



Wyvern  
Academy

# BUILD YOUR DREAM CAREER

Join our Team!



## RECRUITMENT PACK

### Exam Invigilator

Wyvern Academy, Darlington

EXCELLENCE AND EQUITY WITH INTEGRITY

# WELCOME FROM THE CEO



Dear Candidate,

Thank you for your interest in the position of Exam Invigilator at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity. We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy  
Chief Executive Officer of Consilium Academies.



Welcome,

I am delighted to welcome you to Wyvern Academy, where we are committed to fostering an inclusive, supportive, and challenging educational environment. Our school is dedicated to providing a well-rounded education that not only emphasises academic excellence but also encourages personal growth and character development. We are very proud to be a Consilium school, and we feel that the values of our Trust are reflected in all aspects of our work.

At Wyvern Academy, we believe in the potential of every student. Our dedicated staff work tirelessly to inspire and motivate students to achieve their best and prepare them for future challenges. We offer a rich curriculum that is complemented by a wide range of extracurricular activities, ensuring that our students have ample opportunities to explore their interests and talents. We provide students with a wide range of opportunities so that they can grow and develop into socially responsible citizens ready to take their next step on their academic journey.

Our commitment is to provide a well-rounded education that prepares students for future success. In June 2023, Wyvern Academy was rated 'Good' by Ofsted, with inspectors commenting, "*Leaders have achieved their ambitious vision of giving this community the school it deserves.*" and "*Wyvern Academy is a place where pupils are happy, safe and learn well.*"

We pride ourselves on having high expectations and high standards. We are committed to ensuring that every student experience first-class learning and education, so that they are able to reach and exceed their potential. This is reflected in our school's vision that we achieve '*Excellence in all that we do*'.

Our school operates with a great feel of inclusivity and community. This is typified by respectful relationships that exist between teachers and students. Our learning environment is clearly focussed on high academic standards for all of our students. Our school has a friendly, warm, orderly, and calm environment, allowing our classrooms to be healthy and conducive environments for learning.

Students are polite, friendly, and relentlessly enthusiastic – they value the help and support that our teaching and teaching support team provide. We expect them to show the attributes of the Professional Learner at all times and uphold the high standards that this provides.

We hope you will gain a flavour of what life is like at Wyvern Academy, and we look forward to welcoming you into our community and enjoying a happy and successful partnership with you and your family over the coming years.

Our journey of school improvement continues to happen at pace. My ambition for Wyvern Academy is that it becomes a leading educational establishment, both regionally and nationally.

Mr Peter Seed  
Head of School

# ABOUT THE SCHOOL



Wyvern Academy is a coeducational secondary school with academy status, located in the Branksome and Cockerton area of Darlington, County Durham, England. We are looking for an exceptional candidate to join us on our journey to becoming a truly outstanding school.

As a Consilium Academy, Wyvern Academy is built on the values of the Consilium charter. The purpose of the charter is to ensure our mission and values translate into practice within our Academies, ensuring that every student benefits from our distinctively inclusive ethos.

Wyvern Academy is committed to ensuring that all children reach and exceed their potential by:

- Providing the best possible education and experiences to develop the whole child during their time at the Academy
- Promoting self-discipline, self-confidence, motivation, aspiration, and excellence in learning to assist pupils to become independent and self-sufficient adults, who will succeed and contribute positively to their local and global communities
- Maximising student achievement through the effective use of teaching and learning facilities
- Offering an appropriate and relevant curriculum, responsive to the needs of all students
- Intending there will be no gaps between those children disadvantaged and the rest, either in attainment or opportunity
- Providing a welcoming environment based on trust and mutual respect, where students feel valued and feel like they belong
- Promoting equality and celebrate diversity
- Creating a safe, secure, and happy learning environment where children can achieve their full potential, both educationally and personally
- Creating a community where the values of truth, honesty, forgiveness, and reconciliation are lived and where there is special care for those most in need
- Working in partnership with families to ensure they are an integral part of their child's education and build positive relationships with our families and the wider community
- Providing a diverse range of extra-curricular opportunities and experiences for all our students to maximise talents and develop creative and social skills
- Fostering the values of responsible citizenship in a democratic way through providing opportunities to exercise responsibility and leadership; making students aware of, and encouraging them to form views on a range of political, social, moral, and spiritual issues; encouraging students to understand and tolerate the views of others.

