



BROADLEAF

PARTNERSHIP TRUST

APPLICATION PACK





WELCOME FROM THE HR DIRECTOR

Thank you for your interest in this opportunity. I hope you find this information pack helpful, and that it furthers your aspiration to work with us. Please do take some time to read our values statement, contained within, which very much sets the scene for our work ethic.

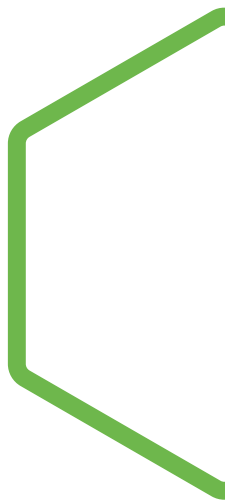
We are a small academy trust with big ambitions. We're here to give children and young people a lifelong love of learning and equip them with the skills they need to realise their personal ambitions. Our schools are places where children flourish, in environments that celebrate success, deliver academic excellence and foster curiosity, inclusivity and creativity.

If you join us, you can expect equal emphasis on your development as a professional. We will support you in continually developing your skills and career, which could take you anywhere within our expanding network of schools. To find out more about what else we have to offer, please see the 'Benefits Beyond the Classroom' information at the end of this pack.

We create exciting futures – both for our learners and our staff, and we'd love to welcome you on board.

I look forward to hearing from you.

Samantha Palmer
HR Director



JOB DESCRIPTION & SPECIFICATION

Job Title - Exam Invigilator

Status - Casual contract

Responsible to - Examinations Officer and Data/MIS Manager

Salary - £12.82 per hour (inclusive of holiday pay)

Closing Date - Monday 13th January

Job Purpose:

To ensure that examinations are conducted in such a manner that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any candidate.

Core Responsibilities:

To assist the Examinations Officer in the smooth and efficient invigilation of examinations in accordance with the regulations governing those examinations.

Ensure exam rooms are set up according to the requirements

To assist in the distribution of examination papers and associated materials immediately before the beginning of the examination and to collect them at the end and to distribute additional paper and/or equipment as necessary.

To supervise the examination candidates in a quiet and unobtrusive manner, being vigilant to the exclusion of any other task.

To assist in the efficient timekeeping of the examination. Checking clocks are displaying correct time during examination.

To give instructions and manage situations involving different groups of people.

To have a key role in upholding the integrity and security of the examinations/ assessment process.

Supervising candidates upon entry and exit of examination room. Ensuring that no candidate has brought books, paper, bags, ipods, watches, mobile phones, MP3/4players, Airpods, earphones/earbuds and smart glasses or any unauthorised material with them.

Issuing instructions to candidates at the start of the examination.

Checking that all candidates are present and alerting staff if anyone is missing.

To respond to candidates' queries in accordance with the examination regulations.

To ensure that any behavioural issues are dealt with in line with school policy and under the guidance of the Examinations Officer.

Responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

To escort and supervise candidates who may need to leave the examinations room.

Assisting the Examinations Officer in collating the papers and preparing the post.

Any other duty in keeping with role as requested by Examinations Officer.

Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

This Job Description is current at December 2024 and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.

Further information including an Applicant's Guide, Privacy notices and our Recruitment and Selection Policy can be found on our career site.

If you would like to speak to someone in advance of your application, or arrange an appointment to visit us, please contact Jackie Thomas on j.thomas@plantsbrook.school.co.uk

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check.

We are committed to equality and value diversity, and therefore particularly welcome applications from under-represented groups.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers. If they are disclosed, they will not be taken into account.

Closing Date : Monday 13th January

Interview Date: TBC

*We reserve the right
to close the advert
early

Approximate Outline of Sessions

AM Session 8.30am --12.00noon

PM Session 1.00pm – 4.30pm

Middle Session 12.00noon – 3.30pm

Relevant Experience:

Essential - Basic experience of using ICT effectively (familiar with use of email)

- Experience of working in a similar role in a school

Desirable - Experience of working with young people

Personal Skills

Be numerate and literate with good communicational and organisational skills

Ability to work on own initiative without direct supervision and if so required to arrange his/her own agenda of work

Ability to work within a team

Enjoy working with young people and be confident and a reassuring presence to candidates in exam rooms

Be optimistic, enthusiastic and generous of spirit

Have a sense of proportion and humour

Ability to work accurately and have a methodical approach

To be reliable and honest

Possess a flexible approach and attitude, and be readily available during main examination periods

Be committed to safeguarding and promoting the welfare of children and young people

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

Qualifications

None required, but willingness to undertake relevant training, update and review sessions as required.

