

Background

Mulberry UTC, a secondary school in Bow, Tower Hamlets, is seeking to extend its pool of exam invigilators. Appointment will be to a pool of invigilators working at Mulberry UTC and occasionally offering cover at the other two Mulberry Trust schools (Mulberry School for Girls and Mulberry Academy Shoreditch). The map overleaf shows the location of the three schools.

Successful applicants will be required to attend compulsory training on two mornings in March. This time will be paid at the usual invigilator's rate. Your appointment to the invigilator pool will be dependent on successful completion of the training.

Invigilators are employed on a casual basis, completing time sheets.

Exams take place throughout the school year but the main seasons are:

- external exams (GCSE and A level) November, May and June
- mock exams December, January and March
- external exams (vocational) January, March and June

We are seeking invigilators who can be available for a majority of these sessions. Invigilators may also be asked in at other times.

Invigilators are deployed by the Examinations Manager and will, wherever possible, have 2 weeks' notice of their schedule. They are required in school at 8.30am for morning exams and 1.00pm for afternoon exams. They are notified of their exam room and any specific responsibilities by the Examinations Manager. In addition to supervision during the exam itself, invigilators will assist with the set-up and clearing of the exam room. Some members of the team will also provide permitted support for students with special educational needs. Invigilators take responsibility for meeting regulations as a team. You will get to know the others in your team well and work together to provide a reliable and effective service.

The responsibilities of an invigilator are set out in the job description attached. Please contact Jo Armitage on 0207-791-7215 for an informal discussion about the role.

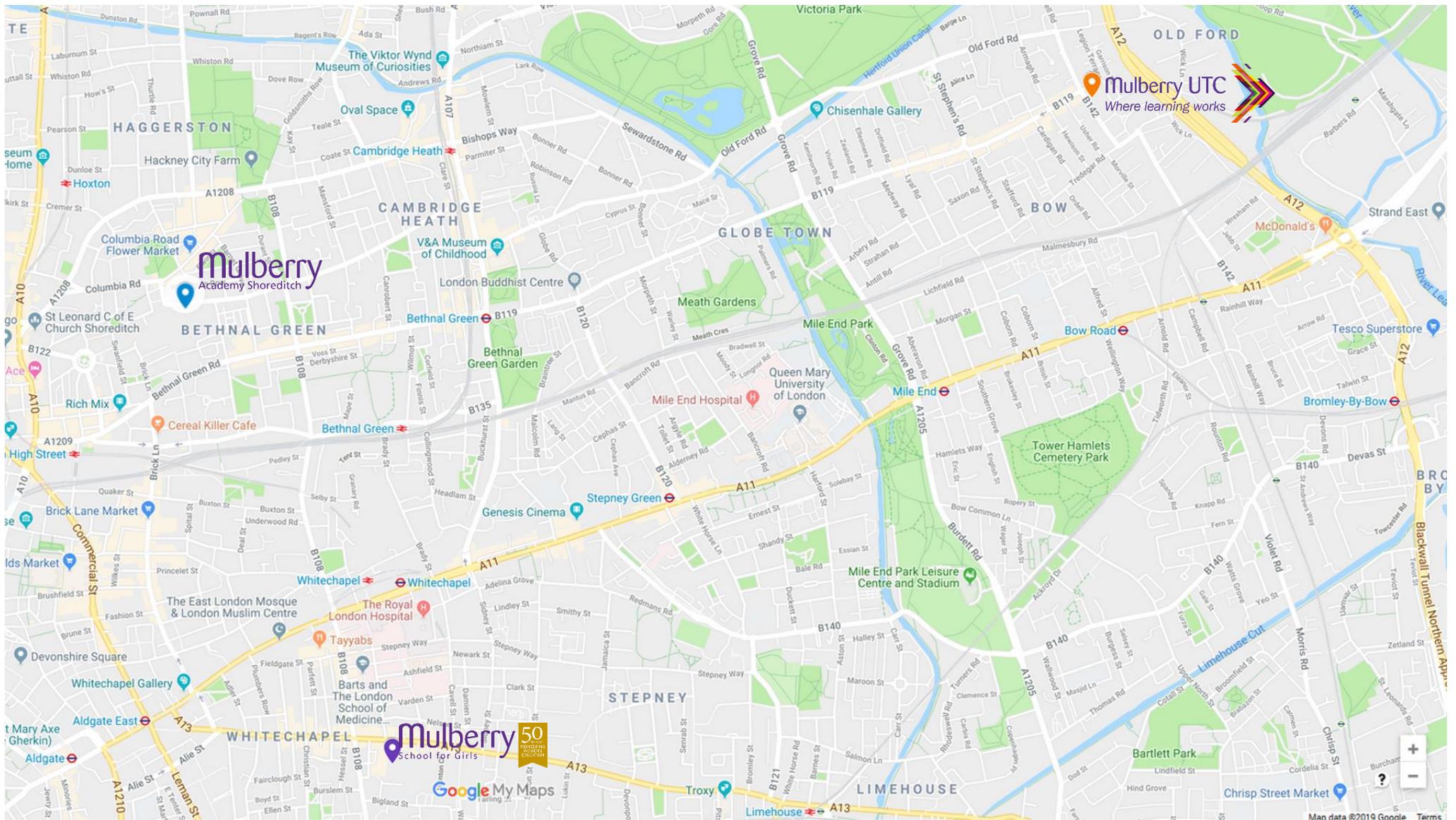
Your application must be submitted on the support staff application form available with these details on:

www.mulberryutc.co.uk/staff/current-vacancies

Please ensure your application addresses the criteria in the person specification.

Your application should be submitted to UTCHR@mulberryschoolstrust.org by
12 noon on 11 March 2019.

Interviews will be held on **14th March 2019.**



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| Job description |
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Job title: Examination Invigilator

Responsible to: Examinations Manager

Key focus

To supervise students taking examinations and to ensure the examination is conducted according to JCQ's "Instructions for Conducting Examinations", in order to:

- uphold the integrity of the examination process;
- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures.

Responsibilities

- To understand and implement the relevant sections of JCQ's "Instructions for Conducting Examinations"
- To participate in training and updates provided by the Centre
- To assist in the setting up of examination rooms, including clock, notices, labels, equipment, answer booklets and question papers
- To take responsibility for the supervision of candidates from the moment they walk into the examination hall and to ensure candidates obey the regulations of an exam room at all times
- To ensure candidates sit according to the seating plan and take to their desks only those articles, instruments or materials which are expressly permitted
- To provide candidates with all the necessary material to enable them to complete the examination and to ensure that only official examination stationery is issued
- To open the packet(s) of examination papers and issue the papers to candidates
- To give clear instructions to candidates about the conduct of the examination and to ensure that they are aware of the pre-exam start information and any erratum notice that may affect them
- To supervise the candidates throughout the time the examination is in progress and give complete attention to this duty
- To be aware of any needs that candidates may have during an exam
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To uphold the expectation that only staff who are scheduled to be in the exam hall by the Examinations Manager are present at any time during the exam;
- To maintain security and confidentiality at all times and to report any suspicion of malpractice to the Head of Centre
- To record attendance on the official examination registers and to keep a signed record of seating and invigilation arrangements
- To follow the guidance of the Examinations Manager on what to do if a student wishes to leave the examination room during the examination
- To know, and follow if necessary, the actions to be taken in the event of an emergency such as a fire alarm
- To collect answer scripts in candidate number order and ensure that candidates have used their correct Centre and candidate numbers

- To supervise the scripts as required until they are delivered to the Examinations Manager
- To assist in clearing the exam hall and returning stationery and equipment to the exams office
- To contribute to the evaluation of the exams service in the school
- To carry out any other duties commensurate with the post as requested by the Examinations Manager

This job description is correct as of January 2019 but may be revised in line with the Trust's and JCQ's requirements.

Person specification

You must be able to demonstrate:

1. Punctuality and reliability
2. High expectations of all students regarding achievement and behaviour
3. The ability to take on responsibility
4. Good interpersonal skills, with a calm and organised attitude
5. The ability to act on own initiative
6. The capacity to work as part of a team
7. A meticulous approach, with an eye for detail
8. The ability to be constantly vigilant when examinations are in progress
9. A competent level of written and spoken English
10. Commitment to the safeguarding of students

All staff at Mulberry UTC are required to have a satisfactory enhanced Disclosure and Barring Service certificate

About Mulberry UTC

Mulberry University Technical College (UTC) is a new school for boys and girls aged 14-19 which opened in September 2017 in a new building on Parnell Road in Bow. The UTC provides a pioneering employer-led education, developing young people as innovators and experts in the creative, health and digital technology sectors. The UTC is sponsored by Bank of America Merrill Lynch, Barts Health NHS Trust, the British Film Institute, Goldsmiths University of London, the National Theatre and Mulberry School for Girls.