# ABOUT THE TRUST



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equality with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

## Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equality, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equality, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development. Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

## WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- Access to the leading salary sacrifice car and home electronics lease scheme, exclusive to public sector employees
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspiration

# ABOUT THE ROLE



<b>JOB TITLE:</b>	Exam Invigilator
<b>START DATE:</b>	January 2025
<b>HOURS:</b>	Casual
<b>CONTRACT:</b>	Casual Contract
<b>SALARY:</b>	£13.25 p/h

*Join us as a Exam Invigilator at Consilium Academies, where a strong sense of collaboration, honesty, and a commitment to excellence and equity with integrity underpin everything we do.*

*Are you passionate, driven, and committed to delivering exceptional support? This is your chance to be part of an enthusiastic team at Consilium Academies, where we strive to provide the highest quality education for our students.*

*We are seeking a dedicated, experienced, and approachable Exam Invigilator to join our team.*

To support the Examinations Officer to ensure the fair and proper conduct of examinations in an environment that enables students to perform at their best.

Begin your journey with a team dedicated to empowering every student to achieve their full potential. If you share our values and have the vision and ambition to drive excellence, we want to hear from you.

The successful candidate will present the best possible example of professional standards to colleagues.

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is 01st April 2025  
Interviews will take place on a date to be arranged

We look forward to welcoming a new team member who shares our commitment to excellence in education!

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

*In accordance with our statutory obligations under Keeping Children Safe in Education Consilium Academies is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Consilium Academies might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.*

*The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

*Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.*

*Please note: If you have not been contacted within one week of the closing date, please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.*

}



# JOB DESCRIPTION

<b>JOB TITLE:</b>	Exam Invigilator
<b>REPORTS TO:</b>	Exam Officer
<b>BASED AT:</b>	Wyvern Academy
<b>GRADE:</b>	NJC 3
<b>MAIN PURPOSE OF THE ROLE</b>	
To support the Examinations Officer to ensure the fair and proper conduct of examinations in an environment that enables students to perform at their best.	
To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and regulations and instructions	
To have a key role in upholding the integrity and security of the examination/assessment process	
<b>CORE RESPONSIBILITIES &amp; TASKS</b>	
General requirements	
<ul style="list-style-type: none"><li>• Experience of invigilation is not required as training in the role and duties of an invigilator will be provided</li><li>• Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them</li><li>• Invigilators are required to confirm their availability in advance of main exam periods</li><li>• Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times</li></ul>	
An ideal candidate will:	
<ul style="list-style-type: none"><li>• be reliable, flexible and readily available during main exam periods</li><li>• have effective communication skills and good interpersonal skills</li><li>• work well as part of a team</li><li>• be confident and a reassuring presence to candidates in exam rooms</li><li>• be able to give instructions and manage situations involving different groups of people</li><li>• have basic IT skills (familiar with use of email, mobile phone messaging etc.)</li></ul>	
Before exams	
<ul style="list-style-type: none"><li>• Report to and be briefed by the exams officer prior to each exam session</li><li>• Keep confidential exam question papers and materials secure before, during and after exams</li><li>• Ensure exam rooms are set up according to the requirements</li><li>• Admit candidates into exam rooms under formal exam conditions</li><li>• Identify candidates and seat candidates according to the required arrangements</li><li>• Distribute the correct question papers and exam materials to candidates</li><li>• Instruct candidates in the conduct of their exams</li><li>• Deal with candidate questions</li><li>• Start exams</li></ul>	
During exams	
<ul style="list-style-type: none"><li>• Supervise and observe candidates at all times and be vigilant throughout exams</li><li>• Keep disruption in exam rooms to a minimum</li><li>• Deal with emergencies or irregularities effectively</li><li>• Record/report any incidents, disruption or irregularities</li><li>• Complete attendance registers</li><li>• Deal with candidate questions according to the regulations</li></ul>	
After exams	
<ul style="list-style-type: none"><li>• Instruct candidates in finishing their exams and collect exam scripts and exam materials</li><li>• Dismiss candidates from the exam room</li><li>• Check candidates' names on scripts, match the details on the attendance register</li><li>• Securely return all exam scripts and exam materials to the exams officer</li></ul>	

### Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - center supervision of exam timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

### **CORPORATE RESPONSIBILITIES**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

### **ADDITIONAL NOTES**

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.



## PERSON SPECIFICATION

<b>Qualifications and CPD</b>	<b>Essential</b>	<b>Desirable</b>
Good numeracy and literacy skills	<b>X</b>	
5 GCSEs Grade C or equivalent including English & Maths		<b>X</b>
First Aid qualification or willingness to undertake training		<b>X</b>
<b>Experience, Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
No particular experience is required for this post, however a willingness to learn is essential	<b>X</b>	
Experience of working in a school environment		<b>X</b>
Awareness of and interest in educational issues		<b>X</b>
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Effective communication skills and good interpersonal skills	<b>X</b>	
Accuracy and attention to details	<b>X</b>	
Reliability and punctuality	<b>X</b>	
Ability to give instructions and manage situations involving different groups of people	<b>X</b>	
Work well as part of a team	<b>X</b>	
Basic IT skills	<b>X</b>	
<b>English Fluency</b>	<b>Essential</b>	<b>Desirable</b>
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	<b>X</b>	
Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.		<b>X</b>