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AN INTRODUCTION TO OUR SCHOOL

PERRYFIELDS ACADEMY

I am very proud of the Academy and the progress we continue to make towards becoming an outstanding provider of education.

We are a fully inclusive community that welcomes children with all abilities. Perryfields is a vibrant and caring school that places the students at the centre of each decision we take.

In May 2021, we were delighted for Perryfields to become part of Broadleaf Partnership Trust. We continue to enjoy working collaboratively within a small network of academies, to provide opportunities for both our students and staff to thrive and excel, whilst maintaining our individual flair as an academy.

Whilst at Perryfields, our students are empowered to be aspirational, resilient and independent learners. Our broad and balanced curriculum helps to cultivate the individual, fostering a love of learning and the desire to achieve. It is designed to enhance the development of our students with both subject specific and transferable skills, preparing them for the future and wider-world. This is reflected in our consistently good exam results.

Underpinning our culture of ambition is a strong and supportive pastoral system. The promotion of positive mental health and wellbeing encourages our learners to unlock their potential, within a kind and friendly environment.

We equip our students with the life skills they need to succeed both academically and socially, so they can be well-rounded members of the wider community.

We pride ourselves on working as a united team with our students, staff and families. Together, we strive to achieve excellence.

Clare Harris
Headteacher



PERRYFIELDS
ACADEMY

OFSTED - Good
Pupils - 942
Staff - 100

Oldacre Rd
Oldbury
B68 0RG



AN INTRODUCTION TO BROADLEAF

Thank you for taking an interest in Broadleaf Partnership Trust.

The overarching purpose of growing our partnership of trust schools is to work in alliance with each other in order to ensure that our learners receive an exceptional educational experience.

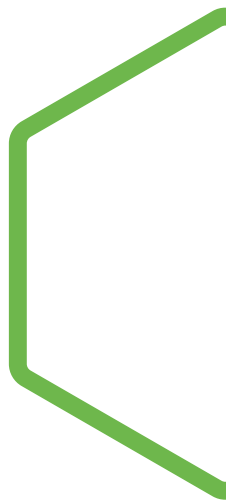
We passionately believe in the power of collaboration and look to ensure all staff across all of our schools benefit from shared expertise, understanding and opportunities for self progression - learning together and supporting each other.

Every academy has its own identity that enables it to best serve their community and I know that should you be successful in your application to join us, your dedication will continue to ensure that your children leave you with high aspirations and your families remain supportive of all that you do.

Thank you for your support and I look forward to seeing, and sharing the results of our new partnership.



