



**THE AVON VALLEY SCHOOL
& PERFORMING ARTS COLLEGE**





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Information for Job Applicants

Thank you for your interest in our vacancy.

The Avon Valley School is a popular and over-subscribed foundation school providing an exciting and ambitious curriculum for 11 to 16 year-olds. We are committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve.

At The Avon Valley School we have established a strong community where staff and students work together in an atmosphere of mutual respect. Our students are valued as individuals and encouraged to develop their abilities to the full. We are proud of their progress and of their achievements, both academically and in a wide range of extra-curricular areas.

The Avon Valley School is a forward looking school with proud traditions. We want all of our students to make the most of the opportunities that the school has to offer and to develop into thoughtful, articulate, confident and responsible members of society. We have high expectations and provide the support that each student needs to ensure success; as a result, standards are constantly improving.

Avon Valley staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional growth for all our staff, reflected in our continual professional development and learning opportunities.

Across the school, teaching is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to aspire, engage and achieve.

Following our Ofsted Inspection in March 2023, we were graded a "Good" School. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students. We are looking to attract highly motivated individuals, to become valued members of our staff.

Of all our achievements, we are most proud of our students: their enthusiasm, eagerness to learn and willingness to contribute to the various opportunities that life at The Avon Valley School offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at The Avon Valley School.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,
Headteacher

Newbold Road, Rugby, Warwickshire CV21 1EH
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

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Exams Invigilators

Job Start: As and when required throughout the academic year (main exam season May/June)

Salary: Band B SCP 2 - 3 (£10.60 - £10.79 per hour – Pay Award Pending)

Contract Type: Part-time casual basis

Contract Term: Permanent

The Avon Valley School is a successful and oversubscribed 11-16 Performing Arts College. We are looking for people who are interested in occasional work, who are reliable and punctual with good communication and organisation skills.

The school is looking to recruit a team of exam invigilators to support with exams throughout the academic year. Reporting to the exams officer and senior members of staff, you will ensure that examinations are carried out in a fair and proper manner according to set rules to enable students to perform at their best. You will assist with the preparation of exam venues, checking exam papers and invigilating during the period of the exam. Full training will be provided.

Closing date: 17th November 2023

(We reserve the right to close this vacancy early if we receive sufficient applications for the role).

Interviews to be held: Soon after the closing date

For further information, the application form and job description, please visit our website, or email: recruitment@avonvalleyschool.uk or telephone: 01788 542355, please note we do not accept CVs without an application form. Please send completed application forms to: recruitment@avonvalleyschool.uk

The Avon Valley School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The above post is subject to a satisfactory DBS Enhanced Disclosure Certificate with Barred List check (child) via the Disclosure and Barring Service.

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Job Description Job Title: Examinations Invigilator

Accountable to:	Assistant Headteacher	Line Managing:	N/A
Post type:	Part-time casual basis	Salary/Grade:	Band B SCP 2 - 3
Liaising with:	Assistant Headteacher/Exams officer		
Every member of staff is required to:			
<ul style="list-style-type: none">▪ Work towards and promote the vision, beliefs, aims and expectations of the school▪ Support and contribute to the achievement of every child's outcomes▪ Support and contribute to the safeguarding of all students▪ Undertake professional development activities to enhance personal development and performance▪ Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.			
Main purpose of role:			
<ul style="list-style-type: none">• Ensures that exams are carried out according to the rules set down. Works under overall guidance of the examinations officer or other senior members of staff but may be expected to invigilate without the presence of a teacher or other senior member of staff.			
Main Activities			
<ul style="list-style-type: none">• Ensure candidates have correct exam papers• Ensure candidates are aware of and enter / leave room under exam conditions (e.g. no mobile phones)• Ensure register is completed• Ensure the test/exam starts and finishes on time, are of correct length of time and record these• Collect, sort out exam papers and ensure their safe transport from and return to the office (or exams officer or teacher)• Ensure and control proper pupil conduct during the test/exam, liaising with examinations officer or chief invigilator over any observed misconduct.• Identify potential errors on e.g. papers/notifications etc.• Ensure that all papers are collected after the exam• Ensure that pupils/students do not bring coats, bags into the hall and any other prohibited items into exams• Ensure that pupils/students are seated in the correct place• Be available to attend briefing and de-briefing sessions• Contact the examinations officer or chief invigilator when candidates raise a concern or problem with the paper that requires the professional judgement of a teacher• Supervise candidates in a quiet and unobtrusive manner• Respond to pupils' queries in accordance with exam regulations• Ensure exam conditions are observed until candidates are dismissed from room			
Additional Duties			
<ul style="list-style-type: none">• Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies• Undertake any other duties as reasonably required by the Headteacher			

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Qualifications/training and likely abilities

- Good oral and written communication skills
- Able to command attention and make announcements
- A good standard of communication to be able to answer queries
- Able to judge when a decision is not theirs to make
- Able to respond appropriately to behaviour issues and manage pupil behaviour
- Be familiar with and apply school policies and procedures on exams and ensure adherence to these by pupils
- Understand and operate procedures relating to health and safety, fire, emergency medical
- Have attended in-house training
- Good timekeeping and organisational skills

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are 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 requires Enhanced Disclosure (DBS).

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Person Specification Examinations Invigilators

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> Educated to at least GCSE/GCE O level / CSE grade 1, in literacy and numeracy 	<ul style="list-style-type: none"> Previous experience (or formal training and experience) 	Application form, letter & references
Skills & Knowledge	<ul style="list-style-type: none"> Can use initiative, within recognised procedures. Can deal with unexpected problems/situations, though has access to manager/supervisor for advice on unusual or difficult problems Good organisational skills Can respond to varied problems or develop solutions. Applies ideas/concepts created by others Able to use all office equipment and has knowledge of administrative and word processing software packages 		Letter, references & selection process
Personal qualities and skills	<ul style="list-style-type: none"> Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm High level skills of communication, time management and prioritisation Ability to keep confidences Excellent interpersonal skills and organisational skills Ability to support and challenge Ability to inspire, motivate and influence others 	<ul style="list-style-type: none"> Ability to ask for help if required Concern for the welfare of the school community 	Letter, references & selection process
Special Requirements	<ul style="list-style-type: none"> Excellent punctuality and attendance record Willingness to participate in the extracurricular life of the school 		References & selection process

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