiality and integrity at all times.
- To be responsible for safeguarding the welfare of students at the school.
- To hold enhanced DBS clearance with children's barred list checks.



Examinations Invigilator Person Specification

	Essential	Desirable
Qualifications		
Experience	<ul style="list-style-type: none">• Undertaking tasks in a responsible and organised manner• Basic administration	<ul style="list-style-type: none">• Working within a school• Invigilation or supervision of exams• Work with young people
Skills	<ul style="list-style-type: none">• Well organised• Good communication skills• Literate and numerate• Able to follow verbal and written instructions• Adhere to working methods• Accurate and methodical• Able to work effectively and supportively as a team member• Able to work on own initiative and deal with unexpected problems as they arise	
Personal Qualities	<ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with young people• Ability to build and maintain good working relationships with staff and students• A patient, non-confrontational and positive role model• Reliable and punctual• Polite, friendly and flexible approach to work• Committed team player• Ability to keep calm and maintain an air of authority	



Person Specification cont.

	Essential	Desirable
Requirements	<ul style="list-style-type: none">• Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels• An unconditional, positive regard for young people and a passion for helping students overcome barriers to learning• Commitment to safeguarding and promoting the welfare of children• A desire to make a difference• Work within school procedures and policy guidelines• Follow confidentiality protocol• Enhanced DBS clearance with children's barred list checks	



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Our Town

The historic woollen town of Trowbridge is the County town of Wiltshire, and situated close to the edge of Salisbury Plain. Trowbridge is a socially diverse and rapidly growing town. With moderately priced housing, the town offers a range of High Street and independent shops, supermarkets, cafés, pubs and restaurants, as well as a weekly street market featuring local stalls and traders. Situated just 25 minutes by road from Bath, with good public transport links nationally, Trowbridge provides a great base from which to explore the region, including the world famous landmarks such as Stonehenge and Avebury as well as numerous National Trust and English Heritage sites.

Our School

As one of 3 secondary schools in Trowbridge, The John of Gaunt School is a fully comprehensive single Academy for students from the ages of 11 – 18, with approximately 1270 students on roll. We are a school for our community and strongly believe in collaboration. We actively promote this with our local primary schools through Collaborative Schools Ltd - a social enterprise incorporating all Trowbridge schools; and the West Wiltshire Alliance. Our strong partnerships with local primaries mean that most students join us already knowing the geography of the school and key staff.



Our Leadership Structure

Our Headteacher is supported by the Strategic Leadership Team which comprises:

- 1 Deputy Headteacher
- 5 Assistant Headteachers
- 3 Associate members
- Finance and Business Manager
- HR Manager

Our Students

We believe that every student deserves an engaging, inclusive and dynamic curriculum which prepares them for life in the 21st Century. Our curriculum is personalised and aims to meet the needs of all individuals, ensuring students are appropriately challenged.

We believe that high quality teaching is the core purpose of our school. Recruiting, developing and retaining the very best leaders and teachers is of the utmost importance to us. Our staff are hugely talented and dedicated to delivering high quality lessons, within a purposeful learning atmosphere.

We have high expectations and students expect to be challenged. We ensure that learning takes place in a calm and purposeful atmosphere. We know that learning is maximised when students play an active role in lessons and develop the independent skills required to become confident, lifelong learners. As a school we believe that effort leads to success and teachers seek to develop dedication and resilience in all students.

We believe that happy children who feel safe and well supported are more likely to succeed. We pride ourselves on how we know our students as unique individuals and how all are enabled to flourish.

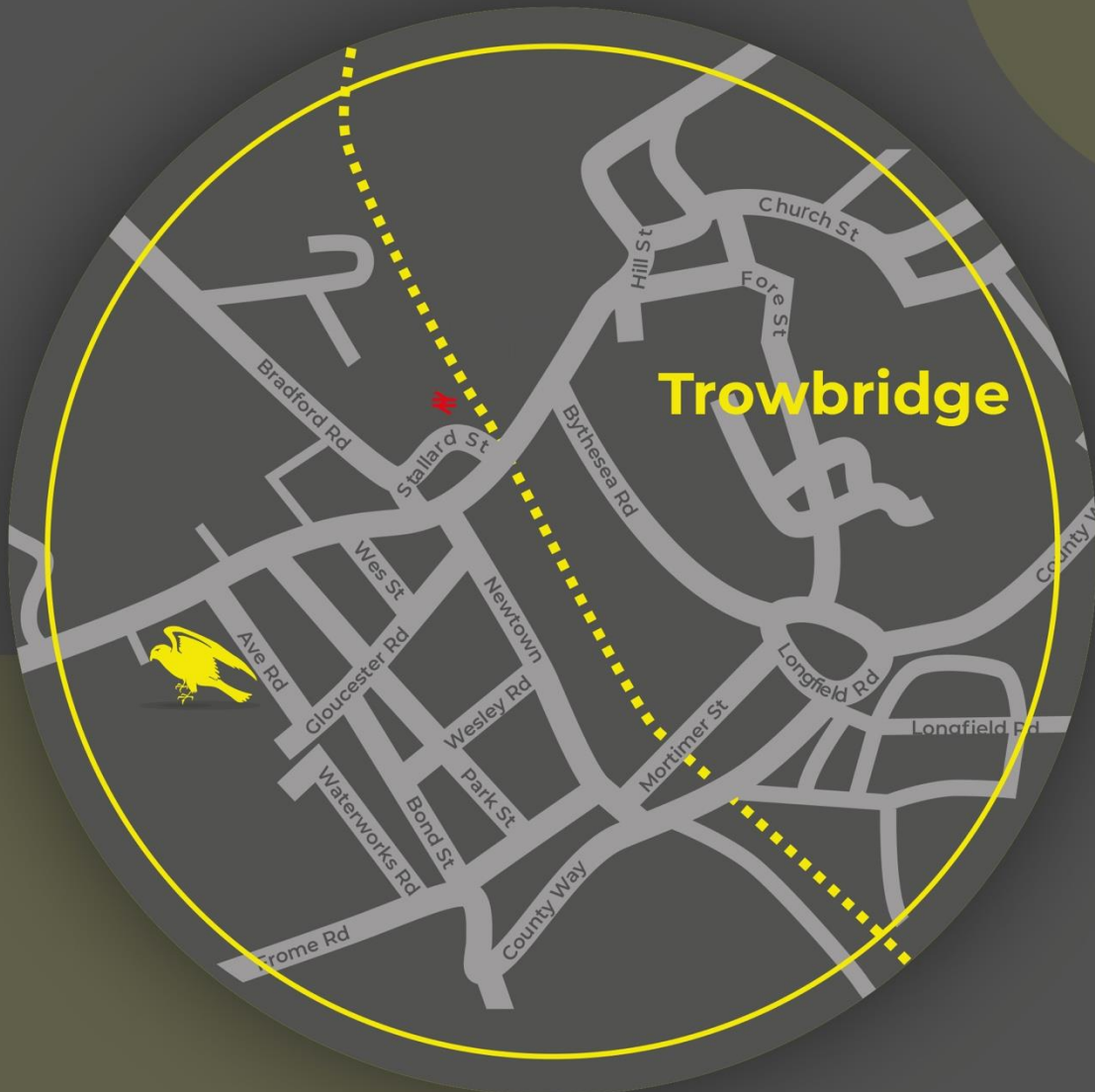




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The John of Gaunt School, Wingfield Road, Trowbridge, Wiltshire, BA14 9EH



01225 762637



office@jogschool.org



www.jogschool.org