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Da Vinci Academy
A L.E.A.D. Academy



"One Team, Changing Worlds"

Exam Invigilator

Candidate Information Pack





Role: Exam Invigilator

Salary: £10.50 per hour

Location: Da Vinci Academy, Derby, DE21 4ET

Contract Term: Zero hours contract (you will be employed on a casual hour's basis)

Start Date: ASAP

Interviews: To be confirmed

Join us on our amazing adventure to make THE difference

“Leaders put pupils’ interests at the heart of all that they do” Ofsted 2021

Having converted to academy status at the heart of the L.E.A.D. Academy Trust in May 2017, Da Vinci Academy is now a successful secondary school with over 700 students and approaching a full pupil roll. In summer 2019, we were proud to be the most improved Progress 8 school in Derby and in October 2021, we were rated ‘good’ by Ofsted. A copy of the report can be found on our website.

“Staff have high aspirations for all pupils’ success. Leaders are determined that no child will be left behind.”

We are described as a ‘proudly inclusive school with a big heart and huge ambition’. A student-centred philosophy is supported by an unwavering commitment to the achievement of successful outcomes for each and every young person.

“The school is inclusive and welcoming to all. Pupils feel valued and cared for.”

Together with the L.E.A.D. Academy Trust, a strong and clear vision is in place - **one team changing worlds**. Our vision is achieved by supporting all to **Aspire, Believe, Learn, Achieve**. This is what we all firmly believe in and strive for at all times. The benefit of our close-knit academy community is a real team environment where people genuinely care for each other and where students and staff alike can really shine.

“Staff have high aspirations for all pupils’ success. Leaders are determined that no child will be left behind.”

We are looking to recruit enthusiastic and motivated individuals to join our team of **exam invigilators**. As an exam invigilator, you will be required to carry out the duties described to you by the Exams Officer. Previous experience is not essential however attention to detail, good communication skills and reliability are required. This post is on a casual basis and training will be provided. Invigilators are usually required for blocks of exams throughout the year (please note that the allocation of work is entirely at the employer’s discretion).



“Leaders are considerate of staff’s workload and promote staff’s well-being.”

In return we can offer brilliant development from experienced leaders and one of the most supportive staff cultures that you could hope to be part of. We are family oriented and recognise a life outside of work whilst being determined to do everything we can as professionals in support of our students. Individual and academy team ambition go hand in hand. LEAD Trust support and career development are a given.

We are looking for someone who will:

- has high expectations of pupil progress.
- is passionate about education and developing a love of learning in students.
- can build positive relationships with pupils and staff.
- is willing to embrace or bring new ideas to the Academy.
- has a commitment to developing their own skills.
- is empathic for students with a variety of individual needs.

In return, the successful candidate will:

- be joining a strong and dynamic team of professionals.
- work in a school with high aspirations for all of its students and staff.
- be provided with excellent career opportunities.

It is an exciting time at Da Vinci Academy, and you will be part of our future development and the adventure to continue raising standards as we build an exceptional academy together as one team.



We welcome applicants from diverse backgrounds and promote accessibility and inclusivity for all. L.E.A.D. Academy Trust is committed to the recruitment and promotion of all on the basis of ability and suitability for the role irrespective of disability, race, gender, health, social class, sexual preference, marital status, nationality, religion, employment status or age. The Trust is committed to treating your application fairly on these grounds.



Safeguarding

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check.

Da Vinci Academy adopts a rigorous Safer Recruitment Policy which is followed for every appointment.

If you are invited to interview, your suitability to work with children will be explored. As such you will be asked to declare any convictions, cautions or reprimands which you have incurred.

If you are then successful at interview, an offer of employment will be made. This offer will be subject to the L.E.A.D Multi-Academy Trust Receiving:

- Satisfactory background checks e.g. Enhanced Disclosure and Barring Service check, Prohibition Check and Medical Check
- Satisfactory References
- Proof of Eligibility to work in the UK

Staff will be expected to take part in an induction day which has a safeguarding focus.

Staff will be expected to undertake CPD Safeguarding Training throughout every academic year.

There is a clear policy for staff conduct which all employees must adhere to.



How To Apply



Finding Out More

For more details about our academy, please visit our website www.davinciacademy.co.uk

Should you have any questions regarding the role please contact Jenny Linthwaite, HR Officer - email jenny.linthwaite@davinciacademy.co.uk

It is important that potential applicants are able to find out as much as possible about both our academy and the role as they consider making an application. We welcome visits and can be flexible around timings of the day to suit. We are committed to doing all we can to support those interested in researching more about what it is like to work in our proudly inclusive, ambitious academy as part of our 'one team'. Pre-application visits are therefore very welcome. We can also arrange a phone call with our Headteacher or other suitable members of staff. To arrange such an informal discussion ahead of and around making an application, please email Jenny Linthwaite, HR Officer - email jenny.linthwaite@davinciacademy.co.uk.

