

## Exam invigilators 2019

### Background

Mulberry Schools Trust, based in Tower Hamlets, is seeking to extend the pool of exam invigilators in each of Mulberry School for Girls (MSfG), Mulberry UTC (MUTC) and Mulberry Academy Shoreditch (GSAS). Appointment will be to a pool of invigilators across the Trust in the first instance and then to a base school. Applicants will be asked at interview to indicate if they have a preference for their workplace. The map overleaf shows the location of the three schools.

Successful applicants will be required to attend compulsory training on two mornings in February/March. This time will be paid at the usual invigilator's rate. Your appointment to the invigilator pool will be dependent on successful completion of the training.

Invigilators are employed on a casual basis, completing time sheets.

Exams take place throughout the school year but the main seasons are:

- external exams (GCSE and A level)      November, May and June
- mock exams      December, January and March
- external exams (vocational)      January, March and June

We are seeking invigilators who can be available for a majority of these sessions. Invigilators may also be asked in at other times.

Invigilators are deployed by the Examinations Manager in each school and will, wherever possible, have 2 weeks' notice of their schedule. They are required in school at 8.00/8.30<sup>1</sup>am for morning exams and 12.30/1.15<sup>1</sup>pm for afternoon exams. They are notified of their exam room and any specific responsibilities by the Examinations Manager/Officer. In addition to supervision during the exam itself, invigilators will assist with the set-up and clearing of the exam room. Some members of the team will also provide permitted support for students with special educational needs. Invigilators take responsibility for meeting regulations as a team. You will get to know the others in your team well and work together to provide a reliable and effective service.

The responsibilities of an invigilator are set out in the job description attached. Please contact Claudia Panaitescu on 020 7791 7259 or Violetta Gas on 020 7920 7926 if you would like an informal discussion about the role.

Your application must be submitted on the support staff application form available with these details on:

[www.mulberryacademyshoreditch.org/careers/](http://www.mulberryacademyshoreditch.org/careers/)

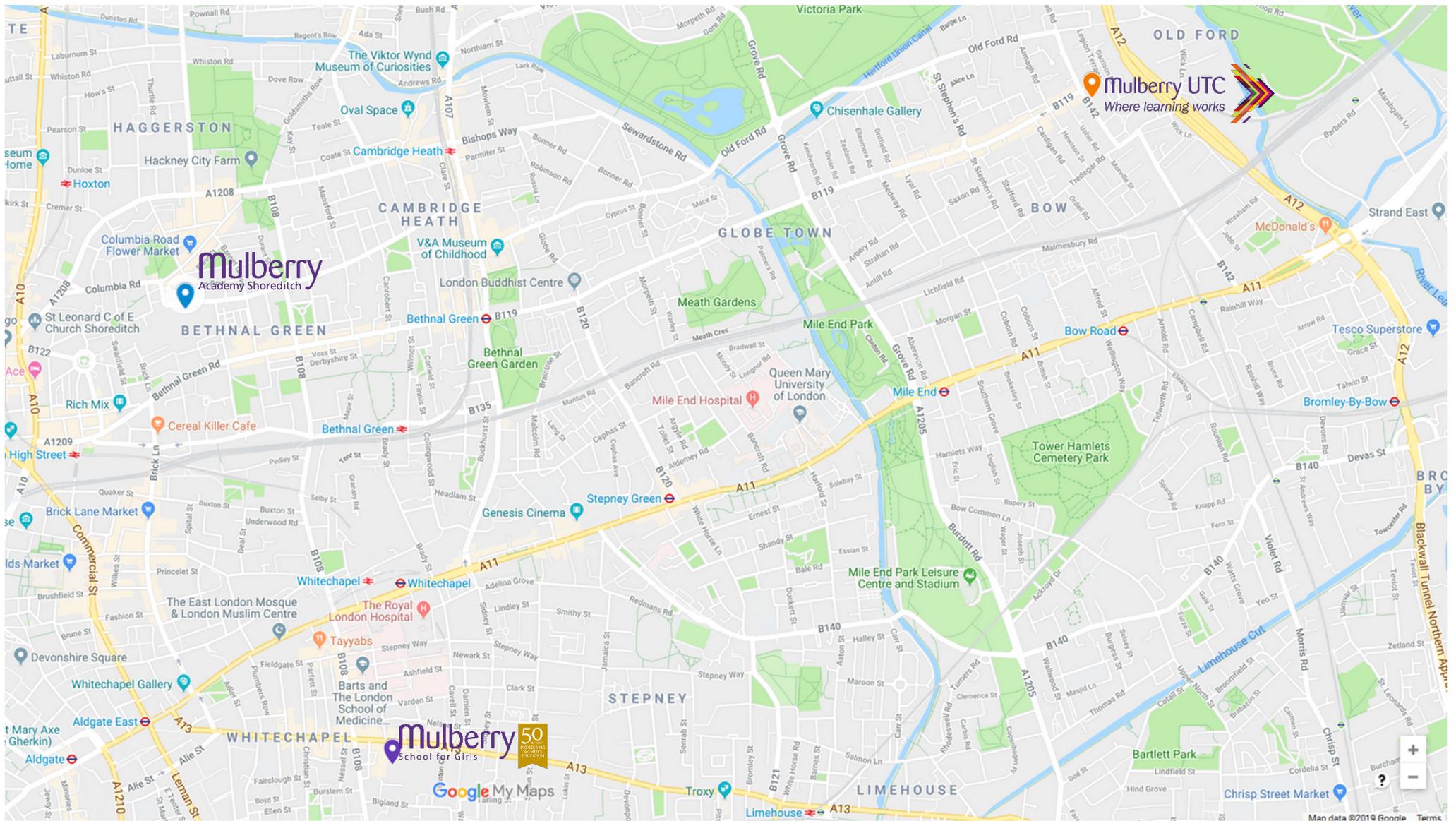
Please ensure your application addresses the criteria in the person specification.

