



Invigilator for Public Examinations

Candidate Pack

Opportunity through community

Dear candidate,

Thank you for expressing an interest in this position. The Reach Free School is at an exciting time in its development as we celebrated our tenth anniversary in 2023. Academic achievement, our school community, and a love of learning are key to this school's ethos, and we take great pride in knowing all of our pupils and their strengths, goals, and passions. Everywhere you turn in this school, pupils and staff work together to achieve the very best. We have used the last twelve months to reflect on everything achieved in the previous ten years and look forward to what the future holds for the school.



We continue building on the strengths identified in our February 2019 Ofsted report. Attracting the very best staff is the most effective way to develop, which is important for us as we enter the next chapter in the school's history.

Our GCSE and A Level results are strong, and we are firmly established in our purpose-built school, ensuring that future generations of young people have access to modern educational facilities right in the heart of their community.

If you are passionate about contributing to our unique school, then we look forward to receiving your application.

Richard Booth
Headteacher

The School

The Reach Free School is an 11- to 18-year-old school in Rickmansworth that serves pupils of all backgrounds and abilities. It was opened in September 2013 by teachers and local parents in response to a significant demand for more secondary school places in the area.



All involved with the school have high aspirations for our pupils and high expectations of them. As such, we expect all pupils to:

- Commit their best efforts to all that they do
- Support each other to achieve their potential
- Work with their teachers to exceed their goals
- Demonstrate exemplary behaviour in all that they do
- Take pride in their school and its community within its walls and beyond
- Enjoy learning

The Reach Free School plays an active role in the community, working with local businesses, supporting local events and providing a hub for local services. Pupils are involved in the school's wider responsibilities, developing leadership and decision-making skills, communication and collaboration and independent, self-led learning.

A sense of purpose and responsibility pervades lessons and activities at The Reach Free School, and our pupils recognise their responsibilities as members of the community. This underpins The Reach Free School's ethos; Achievement, Community, Enjoyment – ACE.

The Ethos of the School

The Reach Free School's ethos and curriculum are designed, first and foremost, to meet the needs of the young people in the local area. The core of our ethos is to personalise the education of every pupil so that they can maximise their potential and realise their dreams and aspirations.

We believe in the following principles:

Achievement – Realised through recognising the individual needs of every learner

Community – Embracing, utilising and supporting the local community for the benefit of all learners and building partnerships to support teaching and learning

Enjoyment – A commitment to innovative practice and the application of technology to develop enthusiasm for learning

Features of The Reach Free School

A Smaller School – With 750 pupils, The Reach Free School is a close-knit environment, ensuring a strong sense of community.

Modern facilities - In September 2018 the school moved to its £19 million new home with first-class facilities throughout.

'Outstanding' Judgements - In February 2019 the school was inspected by Ofsted and received outstanding judgements for the 'Effectiveness of leadership and management' and 'Personal development, behaviour and welfare'. There were many strengths of the school identified in the inspection, not least the "excellent relationships between staff and pupils..." and "behaviour around the school is exemplary".

Transition – From September 2023 we have reverted to four classes in year 7, having taken an additional form of entry in 2022. Each year 7 class benefits from their own Home Room and a dedicated Assistant Teacher for the first year. This Assistant Teacher is the form tutor for this class, and supports learning in a range of subjects for their pupils. Together these ease the transition from primary to secondary school for the children and help us to understand each child as an individual.

Focus on English and Mathematics – The school focuses on English and Mathematics, the building blocks for success in other subjects. Literacy and mathematics pervade teaching and learning at the school and all teachers play a role in developing pupils' skills in these areas.

Reach Beyond – This is the school's all-encompassing wider curriculum, which includes a reading programme for key stage 3, a targeted academic support programme from year 10, our REACH Time PSHE programme and community projects, where pupils work together on local projects. Reach Beyond helps to develop our pupils as creative, confident and proactive individuals. At Sixth Form, we have a Reach Out programme for students as they prepare for life beyond school.

Technology Rich – All pupils are provided with a school device, and teachers are encouraged to use the latest technology to teach creatively.

Expectations

At The Reach Free School, we expect all staff to:

- Be passionate about their subject area and learning as a lifelong skill
- Be committed to securing the best outcomes for all pupils at the school
- Have a passion for education and be open to innovative approaches in everyday aspects of school life
- Contribute to the overall development of the school
- Be flexible in their approach to work, adapting to new challenges

In return, we will offer you:

- A unique opportunity to help build on the school's successes to date
- A happy and supportive working environment with high expectations and standards
- Competitive salaries based on skills and experience
- A network of outstanding practitioners to collaborate with and learn from



Job Description

| | |
|---------------------|-------------------------------|
| Job Title: | Invigilator |
| Reports to: | Examinations and Data Manager |
| Hourly Rate: | £13.00 per hour |
| Start Date: | January 2025 |

Overall Responsibilities

The Reach Free School is looking to recruit new Exam Invigilators to work alongside our internal staff invigilating public and internal examinations at the school. Hours will be from 8.15am until approximately 4.15pm although there will be some flexibility. No experience is necessary as full training will be given.

Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Reach Free School instructions.
2. To play a key role in upholding the integrity of the examinations/assessment process.

Before exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To assist in admitting candidates into the exam room
- To instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incident, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After exams

- To instruct candidates in finishing their exams and to collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

Other

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example:
 - Facilitating emergency access arrangements, for example as a scribe for a candidate who has broken their arm
 - Other exam-related administrative tasks

Job context

The Reach Free School welcomes individuals of a high professional standard and shares the responsibility with each member of staff for continual review and the development of expertise.

All members of staff make a valuable contribution to the school's development and, therefore, to the progress of all pupils.

The Academy Trust will endeavour to make any necessary, reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Review of Duties

The specific duties attached to any individual member of staff are subject to annual review and may be changed after discussion with the employee.

Remuneration

The rate of pay for this temporary position is £13.00 per hour, with hours negotiable. All examinations take place between 8.15am to 4.15pm throughout the academic year.

Person specification

| | Essential | Desirable |
|--------------------------------------|--|---|
| Qualifications | | <ul style="list-style-type: none">• 5 GCSE grade C or above including Maths and English |
| Job Experience and Knowledge | | <ul style="list-style-type: none">• Previous invigilation experience |
| Skills/Abilities/Competencies | <ul style="list-style-type: none">• Ability to cooperate and collaborate with school staff.• Ability to follow written procedures to carry out tasks.• Awareness of data protection issues.• Meticulous attention to detail | |
| Other qualities | <ul style="list-style-type: none">• High level of security/confidentiality awareness• High level of customer care awareness• Flexibility over working hours | |

How to apply

Completed application forms, along with recruitment monitoring forms, should be submitted in one of the following ways:

| | |
|---------------------------|--|
| Electronically to: | Mrs Keri McKay, HR Officer, kmckay@reachfree.co.uk |
| By post to: | The Reach Free School Long Lane Rickmansworth Hertfordshire WD3 8AB |

Once your application has been received, it will be acknowledged by email.

If submitting your application electronically, please save your form with your name at the beginning of the file name.

In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Potential candidates may contact The Reach Free School with any questions on 01923 711517 or via email at kmckay@reachfree.co.uk.

The Reach Free School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In accordance with our Safer Recruitment Policy, we are only able to process applications with a fully completed application form. The successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check and in-depth online checks. Non-disclosure may lead to termination of your employment.



Long Lane
Rickmansworth
Hertfordshire
WD3 8AB

www.reachfreeschool.co.uk
admin@reachfree.co.uk
01923 711517