



Information for applicants: Exam Invigilator -

WELCOME TO THE ESSA FOUNDATION ACADEMIES TRUST

All will succeed

The ethos of Essa is summarised in these three words. It doesn't just refer to our learners. Our Sponsors and our Board of Trustees want all those involved in the Essa journey to succeed.

Our schools need great people in the classrooms but every part of Essa needs people who are prepared to go the extra mile, are passionate about making a difference to the lives of children and young people, love working in teams, are collaborative and generous as colleagues and value the contribution of all parts of our Trust.

We are part of a strong collaborative, caring community and our children and staff are right at the heart of that. The challenges of disadvantage which they face can be lightened by the security of having a good school on the doorsteps for their children and one where their life chances will be enhanced and secured. Every member of staff contributes to the life chances of every child and celebrates every success .

I hope you will want to be part of the Essa team and help us ensure that 'All will succeed'.

Anne Casey, Chief Executive



THE TRUST

The Essa Foundation Academies Trust currently sponsors two academies:

- **Essa Primary School, age 4-11.**
- **Essa Academy, age 11-16.**

Essa Primary School was inspected in October 2019 and was judged to be good in all areas with outstanding early years provision.

Essa Academy was inspected in October 2021 and judged to be a good school in all areas.

Essa Primary (October 2019)

'This is a happy and caring school. Pupils behave well.'

'They listen attentively during lessons and they follow teachers' instructions carefully.'

'No time is wasted in class.'

'Pupils enjoy school. They are polite, and they respect the differences between themselves and their peers.'

'Children get off to a flying start in Reception.'

'Teachers in the early years have created classrooms brimming with exciting learning activities.'

Inspectors also praised the leadership of the Principal and her team who they said 'have worked tirelessly to develop the school.'



Essa Academy (October 2021)

'Essa Academy is a community underpinned by a culture of tolerance and respect.'

'Without exception, every pupil who spoke to an inspector said that they are proud to attend Essa Academy.'

'Teachers have high expectations.'

'Across the school, all pupils achieve well.'

'Leaders have created a strong and purposeful learning environment.'



VISION & VALUES - *All Will Succeed*

Our ethos is simple: we will make the most of our unique family of schools to give every child the best possible opportunity to flourish and develop into a decent, disciplined, well-educated and employable young person.

Here is what is at the heart of all we do:

Developing decent people:

Results and qualifications are important, but they are not the whole story – far from it. Our ultimate goal is to develop well-rounded young people who will make the most of the opportunities open to them in our schools. They will have resilience, zest and passion: people that employers will want to employ; people who will play a part in the communities in which they live and work; people we can be truly proud to say came through one of our schools.

Achieving full potential, no excuses:

We will do all we can to make sure every child gets the chance to reach their full potential. No child should ever get left behind; all have the capacity to learn and to achieve. We'll do this by instilling an acceptance that hard work, effort and application really does pay off. Through effort and application come self-respect, self-esteem, self-belief and success.

Discipline and standards:

It is important to us that our young people demonstrate high standards and that our schools are safe, structured places in which to learn – this will enable inspiring things to happen in the classroom. We will achieve this by expressing our high expectations regularly and frequently and by paying relentless attention to detail. We attach importance to values such as respect: for ourselves, for others, for learning and for the environment.

Great Schools for all:

We want the schools within our Academy Trust to be judged as great schools for all the young people that attend them. This means recruiting outstanding people to work in our schools and offering a curriculum that is engaging, challenging and responsive to individual needs.

Big on attitude:

We will frequently stand back and reflect on how we can do things differently and better. That doesn't mean latching on to the latest fad: it means being open-minded about trying new ideas; it means acknowledging mistakes but seeing them as an experience from which to learn; it means being aware of what happens beyond our schools so that we can predict future trends and remain in control of our destiny.

Strength in sharing:

We believe there is a strength brought about by working together within a multi-academy trust, enabling shared resources, shared knowledge, shared experience and shared success.

What's great about our family of schools is that we can be with a child every step of the way from teaching them to tie their shoe laces right through to congratulating them on their GCSE results and their future plans. That puts us in a unique position; it's also a tremendous responsibility.



ESSA FOUNDATION ACADEMIES TRUST

The Essa campus is very well placed for both motorway access and public transport. M61 J4 is very close by giving access to the Greater Manchester, Lancashire and Cheshire motorway networks and is close to Bolton railway and bus station.

