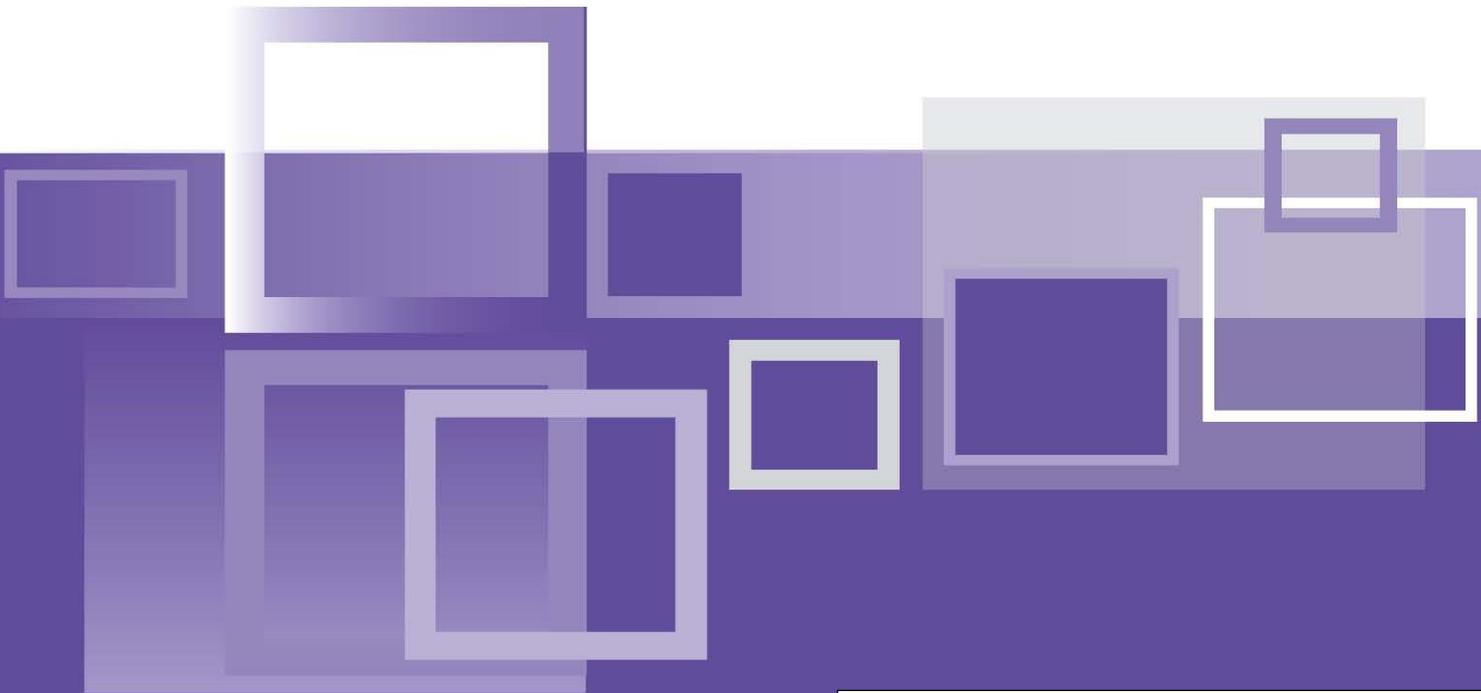




A Specialist in Business & Enterprise
Making dreams a reality

Recruitment Information Pack

Exam Invigilator



Fir Vale School Academy Trust

Owler Lane

Sheffield S4 8GB

Telephone: 0114 243 9391

Fax: 0114 261 1640

www.firvale.com

Contents

- 1 Letter from the Headteacher**
- 2 General information for applicants**
- 3 Method of Application**
- 4 Job Description**
- 6 Personal Specification**



A Specialist in Business & Enterprise
Making dreams a reality

Owler Lane, Sheffield S4 8GB

Tel: (0114) 243 9391

Fax: (0114) 261 1640

Email: enquiries@firvale.com

Website: www.firvale.com

Headteacher: Breffni Martin

Dear Applicant

Thank you for showing an interest in this post here at Fir Vale School.

I trust that the information pack will give you a sense of what Fir Vale School is about. We are passionate about learning, achievement, attainment and progress for all of our students. We want all staff and students to aspire to be the best they can be. This is a very successful school with opportunities for professional and personal fulfilment.

Fir Vale School provides an exciting and fulfilling challenge to dedicated, well-qualified professionals who believe in the philosophies of school improvement and school effectiveness.

Our success is achieved through quality provision, incorporating innovation and creating every possible opportunity for the young people.

I hope you feel inspired to want to join us. I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'B. Martin'.

Breffni Martin
Headteacher



General Information for Applicants

Our Vision:

*Inspiring learners to be aspirational independent citizens
who have the skills to contribute positively
to, and succeed in, an ever-changing world*

Fir Vale School was opened in September 1998 and has been on a journey of school improvement to provide high quality education for the local community. A 300 place extension was completed in 2011 providing a total of 1050 places to help meet local demand. On 1st November 2012, the school opened as an Academy – Fir Vale School Academy Trust. In 2013, students achieved the best ever results for the school with 53% of the Year 11 cohort achieving 5 A*-C including English and Maths at GCSE. In addition, the school won a national progress award in 2015 placing it in the top 10% of schools nationally.

