



The Collegiate Trust
Exceptional Education for All

EXAMS INVIGILATOR

Information for Applicants

Academy	Woodcote High School
Required	As required throughout the academic year
Salary	£10.42 per hour
Closing Date	9am, Monday 6 th November 2023
Interviews	As applications received





The Collegiate Trust

Exceptional Education for All

Our Partnership of Schools

The Collegiate Trust exists to improve education in Croydon, Crawley and the surrounding areas. Our schools choose to work together because of their shared values, an alignment in their approaches to delivering an exceptional education and a common culture of ambition that is focussed on PEOPLE and LEARNING. Collaboration within our forward-thinking family of schools is key to our success.

Our Vision

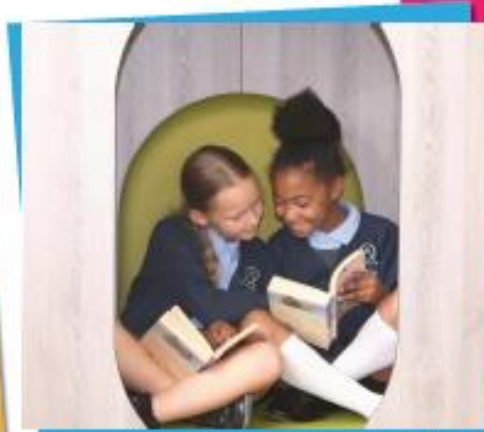
Our vision for The Collegiate Trust is to deliver **Exceptional Education for All** in safe and nurturing environments. Such an exceptional education has three features:

- A **rigorous academic education** which makes sure young people have a rich understanding and knowledge of a wide and relevant curriculum
- A set of **creative and cultural learning experiences** which involves all young people in (and develops an appreciation and understanding of) the creative, performing and physical arts
- The building of **personal qualities and skills** through the rich curricular and extra-curricular work in the school and beyond, developing successful adults who respect each other and their surroundings



Schools in The Collegiate Trust...

- are happy places to work, learn and grow
- value **Partnership**, promote **Progress** and focus on the **Preparation** of young people for the future
- maintain a strong individual identity within our family of schools
- work collaboratively to improve the quality of education and the learning experiences that we provide
- drive forward standards and improve outcomes under a well-supported Principal and a strong Local Governing Body
- achieve value-for-money on highly cost-effective services delivered through the Trust
- deliver our mission of **Collaboration to Deliver Exceptional Education**
- achieve our vision of **Exceptional Education For All**



Welcome



Dear Applicant

Thank you for your interest in the post of *Exam Invigilator*. I hope that this information pack will help you to learn more about our fantastic school and that you will be excited about the prospect of joining our excellent team.

Woodcote High School is a fantastic place to work and learn. We have recently joined The Collegiate Trust whose vision of an exceptional education for all accurately describes the ambitions we hold for our students. They are bright, well-motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves and others. We are determined to provide the very best learning environment and learning experiences for our students, as it is the combination of these factors that leads to the high academic standards and enviable reputation that *The Collegiate Trust* is known for. We are very proud of what we do and we are looking forward to collaborating with others in our new family of schools to accelerate our improvement and achieve even more in the future.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and the school may be right for you. To submit an application, please complete the form on our website, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification.

If you would like to visit the school or have an informal discussion about the post prior to application, please contact our Exams Officer, Mr Freeman either by email afreeman@woodcotehigh.org.uk or telephone 020 8668 6464, extension 4664.

Thank you again for your interest and I wish you the best of luck for your next steps.

Yours sincerely

A handwritten signature in black ink that reads "KWoodcock". The signature is written in a cursive style and is underlined.

Kirstie Woodcock
Principal

Our Approach

Woodcote High School is on an exciting journey, one that is going to allow us to build on our strong academic success. We have high aspirations for all our students in our care, both pastorally and academically. We are committed to ensuring that every child who joins us will have every opportunity to reach their full potential and leave us well equipped for integration into society as well rounded citizens who will be able to make a contribution to the wider community.

Woodcote is very much the school of choice for students in our local community and our academic track record of success over the years gives confidence to all our stakeholders.

You can find out more information about us at the following websites:

www.woodcotehigh.org.uk

www.tct-academies.org

Our Values

We want to ensure that our students live by our ASPIRE values of high Ambition, Self-reliance, Perseverance, Inquisitiveness, Respect and Enthusiasm for life. We have developed our curriculum to be not only academically rigorous, but to foster a culture of success in our students.