For more information on our family of schools please visit our website www.efatrust.org

Essa Primary School

We are proud of our pupils, and their achievements. Our key objective is to provide our children with the best opportunity to achieve their potential during their time with us as we help them to develop into independent learners who are able to actively engage and contribute to the ever changing society and wider world.



Essa Academy

At Essa Academy we have a universal belief in our mission 'All Will Succeed', with access to outstanding resources and a strong sense of belonging, ownership and community underpinning our work. Our students and staff are amazing and reflect the ethos of the academy.



EFAT Support Services

We provide administrative and business support such as HR and Finance Support throughout the trust.

Essa Education Ltd

Essa Sports Centre is a modern, state of the art sports facility and community asset, used for a variety of academic and sporting needs, as well as events, meetings, conferences birthday parties and more. Our facilities include a full-sized 3G pitch, multi-use sports hall, dance studio and MUGA (Multi-Use Games Area). Other facilities available for hire include theatre with stage, classrooms & communal dining area.



Essa Education Ltd is a wholly owned subsidiary of **Essa Foundation Academies Trust**.

THE POST

We are looking for committed and hard working individuals to join our bank of casual Exam Invigilators. Invigilators work during exam periods and help to ensure that all exams in the Academy are carried out in accordance with required guidelines as issued by the relevant Examining Board and Principal.

The posts are casual, which means you will be offered work in accordance with requirements during exam periods, sometimes at short notice. Invigilators need to be available for work between 8.00am and 4.00pm during term time. The rate of pay for this role is £10.98 per hour.

Closing date: open all year round

Interviews: To be arranged

Start date: ASAP

JOB DESCRIPTION

Post:	Exam Invigilator
Salary:	£10.98 per hour
Responsible to:	Exams Officer
Terms:	Casual
Hours:	As required

Safeguarding *Essa Foundation Academies Trust and all its schools and academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

Purpose of the job

To act as Exam Invigilator in the Academy as and when required in any exams held at the Academy.

Main Responsibilities

To ensure that all exams in the Academy are carried out in accordance with required guidelines as issued by the relevant Examining Board and Principal.

Duties

- Be available in the Exam Hall 30 minutes before the published time of the exam
- Assist in the distribution of any exam material
- Be unobtrusively vigilant for the whole of the exam
- Ensure no one in the Exam Hall engages each other in conversation during the exam
- Be available to help with any student having special requirements during the exam
- Ensure that exam conditions are observed for the entire exam
- At the end of the exam be ready to collect all exam materials, as directed
- Assist in the secure movement of all exam materials back to the Exams Officer
- Be available to attend any meetings/training arranged by the Exams Officer as and when notified
- In the event of a delayed start to the exam, it is essential that all invigilators are available to stay until all matters associated with the exam are completed.

Customer Care

- To continually review, develop and improve systems, processes and services in support of the Academy's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Develop oneself and others

- To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
- To be ready to share learning with others.

Valuing Diversity

- To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Generic Requirements

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties.
- All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct.
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.
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- All staff will ensure that they are aware of and work within the requirements of all Every Child Matters policies, seeking clarity from a member of Senior Leadership if necessary.
- All staff are expected to uphold all Personnel related policies.

This job description is subject to change.

PERSON SPECIFICATION

Candidates will be assessed on the following:

QUALIFICATIONS

We don't ask for specific qualifications for this post, however 5 GCSEs at grade A*-C is desirable.

EXPERIENCE, KNOWLEDGE AND UNDERSTANDING

No specific experience is required, however previous experience of working in a school environment is desirable.

SKILLS AND ABILITIES

- Organised
- Good eye for detail
- Confident
- Use of initiative

ATTITUDES AND APPROACHES

- Committed to high standards.
- Possess energy and enthusiasm.
- Willing to learn from and with others in the development of good practice.
- Have humility.
- Resilience.
- Willing to try out new ideas.
- Flexible.

HOW TO APPLY

Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to Essa Foundation Academies Trust. The application form can be found on the vacancies pages of our Academy websites:

Essa Academy <https://www.essaacademy.org/vacancies>

Essa Primary <http://www.essaprimery.org/current-vacancies>

Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it. **Please ensure that you address your application to: Anne Casey, CEO, EFAT, Lever Edge Lane, Bolton, BL3 3HH. Telephone: 01204 333 222 or E-Mail: hr@efatrust.org**