Your application should be submitted to HR on [hradmin@mulberryacademyshoreditch.org](mailto:hradmin@mulberryacademyshoreditch.org) by **12 noon on 1st February 2019.**

Interviews will be held on 13th or 14th February 2019.

---

<sup>1</sup> Depending on school



Job description
-----------------

**Job title:** Examination Invigilator

**Responsible to:** Examinations Manager

### Key focus

To supervise students taking examinations and to ensure the examination is conducted according to JCQ's "Instructions for Conducting Examinations", in order to:

- uphold the integrity of the examination process;
- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures.

### Responsibilities

- To understand and implement the relevant sections of JCQ's "Instructions for Conducting Examinations"
- To participate in training and updates provided by the Centre
- To assist in the setting up of examination rooms, including clock, notices, labels, equipment, answer booklets and question papers
- To take responsibility for the supervision of candidates from the moment they walk into the examination hall and to ensure candidates obey the regulations of an exam room at all times
- To ensure candidates sit according to the seating plan and take to their desks only those articles, instruments or materials which are expressly permitted
- To provide candidates with all the necessary material to enable them to complete the examination and to ensure that only official examination stationery is issued
- To open the packet(s) of examination papers and issue the papers to candidates
- To give clear instructions to candidates about the conduct of the examination and to ensure that they are aware of the pre-exam start information and any erratum notice that may affect them
- To supervise the candidates throughout the time the examination is in progress and give complete attention to this duty
- To be aware of any needs that candidates may have during an exam
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To uphold the expectation that only staff who are scheduled to be in the exam hall by the Examinations Manager are present at any time during the exam;
- To maintain security and confidentiality at all times and to report any suspicion of malpractice to the Head of Centre
- To record attendance on the official examination registers and to keep a signed record of seating and invigilation arrangements
- To follow the guidance of the Examinations Manager on what to do if a student wishes to leave the examination room during the examination
- To know, and follow if necessary, the actions to be taken in the event of an emergency such as a fire alarm
- To collect answer scripts in candidate number order and ensure that candidates have used their correct Centre and candidate numbers

- To supervise the scripts as required until they are delivered to the Examinations Manager
- To assist in clearing the exam hall and returning stationery and equipment to the exams office
- To contribute to the evaluation of the exams service in the school
- To carry out any other duties commensurate with the post as requested by the Examinations Manager

*This job description is correct as of January 2019 but may be revised in line with the Trust's and JCQ's requirements.*

Person specification
----------------------

You must be able to demonstrate:

1. Punctuality and reliability
2. High expectations of all students regarding achievement and behaviour
3. The ability to take on responsibility
4. Good interpersonal skills, with a calm and organised attitude
5. The ability to act on own initiative
6. The capacity to work as part of a team
7. A meticulous approach, with an eye for detail
8. The ability to be constantly vigilant when examinations are in progress
9. A competent level of written and spoken English
10. Commitment to the safeguarding of students

*All staff at Mulberry School for Girls, Mulberry UTC and Mulberry Academy Shoreditch are required to have a satisfactory enhanced Disclosure and Barring Service certificate*

## About Mulberry School for Girls



Mulberry School for Girls is an 11-18 comprehensive community school with over 1400 students, close to Whitechapel and Shadwell in the London Borough of Tower Hamlets. A successful and popular school in the local area, Mulberry's accolades include Leading Edge, Training School, Arts School, International School and Healthy Schools status. The school is fully inclusive in all year groups, including the Sixth Form, and in July 2013 Ofsted graded the school 'Outstanding'. In summer 2017, students at Mulberry once again achieved record levels of

success at GCSE, with a progress 8 score of 0.7. Our P8 score is significantly above national average and places us in the top 7% of all schools. 74% of our students gained five GCSE's including English and Maths at grade 4 or C and above. In 2017 Mulberry A level results were the highest ever with 57% A\* to B and 87% A\* to C. The average grade for the best three A levels was B-. 88% of year 13 students went on to university with 31% gaining places at prestigious Russell Group universities. Despite being located in one of the country's most deprived areas, students at Mulberry now achieve well above national standards in all areas, proving that schools can overcome the attainment gap.

