

# Abbeyfield School

## Ambitious to Achieve

Exams Invigilator

Our Values

Creativity

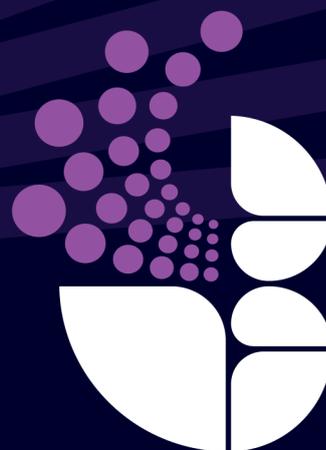
Honesty

Independence

Resilience

Respect

Responsibility



**ABBNEYFIELD  
SCHOOL**  
*Creative  
Education  
Trust*

# Dear Colleague

**Thank you for your interest in the post of Exam Invigilator here at Abbeyfield School.**

I feel very privileged to be part of a very special community of committed staff and rewarding young people. Teamwork is central to the culture of the school and it is this, and a shared desire to support and challenge every student in order for them to achieve their personal best, which shapes everything we do at Abbeyfield. 'Leaders are determined to help pupils achieve their best' (Ofsted 2021).

We have very high expectations and aspirations of our students and of ourselves. This was highlighted in our recent Ofsted report, "Leaders have high expectations of staff. They also care about staff well-being. Staff morale is high" and "Leaders present a strong, unified and motivated team". Teaching and support staff all play a key role at Abbeyfield in putting the needs of our students at the very heart of all we do.

Our Quality First Teaching Charter ensures a focus on high quality teaching and learning supported by an ambitious programme of pedagogical and subject specific CPD. Whilst academic achievement is fundamental, we believe that all staff have a vital role in students' social and personal development. This ensures that students can be equipped with the life and employability skills needed for successful adulthood.

We, like all schools in the Creative Education Trust, pursue a rigorous and continuous programme of educational improvement. This is alongside an aim to provide students with a rich programme of extra-curricular activities. Abbeyfield offers a varied diet of curriculum and enrichment opportunities and students benefit from Trust organised events such as the key concept launch days, debate and essay writing competitions. We also have our annual days of Shakespeare performance which are a visible example of the impact we can have on students' creativity. We are often the host school for these events to allow students from all trust schools to work in a professional theatre space. We are always keen to expand further on the opportunities we provide for students to develop their creativity, resilience and independence.

High expectations for behaviour for learning are supported by a strong Head of Year & pastoral team alongside and a behaviour team of non-teaching staff. There is a strong emphasis on restorative justice and positive behaviour management alongside our praise and consequence systems. 'Pupils behave well. They are polite and courteous' The school's systems for pastoral care are strong (Ofsted 2021).

I am passionate about students, staff and parents having the opportunity to influence the future of the school and contribute to our improvement agenda. 'Ambitious to Achieve' was proposed by a Year 12 student and our school values were the outcome of a students and staff vote. Stakeholder feedback is regularly sought and informs our strategic leadership. We value our partnerships with the local community and external agencies, and these are used to good effect in order to support our students and families.

We believe Abbeyfield is a very special place to work and we are excited about the future. If you are passionate about what we are trying to achieve and you feel you can make a real difference in this role then I look forward to receiving your application.

Kind Regards,

Fiona, Principal

#teamabbeyfield

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT ABBNEYFIELD SCHOOL



We are a popular and oversubscribed mixed secondary school, catering for children between the ages of 11 and 18 years located in Northampton.

Since September 2012 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts outstanding facilities in a modern well-kept stimulating environment.

## Our facilities include:

- Sports fields, netball courts, basketball courts, a gym and full size sports hall
- Use of Goals, a purpose built 5-a-side football venue
- Fitness Suite with sound system
- Dance studios with sound system and mirrored walls
- Super Learning Centre providing the opportunity for collaborative teaching and learning
- Science Lecture Theatre for demonstrations or large group activities
- Professional 280 seat Theatre complete with tiered seating
- Interactive whiteboards in every classroom
- Modern, glass fronted, open-plan learning resource centre
- Accommodation available for staff with a number of ensuite rooms



“Pupils are happy at school and say that they feel safe. The school environment is calm and orderly. Pupils behave well. They are polite and courteous. Occurrences of bullying are rare.”

