



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Examination Invigilators

(Casual)

Information for prospective
members of staff



Appointment of Examination Invigilators

St Joseph's College is seeking to appoint Examination Invigilators on a casual basis to oversee and supervise internal and external examinations as required throughout the year. The hours of work will be variable. Applicants should be self-motivated, reliable, a team player and able to use their initiative. A positive and flexible approach and a desire to work with young people are qualities we value highly.

The closing date for applications is 9am on Monday 29 November 2021. Interviews will take place as soon as possible after the closing date.

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Message from the Head, Mrs Laura Stotesbury



Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. There is a real appetite for what we have to offer as both an educational establishment and an employer.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence, communication and compassion through the various aspects of school life. The College is a very happy place, and colleagues enjoy teaching here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Mrs Laura Stotesbury
Head

About the Role

The role reports to the Data, Examinations & Compliance Manager.

The purpose of the role is to oversee and supervise internal and external examinations ensuring that all College, Joint Council for Qualifications, and awarding body guidelines and regulations for conducting examinations are adhered to at all times.

- GCSE and A Level examinations - May and June, October and November
- Year 10, 11 and 13 Mock examinations – January
- University Admission Tests – October/November
- Entrance Assessments for prospective students – January and required throughout the academic year as required

The above listing of examinations and assessments is not exhaustive and there may be other opportunities to invigilate throughout the academic year.





Areas of Responsibility and Key Tasks

- To set-up examination rooms
- To ensure all candidates receive correct examination question papers and answer booklets
- To be aware of any access arrangements and special requirements that a candidate may have during an examination
- To start and finish examinations
- To complete attendance registers and seating plans
- To ensure exam regulations and procedures are adhered to at all times
- To be vigilant, but not intrusive throughout the examination
- To collect answer papers and collate in the manner specified by the Data, Examinations & Compliance Manager and supervise the papers until they are delivered to the examinations office and secure area
- To ensure candidates obey the rules and regulations of an examination room as laid out in the examination guidelines
- To maintain the security and confidentiality of examination documents and any other student data
- To ensure no unauthorised items are brought in to the examination room ie. revision notes, electronic equipment or any other items not allowed/required
- To ensure that there is no talking or disruption for the candidates once an exam has begun
- To ensure all candidates are seated appropriately before opening question papers
- To ensure that candidates do not receive any help with their examination papers, unless part of a pre-organised access arrangement, this includes help from fellow invigilators
- To ensure the safe evacuation of the exam room in the event of a fire alarm in line with the College's evacuation policy and procedures
- To undertake other reasonable activities from time to time in line with the main purpose and grading of the post

General

- The post holder will be expected to undertake any other duties to the level of the post, which may be required by the Data, Examinations & Compliance Manager or Senior Leadership Team
- To fulfil personal requirements, where appropriate, with regard to College policies and procedures, health, safety and welfare, emergency, evacuation and security
- To have responsibility for promoting and safeguarding the welfare of all students
- Co-operate with the employer on all issues to do with Health, Safety and Welfare
- In conjunction with the line manager, take responsibility for personal professional development
- Undertake any necessary professional development and training as identified by the College





Conditions of Service

This is a casual agreement and you will be required to submit a time sheet for your hours worked for payroll purposes, which should be signed off by the Data, Examinations & Compliance Manager. You will be paid an hourly rate of £8.05 per hour. Salary will be paid at the end of each month. In addition to this, you will receive accrued holiday pay and this will be paid at the end of each term, based on the number of hours worked over the previous 12 week period. This will result in an overall hourly rate of £9.37 per hour.

The closing date for applications is 9am on **Monday 29 November 2021**. Interviews will take place as soon as possible after the closing date.

Person Specification

Criteria	Essential	Desirable
Education, Qualifications and Experience	Good literacy/ numeracy skills	5 GCSE at grade C or above including Mathematics and English (or equivalent) Familiar with the JCQ instructions for conducting examinations Experience of working within a School Experience of working with young people
Skills and Attributes	Ability to co-operate and collaborate with College staff Ability to follow written procedures to carry out tasks Awareness of data protection issues Meticulous attention to detail	
Personal Qualities	High level of security / confidentiality awareness High level of customer care awareness Flexibility over working hours Confident and authoritative Organised and efficient Reliable and punctual Mature approach to working	



About the College

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

Awards

The College has won several awards over the last two years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the well-being of each pupil. We encourage all pupils to develop an awareness of their own role in society.

Points of Entry

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the Senior School is by formal assessment, and around 60% of applicants to the Senior School are from maintained primary schools.

Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university to study a diverse range of subjects. Examination results are strong and improving year-on-year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

The Future

Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.