School Population

Fir Vale is a popular school, which is full and oversubscribed. The majority of our cohort are from Pakistani heritage followed by Yemeni, Somali and Roma Slovak students, the multi ethnic intake reflects our diverse local community.

Our catchment area; Page Hall in particular, is home to one of the largest refugee and Roma migrant populations in the country. The rather unique nature of our surrounding area has caught attention on both a national and international level and is frequently the focus of news and documentary features in mainstream media. These pieces, the recent Channel 4 documentary 'Keeping Up with the Khans' as an example, often opens discourse on the issues that arise from such diverse populations. Fir Vale School has a large intake of Roma children, the majority of whom are new to English. Our cohort of Roma students has doubled every year for the past 6 years and currently stands at 187 students, 18.55% of our school. In addition, as a city of refuge, Fir Vale School regularly welcomes refugee children in to our family and we have recently started receiving Syrian child refugees escaping the conflict at home.

Whilst the school serves a deprived social-economic community with 37% of the students qualifying for a free school meal, the area is gradually being regenerated and our parents and carers have high levels of aspirations and expectations for their children and the school. Most of our students go on to 6th Form and academic study.

School Establishment

There are currently 120 staff in school. Teaching and Support staff alike are dedicated in supporting high quality learning outcomes for all. New staff must have the expertise and talent to play their part in this exciting school where there is a belief that education can make a fundamental difference to the life chances of young people.

The Senior Leadership Team have corporate responsibility and provide link line management for Directors and Leaders of Learning. In addition to the Headteacher, the Senior Leadership Team (SLT) has an Associate Headteacher, Deputy Headteacher, four Assistant Headteachers and a

School Business Manager. The SLT also has 2 Associate Assistant Headteachers who are senior middle leaders developing their skills for senior management. Strong emphasis is placed on further individual professional development and all middle leaders are expected to contribute to policy formation and implementation in specific curriculum areas and on whole school issues and developments. Teaching and learning which promotes high level student achievement is the core business.

Staff within the school are encouraged to take the initiative and to develop individual ideas and are expected to contribute to the wide range of extra-curricular activities on offer for students, before school, after school, weekends and during school holidays.

Premises

In September 2001 the school began the academic year in a new £15 million purpose built flagship school building which is a design, build and maintain concept under a Private Finance Initiative with Sheffield LA. An additional 300 place extension was completed in 2011 to accommodate an increase in the places available for Year 7 from 150 to 210 per year. This is an inspiring and stimulating building in which to work.

The curriculum is delivered in specialist suites of rooms; each teaching room being equipped with an interactive whiteboard. The state of the art premises has full ICT network access with over 200 desktop PC's and class sets of laptops and iPads, utilising wireless connectivity. ICT resources are further enhanced following investment through the BSF ICT programme.

The Fir Vale Enterprise Centre officially opened in December 2007 and provides 'state of the art' facilities for student and community learning.

School Organisation

The school operates a five period (60 minutes) day and all students follow the National Curriculum. The school timetable comprises of 50 one hour lessons over a two-week timetable. Students are set from year 7 and the school places a high priority on tracking student progress and ensuring the fulfilling of individuals' potential. A guidance programme is in place and complements an extended core provision for Key Stage 4 students. An indication of our determination and commitment to raising standards and the attainment of our students.

The school encourages a positive ethos, raising students' self-esteem and confidence. There are a number of systems of rewards and incentives which acknowledge attendance, punctuality, good social and academic behaviour.

Governors and parents play an active role within the school community and this is reflected in the interest and supportive attitude of parents. This support and belief in the school's future is also reflected in the number of students applying for entry to the school in year 7. Projected numbers (477 for 2017-18) continue to give encouragement and a great emphasis is placed on building strong, mutually beneficial curriculum links with the main partner primary schools.

14-19 Provision

The school has worked closely with other schools in the North East of the city in developing the 14-19 year old education provision, which involves us in the cluster along with representatives from the FE/HE Sectors and the Local Authority. We see the transition from 14+ as a seamless progression suited to the needs of the individual student. The opportunities that will continue to

arise from this close co-operation are boundless. Longley Park Sixth Form College opened in September 2004 and Hillsborough College opened in 2005 providing a high quality local post 16 provision for students.

Strategic Development

The school is continually seeking to raise standards and develop further within the context of innovation and diversity. As Sheffield's first specialist school for Business and Enterprise the school played a pivotal role in regeneration and lifelong learning. Although this status is no longer in place the school chose to continue the skills and links generated by the original specialism. In 2013, the school became a Microsoft IT Academy to enhance the provision for individuals and the local business community.

The school works in close collaboration with its 'Family of Schools' comprising of six primary schools as well as positive working partnerships and projects with other secondary schools in Sheffield.