Claire Pritchard, CEO



ABOUT OUR TRUST

Our Vision

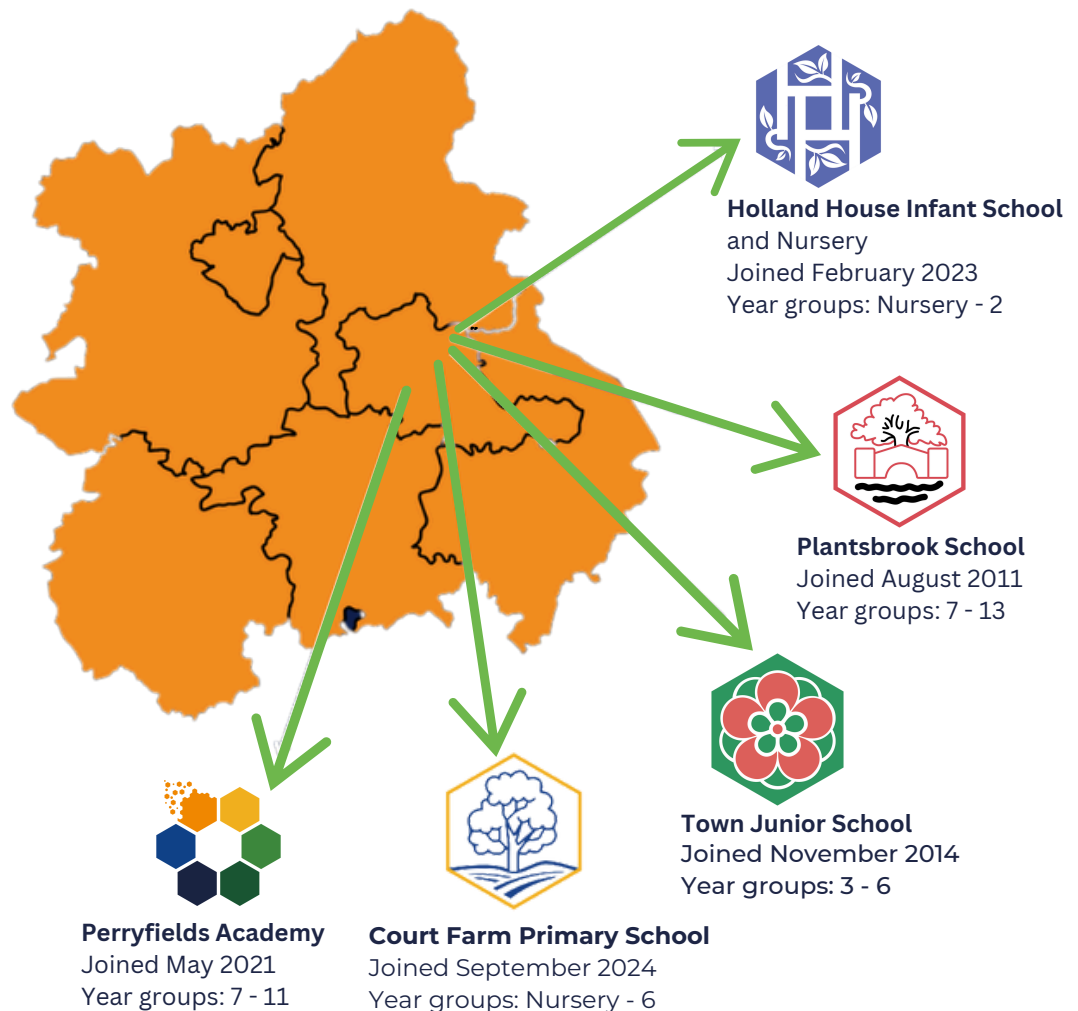
Broadleaf Partnership Trust will lead and enable community centred schools that raise and realise aspirations, celebrate successes, and promote a lifelong love of learning.

Our Values

Aspiration- We celebrate a culture of continuous improvement, where all stakeholders are motivated to achieve the very best for every child. We aspire to create learning environments that foster curiosity, inclusivity, talent and creativity so that every child is encouraged to recognise their potential and develops ambitions that reflect their future goals.

Alliance- Working in partnership across our schools and in affiliation with stakeholders, across the education sector and beyond, we can access information and networks that help to continually develop our people, communities and practice. Our collaborative approach enhances the strength of unity across our Trust whilst simultaneously recognising the uniqueness of our schools. We align many of our operational aspects whilst empowering learning leaders to meet the curriculum needs of their community.

Agility- We are agile in our approach, embracing change, and focused on excellence. We ignite and harness people's passion by encouraging experimentation and innovation to make learning meaningful, build organisational resilience and ensure our approach stays current. We adopt a culture of shared and servant leadership across our Trust that enables action and provides the flexibility to respond and adapt to the ever-changing climate.



BENEFITS BEYOND THE CLASSROOM:



Employee Assistance Programme

This provides 24/7 access to a range of health and wellbeing services either by phone or online, including a helpline operated by trained counsellors to provide 'in the moment' support, wellbeing resources and webinars, structured counselling sessions and financial and legal advice.

24/7 GP service

As a Trust employee you and your immediate family have access to a private GP service available at any time of the day or night worldwide. Telephone or video appointments can be booked at a time to suit you, allowing you easy access to medical diagnosis, reassurance advice, private (payable) prescriptions, fit notes and open referrals.

Cycle to Work Scheme

This salary-sacrifice scheme allows you to purchase up to £1,000 of bicycle and safety equipment tax-free, spreading the cost over either 12 or 18 months.

Health Cash Plan

Our optional health cash plan allows you to reclaim costs related to dental, optical, therapeutic and other health-related expenses, including diagnostic consultations, screening, hearing aids, surgical appliances and NHS prescriptions. Personal accident cover is also included as standard. Contact HR for more detail.

Shopping and Lifestyle Discounts

Wider Wallet is an online discounts platform providing a range of offers and discounts from well-known retailers and high street brands as well as discounts on dining, travel, technology, entertainment and days out.

Pension

Plan for your future with a generous and secure pension scheme for teaching and support staff, ensuring financial wellbeing during retirement. .