



READING BLUE COAT

VACANCY INFORMATION PACK EXAM INVIGILATOR (PART TIME, CASUAL)



Closing date for applications: 09:00 on Tuesday 26 November 2024

Applications are reviewed and shortlisted on a rolling basis and we reserve the right to interview, appoint and close adverts early due to the volume of applications we receive.

We therefore encourage you to apply at the earliest opportunity to avoid disappointment as once we have closed a vacancy you will be unable to submit your application form.

Applications should be submitted by School employment Application Form, which can be downloaded from our website "Vacancies" page www.rbc.org.uk/vacancies/
This should be submitted with your letter of application, by email to recruitment@rbc.org.uk.

Contact for questions about the application process should be addressed to Mrs Inga Gregory, Head of HR, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU. Email recruitment@rbc.org.uk



READING BLUE COAT

INTRODUCTION

Reading Blue Coat School is a leading independent day school for students from ages 11 to 18. As at September 2023, the School has circa 800 students and has welcomed our first co-educational intake into Year 7 with the intention of being a fully co-educational independent day school from September 2027 onwards. The School will continue to be co-educational between the ages of 16 and 18.

The School was founded in 1646 by Richard Aldworth, a Master of The Skinners' Company, and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital. In 1947, Reading Blue Coat School moved to the magnificent estate of Holme Park in the Berkshire village of Sonning, where it remains today.

The ethos of the School derives from its Christian foundation and traditions, fostering care and concern within the community and enabling all students to develop their full potential. The School aims to provide a stimulating and friendly atmosphere in which each student can realise his or her full intellectual, physical, and creative potential. Students are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and co-curricular activities that combine to meet these objectives.

The School employs more than 200 salaried staff, of whom about 50% are academic. Reflecting the character of our co-educational sixth form, nearly half of our academic staff are female.

FACILITIES

Reading Blue Coat is located four miles from the centre of Reading, in the Thames-side village of Sonning. It is also three miles from Twyford, which will be located on Crossrail, with fast train service across London. Set in 46 acres of land for students to enjoy, the facilities are very well maintained, and the School continues to invest in the site to add to an impressive infrastructure of buildings.

ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all students should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual students to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics in Year 7, in Languages in Year 8, and Science in Year 9. Geology is also a thriving subject. In Year 11, all students take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All students take a GCSE in Religious Studies (full course) in Year 10.



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In the Sixth Form students can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), and a weekly schedule of visiting speakers. Reading Blue Coat always seeks to stretch and challenge students and the School's Learning Support Department ensures that students with specific learning needs are supported effectively. The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment.

2023 academic results were impressive; the results were amongst Blue Coat's best with 74.4% achieving A*- B at A level, and at GCSE 78.1% gaining Grades 9 to 7.

The majority of Year 13 leavers proceed to degree courses at universities of which approximately 60% go to the Russell Group of universities. Each year over 75% of our students attain places at their first choice university, whilst others are successful in securing future learning opportunities in their chosen career.

PASTORAL

Pastoral care, focused on the individual, is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system, within the framework of the House system. In September 2021, we increased our houses from four to six: Aldworth, Hall, Malthus, Rich, Norwood and West.

All students are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and for personally overseeing the development of their character and intellectual curiosity. At the heart of the School are the values of aspiration, courage, compassion, integrity and service and all activities seek to re-enforce these. The House system enables students to take part in activities that foster the development of these ideals through a variety of opportunities that include dance, drama, music, public speaking and sport.

DRAMA, MUSIC & THE ARTS

Reading Blue Coat has a reputation for drama and musical performances of the highest quality, with an extensive programme of performances throughout the year. Students' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School, all students are auditioned for the choir and many learn a musical instrument. The School Musical or Play is one of the highlights of the cultural calendar and there are further opportunities to perform on stage throughout the academic year. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, and exhibitions that take place throughout the year.

SPORT

The School has a strong reputation for the high quality of its sporting teams. Sport plays a key role in developing every student's potential whilst embodying the principles of Respect, Belief, Commitment and Sportsmanship (team RBCS). Sports are coached to a very high level while providing for, and encouraging those, for whom participation rather than excellence is important.



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The core sports are athletics, cricket, football, netball, hockey, rowing, and rugby. The School competes with great success at local, regional, and even national level. We have recent national competition winners in rowing and cross country running, and cricketers, netballers and rugby players who have been selected to international age group teams and gone on to play professionally. Other sports on offer include cross country, golf, tennis, swimming, and touch rugby.

ACTIVITIES

The activities programme is designed to enable students to develop practical and social skills such as communication, leadership, and teamwork. Reading Blue Coat offers a number of exciting options from which students can choose for their weekly activities session, including Adventure Education, Combined Cadet Force (Army, Navy, RAF), Duke of Edinburgh Award Scheme, Model United Nations and Enterprise Champions.

COMMUNITY

Reading Blue Coat students are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by Richard Aldworth who founded the School in 1646.

In recent years the School has greatly enhanced its links with the wider community under what is now called the Aldworth Partnership. One example is the Primary Schools Placement programme which gives students the opportunity to assist with tuition in English, Maths and Modern Foreign Languages in local primary schools. We also have our own community garden which produces fresh produce for a local foodbank charity and our students have recently begun a project to convert a horse trailer into a community café.

