



CANDIDATE INFORMATION PACK

Examination Invigilators

Start Date: ASAP

Welcome from the Headteacher



I am proud to welcome you to Belle Vue Girls' Academy. We are a long-established and highly successful academy with a thriving Sixth Form, providing an exceptional quality of education for girls aged 11 to 18.

At Belle Vue, we are committed to providing an exceptional educational experience for all, empowering our young people to become confident learners, confident communicators, and confident

future citizens. We expect nothing but the best, from everyone, for everyone.

Our students are highly motivated, ambitious and aspirational. They are excited by learning and value the extensive opportunities we provide for academic and personal development. They get involved in exciting and enriching activities and experiences and develop as leaders and young citizens. We expect excellent attendance and punctuality, and for students to always behave in a respectful and courteous manner. Our high standards mean that our academy is a safe and happy place for all students to learn, and that all students can fulfil their potential.

Our staff are driven by ambition, aspiration, and excellence. They have the highest of expectations of all and work hard to ensure every student achieves aspirational academic outcomes, with personalised support, care and guidance at every stage of their journey. Our staff believe in and champion our students, we ensure no student is ever left out or left behind.

Our high expectations and the exceptional quality of education means that our students make excellent progress. In 2022 we celebrated our best GCSE results ever, placing us again among the highest performing schools in Bradford, and in the 'well above average' category for progress nationally. Our A Level results were equally strong, with 25% of grades at A*-A and 50% at A*-B. 88% of students studying an Applied Vocational qualification achieved Distinction*/Distinction. All Year 13 students progressed to a university of choice, or a high-quality apprenticeship. Our girls work hard, and we are very proud of them.

I would like to invite you to explore our website and follow us on Twitter to find out more about us and the achievements of our remarkable students.

Mrs. Deborah Anness

Headteacher

Examination Invigilators

£10.50 p/h

Zero-hour, fixed term

The Governors and Headteacher are seeking to appoint new Examination Invigilators to work with the existing team in the organising and running of examinations at Belle Vue Girls' Academy.

The successful candidate will:

- Have good attention to detail
- Be flexible with work hours
- Have excellent time keeping and organisational skills

Experience is not necessary, as full training will be provided

For full details, application form and information pack, please contact Nichola Laidman, Headteacher's PA, nichola.laidman@bvga.bdat-academies.org

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).

Job Title: Examinations Invigilator

Accountable to: Exams and Data Officer

Purpose: To provide a truly exceptional educational experience for all, enabling each of our learners to become academically, socially, culturally and emotionally fulfilled young people, ready to take their place in the world.

Job role and responsibilities:

- Preparing the examination room ensuring that it is conducive to examination conditions and minimise distractions
- Checking attendance during examinations and recording details of late arrivals and early leavers
- Distributing and collecting examination papers/scripts/materials from candidates
- Supervising the entry and exit of candidates to and from the examination room; directing them to their seats and ensuring that candidates leave venues in an orderly and quiet manner
- Ensuring that examinations begin and end on time as scheduled
- Invigilating during examinations, dealing with queries raised by candidates and closely following and enforcing exam procedures and regulations
- Remaining vigilant during the examinations, in order to prevent any cheating or malpractices
- Reporting any malpractices or problems
- Dealing sensitively with candidates who have special arrangements
- Familiarising and adhering to the academy exams policy
- Being available to work flexibly in ensuring that examination processes are completed at the end of each examination
- Provide advice and guidance to staff, students, parents/carers and others

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

Person Specification

Category	Essential	Desirable
Qualification and Training	GCSE grade 4 or higher (or equivalent) in English & Maths	
Experience	Experience of working with young people	
Knowledge and Understanding	<p>Able to follow the school's safeguarding procedures and recognise when to report any concerns</p> <p>Accuracy and attention to detail</p> <p>Flexible approach to work</p> <p>Ability to communicate with candidates and members of staff clearly and accurately</p> <p>Ability to work to predetermined instructions</p> <p>Common sense and initiative</p> <p>Effective oral and written communication skills</p> <p>Ability to follow recognised procedures and policies</p> <p>Good organisation, time management, communication and interpersonal skill</p> <p>An understanding of safeguarding and child protection</p>	<p>Experience of working in administration</p> <p>Experience of working in an educational setting</p>
Attitudes and Responsibilities	<p>Professional appearance and demeanor</p> <p>Able to work calmly under pressure and with stand stress</p>	

How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Process

The interviews will be held at Belle Vue Girls' Academy. The interview will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Probationary Period

The first school term of your employment will be a probationary period

Please return your completed application form via email to:

nichola.laidman@bvga.bdat-academies.org

About BDAT

General Information and Background



Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England Multi-Academy Trust. BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company. BDAT was established in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds. BDAT operates as an Exempt Charity and is governed by a Board of Trustees who are responsible for, and oversee, the management of the company.

The mission statement of BDAT

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

Trust development and growth

The MAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of January 2022, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We expect a further primary school to join in the summer of 2022 and we are actively considering further slow and steady growth following several years of consolidation.

For more information on BDAT, visit www.bdat-academies.org or visit [#wearebdat](https://twitter.com/wearebdat)

Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical and spiritual opportunities and development for each member of its academies.

Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor non-Church of England School, as well as those within the faith.



Our mission, vision and values

BDAT's mission is:

"to provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals".

Our rationale or reason for doing this is:

"... because we believe that every child has only one chance at a good education".

Our vision is:

"That every student in a BDAT academy gets a happy and high quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford."

The Trust, our family of schools and our pupils are driven by a set of shared values which guide how we operate, how we teach and how we support each other.