Young people study in a specialist building equipped with state-of-the-art facilities and outstanding teachers, providing the highest possible standard of academic and technical learning so that graduates can move on to higher education, employer-based training, apprenticeships and skilled work. Studying at the UTC equips young people with the academic and technical capabilities they need to succeed at the highest level.

Our vision and values

We believe that every young person should have access to high-quality educational opportunities that enable them to achieve their full potential. We passionately believe that young people whose talents lie in practical, applied and technical learning deserve access to the best facilities, teachers and opportunities for the future. We are committed to ensuring that young people who want to follow a technical path are given outstanding support, teaching, work experience and internships, to ensure they have the best possible chance of succeeding in future study and employment.

Mulberry UTC, as part of Mulberry Schools Trust, is committed to working positively with all members of our local community. We recognise the importance of building strong relationships with parents, schools and other organisations in the local area. We believe that diversity and difference are a strength and an asset to our community, enriching all of our lives. Mulberry UTC is an inclusive community, committed to bringing out the best in everyone so that they can make a positive contribution and work with others to achieve a better future.

The UTC difference: employer-led learning

Mulberry UTC's employer-led approach takes learning beyond the classroom, developing students' technical knowledge and skills and improving communication, teamwork and negotiation.

At Mulberry UTC, students learn in professional teams alongside industry partners, in ways that replicate the working world and provide both hands-on experience and theoretical under-pinning. Solution-focused creativity, ethics, curiosity and imagination are integral to the curriculum. The UTC develops young people's capacity for imagination, critical analysis and practical application, skills that are further enhanced by employer-led projects, internships, work-based experience and university-led workshops.

Transforming education in east London

Mulberry UTC is located in Tower Hamlets, one of the country's most socio-economically deprived boroughs where child poverty is severe and youth unemployment high. There is a strong jobs market but a poor record of local people realising those job opportunities, for reasons that are inter-connected with poverty and deprivation. The borough faces both skills shortages and high levels of graduate under-employment: at present, insufficient numbers of local young people are developing the knowledge and skills they need to take up the new jobs which are being created locally in the creative, digital and health sectors.

Mulberry UTC and its partners play a distinctive role in helping transform the local socio-economic landscape, by providing an education that is tailored to the needs of local employers and universities. The approach to teaching and learning at Mulberry UTC focuses on developing students' academic and technical capabilities, based on the proven model of technical education that exists in France and Germany. Mulberry UTC specialises in providing high-quality technical and academic learning, building the knowledge, skills and understanding needed by employers in key local growth sectors and areas of skills shortage.

Health specialism

Our sponsor, Barts Health NHS Trust, is the largest NHS trust in the country and one of Britain's leading healthcare providers. As well as the Royal London Hospital, it is responsible for St Bartholomew's, Newham University Hospital, Mile End and Whipps Cross hospitals. The involvement of Barts helps ensure that students at Mulberry UTC are able to gain the knowledge, skills, experience and qualifications they need to successfully compete for a wide range of jobs in the health sector, including nursing and midwifery, healthcare and medical support services, research, health promotion, dentistry, medical support in health centres and GP services, schools' health services, mental health services, community health and care work.

Creative industries specialism

The creative economy in the UK is currently creating new jobs at more than twice the UK economy average and east London is home to a thriving creative industry, including in media and the arts. Our sponsors, the British Film Institute, the National Theatre and Goldsmiths University of London, are leading national institutions with global influence in the creative and cultural industries. Their support will open up opportunities for Mulberry UTC graduates in a diverse range of creative jobs including digital image design, web communications, online editing and media production, virtual marketing, social networking and other online communication, multi-media conceptual art, theatre and music.

Digital industries specialism

At Mulberry UTC, engagement with digital technologies will be embedded into every aspect of the curriculum, including robotics, virtual and augmented reality, app design, gaming and website development. Students are learning how to be critical consumers and intelligent creators, developing the knowledge and skills they need to become the next generation of tech innovators and entrepreneurs in their chosen specialist fields. Developing these skills will give our students a head-start in their future careers. Crucial advice about the digital technologies element of the UTC has been provided by our sponsors Bank of America Merrill Lynch.

Mulberry UTC has the backing and enthusiasm of key stakeholders in business, education, health, media and the arts. We are excited about the way in which this new school will transform educational opportunities for young people in east London, and welcome partners who are interested in working with us to achieve this goal.