At Woodcote High School, our purpose is excellence. We will be robust in the delivery of lessons ensuring that we enthuse a thirst for knowledge and develop confident, critical thinkers who embrace challenge. In creating an exceptional learning environment, we will meet the needs of all our students, supporting them in their journey to reach their full potential.

By delivering quality first teaching, our students will be independent, lifelong learners who are ambitious, self-reliant, persevering, resilient and reflective. We will encourage our students to be inquisitive; develop enquiring minds that will increase their enthusiasm and provide academic enrichment. We will develop students with a strength of character that will shape well rounded respectful global citizens equipped to make a positive contribution to society.

In partnership with all stakeholders, our aim is to provide our students with a world-class education.

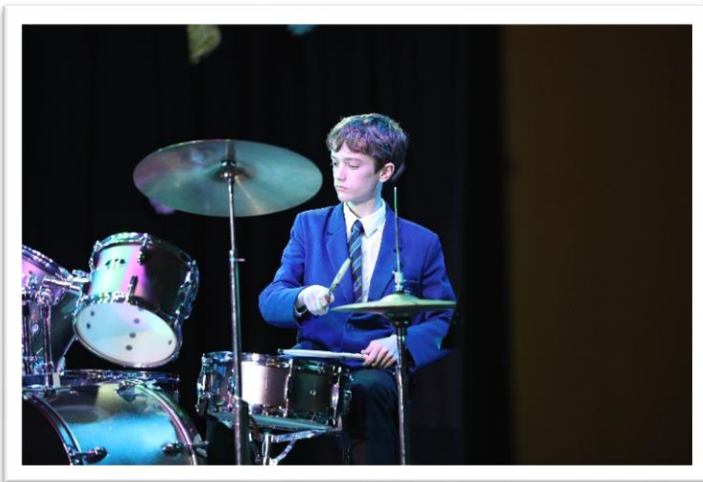
Our Students

At Woodcote High School we feel that students who are happy perform at their best. We provide a positive learning environment, where all students work with confidence and motivation to reach their full potential. We feel that students gain enormously from feeling that their work is valued and that extra effort on their part deserves both praise and reward.

Our Praise and Reward scheme is linked to academic achievement by going above and beyond in, for example, progress, participation, an excellent piece of coursework/homework, test result or consistent effort over time. The Headteacher holds reward breakfasts once a term to celebrate students' success.

Students enjoy their parents being informed of good work and staff regularly send out positive praise postcards so that parents/carers are immediately aware of good work or behaviour.

Year group praise and reward systems are in place; these feed into celebration assemblies and prize draws.



At the end of each term, our whole school end of term assembly concentrates on praise and reward and students receive certificates, prizes, and trophies for their achievement.

Woodcote High School is also part of the Jack Petchey Foundation Achievement Awards Scheme - a recognition and reward initiative which enables us to celebrate the achievements of our students as well as receive additional funding. In the summer term we hold a Praise and Awards' Evening where we present certificates for achievement in all aspects of school life. Parents are invited to attend and watch their child receive these awards. A separate Sports Awards' Evening is held annually to reward the considerable sporting achievements within school.

Our Trust

The Collegiate Trust works in the Crawley and Croydon areas with a clear vision to deliver *exceptional education for all*. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB)

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer, Chief Finance Officer & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

There are currently eight schools in our family:

Name	Range	Size	Principal	OFSTED
Riddlesdown Collegiate (founding school)	11-18	2065	Mrs Katie Turner	Outstanding
Gossops Green Primary (1.11.2016)	4-11	594	Mrs Sarah Dunne	Good
Waterfield Primary (1.3.2018)	3-11	390	Mr James Purveur	Good
The Quest Academy (1.6.2018)	11-18	970	Mr Andrew Crofts Mr Thomas Beecham (Head of School)	Good
Quest Primary School (1.9.2018)	3-11	206	Mr Andrew Crofts Miss Jo Stawman (Head of School)	Good
Courtwood Primary (1.9.2018)	4-11	213	Mrs Natasha Grant	Good
Kenley Primary (1.9.2021)	4-11	196	Mrs Denise Dixon	Good
Woodcote High School (1.4.2023)	11-18	1273	Ms Kirstie Woodcock	Good

Another secondary school in Crawley is expecting to join us in 2023.