Fir Vale Community and Parent Partnership

The vital contribution by parents and carers to the education of the young people is acknowledged as a key aspect toward achieving success. There is fantastic support for the school from parents and the local community. A newly formed group – Fir Vale Community and Parents Partnership aims to develop links and provide opportunities for parents and carers to be involved in the life of the school on an informal basis.

Consideration of employment at Fir Vale School

We are fully committed to safeguarding and promoting the welfare and safety of young people and expect all staff and volunteers to share in this commitment. An enhanced DBS check is required for all posts.

Governors appreciate the commitment and support for students by all staff and gives consideration to work/life balance to maintain a happy school with a very calm and cohesive environment. In addition to access to a range of professional development opportunities, a package of benefits for all employees has been established and currently includes:

- Salary sacrifice car scheme
- Childcare vouchers
- Cycle to work scheme
- Computer scheme
- Mobile phone scheme

Our expectations are high, at the heart of the school are the students and our mission is to provide them all with the highest standards of teaching and the very best learning opportunities, in order to enable each and every one of them to "make their dreams a reality".

Breffní Martin
Headteacher

Method of Application

1. We will only accept applications on a Fir Vale School application form. Curriculum Vitae are not accepted.
2. The statement in your application to focus on:
 - Candidate's previous experience which will help in successfully undertaking the role Examination Invigilator
 - Personal skills required to meet the position at Fir Vale School.
3. Telephone enquiries to Mrs Paula Barker, Admin & HR Manager on (0114) 243 9391.
4. Completed application forms to be returned to:

Mrs P Barker
Admin & HR Manager
Fir Vale School
Owler Lane
Sheffield
S4 8GB

Or by email to: recruitment@firvale.com
5. Closing date: Friday 17th February 2017
6. The school operates a NO SMOKING policy on site.
7. Interviews - Candidates invited to interview will:
 - (a) Have the opportunity to visit the school.
 - (b) Have a formal individual session with a selection panel.

FIR VALE SCHOOL

JOB DESCRIPTION

Post Title: Exam Invigilator

Hours of Work: As required

Scale: Scale 4 (£17,547 – 20, 456) pro-rata based on an hourly rate for hours worked

Responsible To: Examinations Manager

Responsible For:

- a) Support for the examination process
- b) Support for candidates
- c) Support for the school

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

A Support for the Examination Process

1. To work with the Examinations Manager to ensure the successful operation of the examinations process in the school.
2. To be familiar with the guidance for invigilators and instructions provided for conduct of the examination by the Examinations Manager and/or relevant Examination Board.
3. To supervise the admission of candidates into the examination room and to help them find their allocated seats quietly and efficiently.
4. To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
5. To assist in the efficient timekeeping of the examination and ensure that a clock, visible to all candidates, is in the examination room and examination board instructions for candidates are displayed in line with legal requirements.
6. To ensure any minor behaviour issues are dealt with in accordance with school policy, report any breaches of the Examination Code of Conduct to the Examinations Manager immediately and make a record of the problem in the examinations incident book.
7. To ensure the examination room is clear and tidied for the next session and to check examination desks for any graffiti.

B Support for Candidates

1. To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc are strictly observed.
2. To respond to candidates' queries in accordance with the examination regulations.
3. To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations.
4. To escort and supervise candidates who may need to leave the examination room in an emergency.

C Support for the School

1. 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.
2. Appreciate and support the role of other professionals.
3. Attend and participate in relevant meetings as required.
4. Participate in training and other learning activities and performance development as required.

D Other

- Any other duties and responsibilities appropriate to the grade and role.

FIR VALE SCHOOL ACADEMY TRUST

Person Specification for Examination Invigilators

ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS		
<ul style="list-style-type: none"> • Experience in basic administration. • GCSE qualifications or equivalent in English and Mathematics (level 2 standard of education). 	<ul style="list-style-type: none"> • Knowledge of secondary school structures • Understanding of equal opportunities. 	Application Form Supporting statement Interview
SKILLS/KNOWLEDGE/EXPERIENCE		
<ul style="list-style-type: none"> ▪ Good communication skills. ▪ Ability to understand and follow examination arrangements and timetables. ▪ Proven administrative skills. ▪ Organisation skills. ▪ Flexible team worker. 	<ul style="list-style-type: none"> ▪ Previous experience of invigilating or supervising examinations. ▪ Experience of working with young people. 	Application form Supporting statement Interview
WORK RELATED CIRCUMSTANCES		
<ul style="list-style-type: none"> ▪ Available to work during the examination periods. ▪ Flexible and prepared to work outside school hours in response to the needs of the school. 	<ul style="list-style-type: none"> ▪ Long term commitment to the school 	Application form Interview Supporting statement
PERSONAL QUALITIES		
<ul style="list-style-type: none"> • Ability to work accurately and under pressure • Ability to remain calm under pressure or during unexpected circumstances. • Reliable and punctual. • Ability to form and maintain appropriate relationships and personal boundaries with young people. 		Application form Interview