Our Missions and Aims

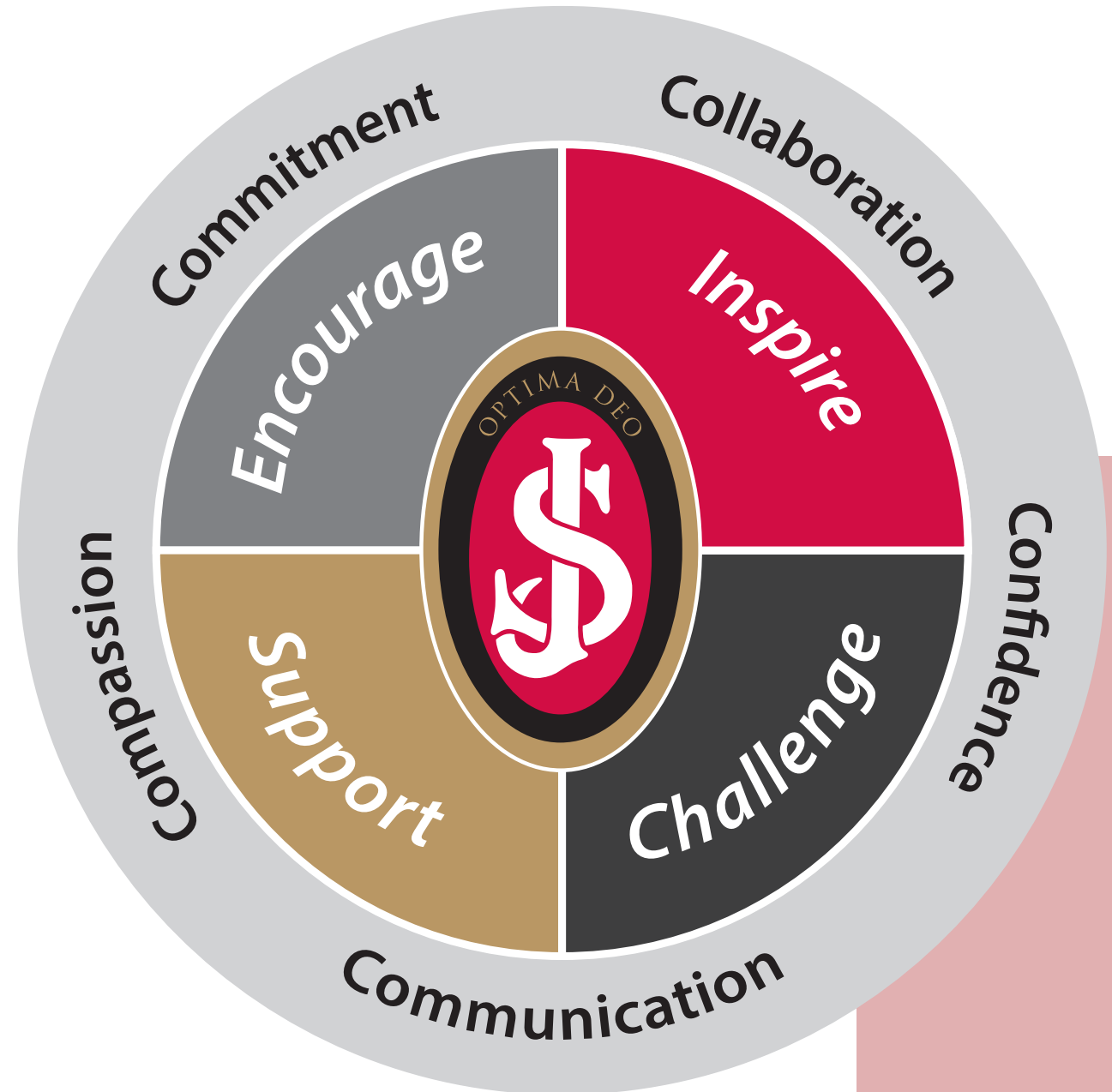
At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Christian values.

We aim to develop life skills of commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

The College was inspected by ISI in February 2014

The main findings of the report states:

- Attainment is generally high in relation to pupils' abilities
- The curriculum plan provides pupils with a rich learning experience
- Teachers know their pupils well and offer care, support and guidance which is greatly appreciated by pupils and parents
- The personal development of all pupils throughout the College is excellent
- The relationships between staff and pupils and amongst the pupils themselves are friendly and supportive
- The Senior Leadership Team share a clear vision for future development





Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments.

Non-contractual benefits

School fee reduction

Staff at St Joseph's College are eligible for a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, subject to their child(ren) meeting the entrance requirements.

Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme. Further details are available from the Bursar's office.

Cycle to work scheme

The school allows staff with an employment contract for 12 months or more to purchase a bicycle through this scheme. Further details are available from the Bursar's office.

Eye tests

Members of staff are entitled to a free annual eye test.

Drinks and snacks

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

Lunch

A duty meal may be obtained from the Dining Hall between 12.00pm and 2.00pm.

Use of a private vehicle

Subject to a journey being approved by the Bursar or Headmaster, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

Car parking

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

Counselling

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

Legal advice

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

Healthcare helpline

A telephone based healthcare support service is available to all staff at no cost.

Swimming pool

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

CPD and training

Professional development is nurtured and encouraged, and the school has a full annual INSET programme.

Staff Room

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.





Appointment Procedure

- Applications will only be accepted from candidates completing the College Non-Teaching Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to recruitment@sjcr.org.uk or alternatively sent by post to Mrs Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- The closing date for applications is 9am on **Monday 29 November 2021**. Interviews will take place as soon as possible after the closing date.
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: <https://www.sjcr.org.uk/vacancies/>

Interview Process

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- The interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- The College requests that all candidates invited to interview also bring with them:
 - A current driving licence including a photograph, or a passport
 - A utility bill or financial statement issued within the last three months showing the candidate's current name and address
 - Where appropriate any documentation evidencing a change of name
 - Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.



How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links.
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by.
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP.