Internationally the School has a strong relationship with the charity Brass for Africa and our students support their work amongst disadvantaged children and young people in Uganda through music. As the Aldworth Partnership continues to grow, the long-term aim is that all Blue Coat students have the opportunity to be involved in transformative service projects in the local and wider community at some point in their school career.

Further information is available on the School's website at www.rbc.org.uk

See also **The Good School Guide**

<https://www.goodschoolsguide.co.uk/schools/102976/reading-blue-coat-school>

and **Muddy Stiletto's Schools Review Guide**

<https://berkshire.muddystiletto.co.uk/kids-2/school-reviews-kids-fashion-2/reading-blue-coats-sonning/>



READING BLUE COAT

ROLE DESCRIPTION

EXAMINATION INVIGILATOR (PART TIME, CASUAL)

Line Manager: Examinations Manager

Department: Examinations

Main Purpose of the job:

To oversee and supervise public and internal school examinations, ensuring they are carried out according to the guidelines and regulations set out by the JCQ (Joint Council for Qualifications). This allows each candidate to sit the exam in the same conditions as other candidates throughout the country.

MAIN RESPONSIBILITIES

The main responsibilities fall into four sections which are as follows;

- Before the exam.
- At the start of the exam.
- During the exam.
- At the end of the exam.

BEFORE THE EXAM

- Pick up stationery boxes from the exam office.
- Put up regulation notices and clocks in the exam room.
- Set out seating labels in accordance with the seating plan.
- Ensure the correct papers are given to the correct candidates.
- Write the centre number and exam times on the white board.
- Set out answer booklets on desks before candidates are allowed to enter, unless candidates are to write on the question paper/booklet.

AT THE START OF THE EXAM

- Ensure that candidates' bags and coats are left in the designated location and not next to or with the candidates.
- Register candidates into their seats, as according to the seating plan.
- Read regulations and procedures set out by the exam board to candidates.
- Ask if any candidate has a mobile phone in their possession and to hand it in immediately.
- Read subject specific instructions to candidates if necessary.



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DURING THE EXAM

- Supervise all aspects of the exam and remain vigilant throughout.
- If a candidate arrives late, warn them that the exam board may not accept their script.
- If a candidate requests to leave the exam room for a bathroom break, they must be accompanied at all times and name and time noted down on invigilation sheet.
- If suspicion arises that a candidate may be cheating in some way, speak to the Senior Invigilator.
- All instances must be recorded, including late arrivals, cheating, mobile phones etc.
- Ensure candidates stay for the full duration of the examination.

AT THE END OF THE EXAM

- Ensure all scripts are collected in candidate order.
- Collect all exam papers before candidates are allowed to leave the exam room.
- Dismiss candidate's one row at a time, after all scripts/answer booklets and question papers have been collected.
- Return all scripts and exam material, boxes, notices, clocks to the Exam Manager.

Additional Duties:

1. To follow all Health and Safety Policy guidelines and policies as stated within the school's Health and Safety Policy.
2. To act professionally and with good conduct at all times.
3. The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.

Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.



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PERSON SPECIFICATION

EXAMINATION INVIGILATOR

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Essential Skills, Qualifications and Attributes:

- Ability to touch type (to be a scribe for eligible students).
- Good command of English (written and spoken).
- Ability to handle confidential documents responsibly.
- Good attention to detail.
- Ability to remain observant and vigilant throughout the examination.
- Ability to stay calm under pressure.
- Excellent reliability, punctuality and flexibility.

Desirable Skills, Qualifications and Attributes:

- Previous experience of exam invigilating desirable although not essential as full training will be provided.
- Familiarisation with the document 'Guidelines to Students sitting Public Examinations' (will be provided).



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SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- **Contract Status:** Casual worker, term time only.
- **Salary:** £13.97 per hour (including holiday pay). Salary is paid by bank transfer on the 25th of the month, or next working day thereafter, throughout the year.
- **Place of Work:** Reading Blue Coat School, Sonning on Thames, Berkshire.
- **Working hours:** The main examination periods are January/February, April/May/June and November. Applicants must be fully flexible and available throughout these key months.
 - Morning examinations start at 09:00
 - Afternoon examinations start at 13:30

You will be required to report for duty to help set up the Examination Hall, this could be up to one hour prior to the start and stay 10 minutes afterwards to wrap up at the end of the exam. Flexibility is essential and you may be required to stay an additional 1 hour after the main examination has finished.
- **Leave entitlement:** Pro rata paid holiday of 28 days per annum is paid as a proportion of time worked and paid weekly as part of your hourly rate of pay (12.07% of basic pay).
- **Meals:** Lunch and refreshments are provided free by the School.
- **Parking:** Free Car parking is available on site.
- **Sports facilities** Free membership of the School Sports Centre with access to fully equipped gym and swimming pool.

For an informal telephone conversation about the role, contact Maria Blackwell, Examinations Manager, on 0118 933 5813 or email MAB2@rbc.org.uk