Please find job description, job specification and information about the L.E.A.D. Academy Trust attached.



Making Your Application

To apply, please visit our website: <https://www.davinciacademy.co.uk/support-staff/>

Please send a completed application form and covering letter (no more than 2 sides of A4), with a supporting CV if you wish to.

Completed applications should be sent to vacancies@davinciacademy.co.uk

Interviews: TBC

Start date: As soon as possible

Applications will be reviewed upon receipt therefore shortlisted candidates may be contacted in advance of the closing date.

Please note that the selection process for all roles will take place face to face on site at the academy.

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



Job Description – Exam Invigilator

Purpose of Role

To contribute to the smooth running of external and internal examinations, in line with awarding body regulations. Work is of an ad hoc nature as and when required.

Principal Duties and Responsibilities

- To work as part of the examinations team to assist in the smooth running of the academy's external and internal exams
- To ensure the appropriate preparation of the exam room, ensuring the relevant awarding body notices are displayed, and exam room adheres to relevant regulations
- To ensure only items authorised for the exam are in the candidate's possession in the exam room, ensuring bags etc. are secured safely away from the candidates
- To distribute question papers, answer booklets and associated materials at the beginning of exams, and during exams as required
- To ensure that any disturbances or breaches of regulations are dealt with appropriately and reported to the exams team
- To collect all scripts, question papers and other materials following the end of the examination
- To be aware of Health and Safety procedures and requirements in the event of an emergency, and ensuring candidates are supervised in accordance with awarding body regulations
- To undertake any other duties appropriate to the position as directed by the exams team

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.



Job Specification – Exam Invigilator

Essential Criteria

Experience:

- Basic administration
- Basic IT skills

Skills and knowledge:

- Communication skills
- Accuracy and attention to detail
- Organisational skills
- Ability to work to predetermined instructions and regulations

Business Requirements:

- Work as part of a team and alone
- Reliable and punctual
- Flexible approach to work

Desirable Criteria

Experience:

- Work with young people
- Experience of invigilation



L.E.A.D. Academy Trust

L.E.A.D. Academy Trust comprises of twenty five academies across Nottingham, Leicester, Derby, Lincoln and Sheffield. Our philosophy is to; lead, empower, achieve and drive.

At the heart of our Trust is the development of outstanding leaders. We empower individuals in our schools to provide the highest quality education, enabling every pupil to realise their full potential. We have also been recognised by Ofsted as a leading academy sponsor, securing rapid and sustainable improvement through the research and application of best practice across operational areas.

The combination of autonomy and collaboration across key areas of leadership and management underpinned by shared vision, values and best practice positions L.E.A.D. as a truly unique Academy Trust.

To view our 'L.E.A.D. Family Brochure' please visit:
www.leadacademytrust.co.uk

To see the wonderful achievements, proud moments and diverse events happening across our Trust please follow our twitter account:
@LEADAcadTrust



Our Leaders

One of the core priorities for the L.E.A.D. Academy Trust is the development of outstanding school leaders. We are dedicated to providing an organisation which will:

- develop inspirational school leaders for the future through high quality recruitment, professional development and coaching;
- invest in joint training, peer coaching, sharing good practice and professional dialogue in a climate of trust;
- continually improve, exploring new ways of working, alternative curriculums and innovation;
- strategically plan to produce the next generation of high quality school leaders.

The L.E.A.D. Teaching School Alliance

The L.E.A.D. Teaching School Alliance is a dynamic, cross-phase collaboration of schools committed to harnessing, nurturing and sharing the specific skills and attributes required to teach and lead in areas with diverse pupil populations. Everything we do in our schools is about providing children with an outstanding, broad and balanced education.

Our innovative Initial Teaching Training (ITT) route aims to increase the number of quality teachers in our schools. In addition, we offer a range of high quality Continuing Professional Development (CPD) for staff at all levels and tailored school-to-school support. We are keen to nurture and grow staff across our alliance and offer a range of opportunities to develop the leaders of tomorrow. By working in partnership with The University of Nottingham and other regional Universities, we are also creating a research culture within our alliance that will impact positively on teaching, learning and the achievement of young people.





Our Support

We provide a range of high quality, professional services to schools in nine core areas:

Financial Management

Project Management

Procurement

ICT Management

Human Resources

Leadership Development

Legal Support

Governor Support

Education





L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive

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