Each school is overseen by a *Local Governing Body*, which operates through the Trust's *Scheme of Delegation*. Governance is supported by the Governance Manager. The Chairs of the LGBs meet termly with the Chair of the Trust in a Chairs' Forum; safeguarding leads on each LGB also meet in our *Safeguarding Network*.

The Principals are supported by the central executive team in planning and implementing all aspects of work.

Job Description – Exam Invigilator

Job Purpose:

- The Exam Invigilator will help assist the Exam Officer to ensure the exam hall runs according to exam board regulations whilst exams are taking place.

RESPONSIBILITIES

Key Areas of Responsibility:

1. Assist the Exam Officer to:
 - a. Ensure that the students enter and exit the exam hall in the prescribed manner.
 - b. Ensure that the exam hall runs according to the exam board regulations.
 - c. Distribute the exam papers at the beginning of the exam.
 - d. Collect the exam papers at the end of the exam.
2. Be present in the exam hall in accordance with the timetable for the examinations.
3. Follow the exam board guidelines and regulations at all times.
4. Maintain an appropriate awareness of and work effectively within the policy and procedures.
5. Operate safely within the workplace.
6. Act in a professional manner at all times and maintain confidentiality of information.
7. Attend school exam meetings as required.
8. Any other duties as required.

PERSON SPECIFICATION

Knowledge and understanding:

- Good standard of general education.
- Ability to communicate effectively.
- Well---organised approach to work.
- Able to meet deadlines and targets.
- Reliability and punctuality.
- Accuracy and attention to detail.
- A flexible approach to work.
- Ability to work to predetermined instructions.
- Ability to work alone or as part of a team.
- Ability to keep calm under pressure.
- Common sense.
- Ability to judge when a decision is not yours to make.
- Ability to be firm and fair at all times.

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the Disclosure and Barring Service.

Appointment will be dependent upon further health, medical and attendance checks.

How To Find Us

By Car

Please see the map.
M25 J6 or J7.

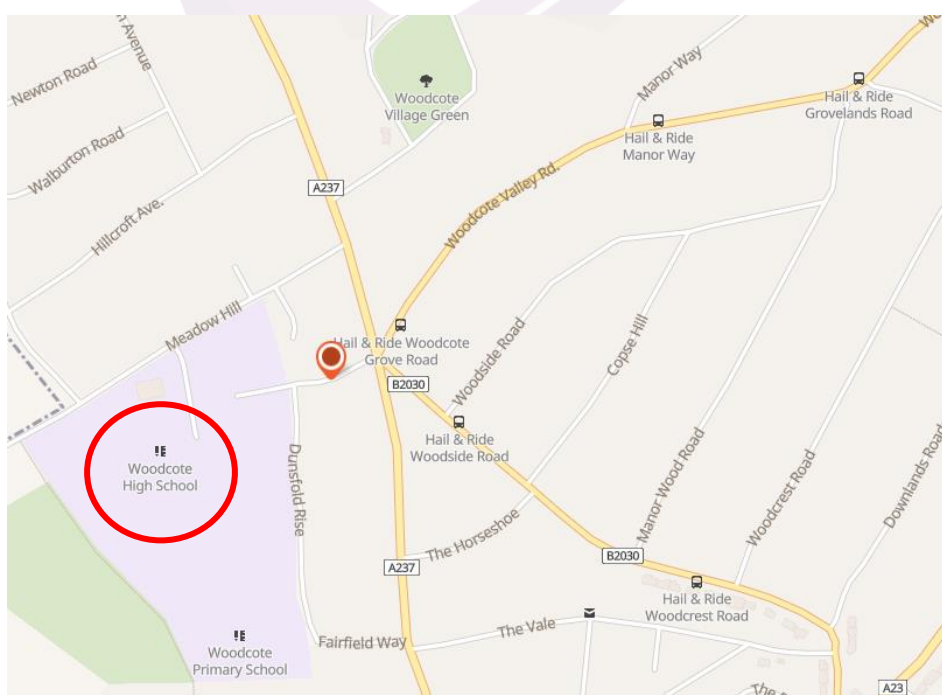
Parking is available on and off site.

By Train

Into Coulsdon South,
Coulsdon Town, Reedham or
Purley stations.

By Bus

On routes 434 and 463.



Woodcote High School

Meadow Rise, Coulsdon, CR5 2EH

☎ 020 8668 6464

✉ enquiries@woodcotehigh.org.uk

💻 www.woodcotehigh.org.uk