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HAMPTON SCHOOL

JOB DESCRIPTION

EXAMINATION INVIGILATOR (Casual) To start December 2021

Job Title: Examination Invigilator (Casual)
Reporting Line: Examinations Officer
Location: Hampton School

Hampton School

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Many boys are offered places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and our recently opened Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. A further Regulatory Compliance Inspection (RCI) in 2019 reported the School to be fully compliant. A copy of the full ISI reports can be found on the School website.

The Role

Hampton School requires additional invigilators to join our team, in core to act as invigilators for both Public and internal exams and to undertake additional administration task as operational needs dictate.

Key Responsibilities

The role of Invigilator is to assist with the conduct and supervision of the School's public examinations to ensure that they are carried out in accordance with the JCQ, Cambridge International and awarding body statutory rules and regulations in all examination rooms the school may use.

An Examinations Invigilator will be required to undertake various duties associated with all the different types of examinations the school runs at all levels of qualifications and of varying durations. This will primarily involve supervision of candidates for GCE, Pre-U, GCSE and IGCSE public Examinations taking place May and June each year, University Admission Tests in October/November and internal examinations (mocks) January and June; and may also include assisting the school's admission team during the year with entrance exams with occasional Saturday work.

Types of Invigilation required include:

- One of a team of invigilators in a large venue, with one or more Lead Invigilators in charge of up to 320 candidates. Supervision ratio of 1:30/1:20 candidates
- Supporting a Lead Invigilator in a separate room for students requiring specific support in the form of an access arrangement
- Supporting word processing examinations in a dedicated computer room
- As a 1:1 invigilator for a candidate requiring individual supervision
- As an invigilator of a candidate with a scribe or reader or other specific arrangements to assist candidates with SEN.

As an integral part of the effective running and delivery of these examinations, an Examinations Invigilator will be required to:

- Arrive promptly, up to 1 hour before the start of an examination session
- Be fully conversant with the JCQ, Cambridge International and independent Awarding Body rules and regulations and the procedures as documented in the Examinations Invigilator Handbook
- Read the Safeguarding and Keeping Children Safe in Education policy
- Be familiar with the School's fire evacuation and lockdown procedures
- Have read all examination policies and procedures
- Maintain a calm and reassuring presence and be empathetic to the needs of the students
- Take instruction from the Examinations officer and/or Lead Invigilator as to the duties allocated to you during the examination session
- Notify the Lead Invigilator if a candidate raises a concern or problem regarding the examination paper or if you have any concerns over candidate behaviour, malpractice or any other issue
- Provide a written report in the event of an incident and attend regular update/examination meetings during the academic year
- Be prepared to work at very short notice to cover an absence or to meet operational needs

Other

- To act as Fire Marshal and First Aider as required. Training will be provided
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities.

Person Specification

The successful candidate will be able to demonstrate the following skills, experience and qualifications:

- A commitment to the safeguarding and wellbeing of pupils
- Be able to follow instructions and be consistent in approach to invigilation
- Good organisational, communication and interpersonal skills
- Reliable and punctual with the ability to work as part of team or independently, as required
- Ability to work under pressure, remain calm and be empathetic to a candidates’ needs whilst remaining compliant to regulations
- A willingness to undertake additional tasks, as required
- A sense of responsibility, the ability to pay attention to detail and remain vigilant for long periods of time
- Confidence and willingness to ask questions
- Eager to learn, complete and actively engage in training sessions provided, and attend INSET as necessary
- Treat all exam materials and candidate information as confidential, using such information in an appropriate manner and at all times demonstrating discretion and complying with the provisions of data protection law and the School’s own privacy policies
- Demonstrate an understanding of and commitment to the principles of equality and diversity

Induction, Team Meetings and Working pattern

- Induction training
You will be required to attend induction training in early December. The training session will start with registration at 8.45am and finish approximately 3.45pm, date to be confirmed. The induction session will be paid.
- a. Team Meetings
Your first full team meeting will take place on **Tuesday 7 December 2021** between 1pm and 3pm, with optional lunch from noon, COVID restrictions permitting. You are expected to be able to attend up to five additional meetings during the academic year, which cover compliance updates and DBS requirements.
Provisional dates for further team meetings in
2022 Wednesday 9 March, Thursday 30 June, Tuesday 27 September, Thursday 8 December
2023 Wednesday 8 March and Thursday 29 June
- b. Working pattern for 2022 – Main invigilation periods 2022 (*provisional and subject to change*)
Thursday 6 January to Tuesday 18 January; end of April until 8 July.
As a minimum, applicants must be available to work during the entirety of the periods above and potentially all day and from 8am until 4.30pm/5pm.
In addition to the January dates, there are up to four main weeks during the summer period where full availability is required, 16-27 May and 6-17 June inclusive. Weeks either side in the summer are less busy and less shifts will be available.
Additional invigilation sessions covering other public, internal and entrance exams take place throughout the year and as operational needs dictate – dates will be advised when known.

Please note carefully all periods above, the working periods replicated most years with little change. You will be required to confirm availability during interview.

Salary

You will be paid £11.43 per hour (this is made up of £9.94 per hour pay plus £1.49 per hour holiday pay). Pay is paid by bank transfer on the 25th of the month, or next working day thereafter and payslips will be emailed to you.

The number of working shifts you will be offered cannot be guaranteed. Hours will be flexible to meet the operational needs of examination requirements of the School and as directed by the Exams Officer or the deputy Exams Officer.

The Hampton School Trust Governors also currently offer the following non-contractual benefits to support staff, subject to any terms and conditions and the School's eligibility requirements: private medical insurance (PHC); death-in-service benefit insurance policy; a Medicash healthcare cash plan; Pension Scheme, personal accident insurance, cycle to work scheme, lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and that non-contractual benefits are provided at the discretion of the Governors.

Training

Full training will be provided during the induction day. Ongoing and update training will be provided as required/needed throughout the academic year and to cover any additional ad-hoc tasks assigned. At an appropriate time after joining the team, you may be offered the opportunity to train as a Lead Invigilator. The current rate of pay for a Lead is £16.25ph.

Conditions of Service

- No guarantee can be given as to how many invigilation sessions you will be allocated during each year
- Invigilation sessions will be agreed in advance of all examination periods
- In addition to exam time, you will be required to attend regular meetings, usually four but up to six per year each lasting 2-3 hours. The meetings cover updates, new procedures and will be held during term time
- You may also be asked/required to assist with the invigilation of entrance exams held in January and other times during the academic year.
- Work sessions can be flexible but only where the key periods can be fully covered by availability
- You will be required to sign a confidentiality form and comply with the provisions of data protection law and the School's own privacy policies
- An enhanced DBS disclosure and barring service, health check and evidence of eligibility to work in the UK will be needed and references will be taken up before the start of employment.

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview, please inform the School.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

The School reserves the right to offer the post at any stage in the appointment process. Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

September 2021