Ofsted September 2021

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139068/Abbeyfield-academy>

# SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the opportunities and provision they deserve. Senior leaders are encouraged where possible to sit on the academy council of another CET school which is a very valuable experience.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. They run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. There is an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

There are also a number of cross-group, phase leader and year-specific forums to facilitate collaboration across the schools.



You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# EXAM INVIGILATOR JOB DESCRIPTION

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## LOCATION

Abbeyfield School, Northampton

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## SALARY

Grade D –£22,737 - £23,114 FTE Point 3 – 4  
£11.79 - £11.98 per hour

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## THE ROLE

To share in the delivery of an efficient and effective exams service and act in accordance with JCQ Regulations.

Promote and uphold the values and ethos of the school and Creative Education Trust such that the highest achievements are expected from all members of the school community.

Act as a role model for staff and students.  
Take part in relevant training and development.

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## REPORTING LINES

The post will report to the Exams Manager.

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## KEY RESPONSIBILITIES

- To assist in the preparation of the examination room, ensuring the room meets JCQ requirements.
  - To manage candidates entry into the exam room in an appropriate manner.
  - To ensure candidates are fully aware of exam conditions before the exam starts.
  - To ensure the correct identification and registration of candidates.
  - To open and distribute papers in accordance with JCQ Regulations.
  - To read erratum notices where applicable.
  - To notify candidates of the start and finish time of exam.
  - To record start and finish times accurately.
  - To ensure the attendance register is complete.
  - To deal with candidates not on the register.
  - To deal with late candidates not on the register.
  - To supervise candidates in a quiet and unobtrusive manner.
  - To respond to candidate queries in accordance with exam regulations.
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- To deal with candidates who may need to leave the exam room.
  - To collect and collate scripts in attendance register order and safely deliver them to the Exams Manager whilst ensuring that all exam equipment and unused papers are collected in.
  - To ensure exam conditions are maintained until candidates are dismissed and have left the exam room.
  - To ensure that the exam room and desks are clear and in good order.
  - To supervise “clash” candidates between exams.
  - To maintain confidentiality of information acquired in the course of undertaking duties for the School.
  - Any other duties that the Principal may, from time to time, reasonably request.
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## OTHER RESPONSIBILITIES

- Work co-operatively with other school staff.
  - Comply with the School's policies.
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The post holder must adhere to and ensure compliance with the School's Child Protection Policy 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 his/her Line Manager or the School's Child Protection Officer.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances.

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## STUDENT WELFARE

- Proactively promote an atmosphere of respect, recognition, celebration and mutual support in the school.
  - Maintain an environment which feels safe and enables students to report any concerns or complaints.
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## PARTNERSHIPS AND PROMOTION OF THE SCHOOL

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You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

- Support partnership working, particularly with sister schools within Creative Education Trust, to ensure that this is a strength of the school and enhances the opportunities available to students.
- Where possible actively support and establish links with other learning establishments and employers and training providers to maximise opportunity for students.

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### **SCHOOL ETHOS AND COMMUNITY**

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- Support the school in achieving the British values of diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.
- Actively support a culture where all members of the school community respect others and their physical surroundings.
- Support the personal development of students and contribute to maintaining a caring climate in which self-confidence, self-respect and social responsibility are encouraged.
- Contribute to the wider life of the school.

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### **SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST**

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- Contribute to collaborative work across Creative Education Trust schools participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities in order to share best practice
- Undertake any other reasonable duties deemed appropriate to the role

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• High expectations of self and others</li> <li>• Resilience and motivation to manage day-to-day challenges</li> <li>• Strong organisational skills</li> <li>• Takes personal responsibility for their own actions</li> <li>• Integrity, openness, energy and enthusiasm.</li> <li>• Strong interpersonal, written and oral communication skills.</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>	
<p>Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.</p>		