### A relentless focus on high quality teaching and learning

As Headteacher, Dr Vanessa Ogden explains, the key to excellent outcomes lies in the classroom: 'students achieve well because teachers deliver lessons which excite and engage learners, and which challenge students at all levels of ability'. In addition, the school's research-led approach gives teachers the opportunity to try out new approaches in the classroom. Members of staff are able to access a range of high quality professional development, which ensures that they are consistently refining their practice in order to secure the very best outcomes for students. Many have postgraduate qualifications, and young teachers are encouraged to take on leadership opportunities. Jill Tuffee, Deputy Headteacher, argues this helps the school to recruit and retain talented teachers, since 'they can see that we will give them opportunities to learn and to progress'.



### Effective use of ICT



All classrooms are equipped with interactive whiteboards and teachers make full use of this equipment to enhance participation and engagement in lessons. Laptops and iPads are used as learning aids, for example by allowing visually impaired students to enlarge diagrams or text. Mulberry has launched its Virtual Learning Environment (VLE) this year and this should provide further exciting opportunities to use technology to enhance the student learning experience.

### Building confidence and creativity through the arts

Mulberry's pioneering work in the Arts has a hugely positive impact on the whole school community. Our specialist Arts team is dedicated to developing and promoting the development students' skills in the Arts both within the curriculum and beyond, and the arts

are central to the life of the school. All students are involved in arts activities, with every student at KS4 taking at least one Arts subject. The development of student voice and self-confidence is at the heart of our arts work. Mulberry students regularly have the opportunity to take part in major arts-based projects, from performing at the Edinburgh Festival Fringe to collaborations with arts organisations including Tamasha, Hofesch Shechter Dance Company, and Guildhall School of Music and Drama. Our purpose-built theatre both allows students to showcase their abilities, and gives us the opportunity to welcome internationally renowned companies to perform for our students. In recent years, performing companies have included the Donmar Warehouse, the Royal Court and the National Theatre.

### **Intensive support for under-achieving students**

Mulberry's 'Star Academy' programme provides mentoring and support for under-achieving students in Year 11. As well as individual mentoring in school time, students attend sessions on Saturdays and in holiday time to boost their confidence. This is further supported by the work of progress tutors, members of staff who are attached to particular year groups, responsible for analysing and evaluating students' progress and coordinating after school prep sessions. These sessions provide students with a quiet space to complete homework or further extension activities and therefore help to maximise progress.

### **Rigorous tracking and monitoring of progress**



As part of the school's focus on raising standards, members of the Senior Leadership Team meet regularly with subject leaders to discuss students' progress. The approach is supportive, with departments encouraged to put forward ideas for raising attainment. Associate Headteacher Ruth Smith explains, 'in preparation for these meetings, subject leaders analyse current progress data, review the quality of pupils' work, visit lessons and consult with pupils to provide

a full picture of how individual pupils are doing and what more we can do to ensure every child reaches her full potential'. These meetings are part of a school-evaluation cycle every half term where all teachers are engaged in reflecting on how best to respond to the individual needs of their pupils. A particular focus in recent years has been developing students' academic writing skills. The impact of this work is clear: in 2017, Mulberry ranked in the top 3% for progress of disadvantaged students compared to all schools and in the top 1% for English P8 for high attaining students.

### **Developing young women as global leaders**

All students are encouraged to take on leadership responsibilities and to see themselves as leaders in their community and the wider world. Mulberry's work with local businesses provides role models for students, and partnerships with independent schools help to break down barriers. Students also take part in Model United Nations conferences and debate competitions across London and beyond.

### **Working in partnership with the local community**

Mulberry works closely with local families, running ICT, ESOL and a range of other classes for parents in school every week. This provides renewed confidence for parents in their ability to support students with their homework and increased engagement of families in all areas of school life. The school has constructed the 'Mulberry and Bigland Green Centre', an innovative partnership with a local primary school to provide a Children's Centre and adult learning classrooms, as well as a professional-standard theatre for the school and community to use.

## About Mulberry Academy Shoreditch

Mulberry Academy Shoreditch, previously Green Spring Academy Shoreditch, joined Mulberry Schools Trust in September 2018. The new Executive Principal, Ruth Holden, took up her post at the same time.

Each student at Mulberry Academy Shoreditch is provided with unrivalled experiences, rooted in Mulberry's values and commitment to achieving the very best educational outcomes for all.

Learning is not confined to the classroom – we know that our students thrive when they are continuously inspired, motivated and encouraged. From Year 7 through to Sixth Form, our commitment is to ensure that students leave us fully prepared as independent and successful young adults, with a portfolio of skills that sets them apart from their contemporaries.

The Academy provides an education filled with excellent teaching, academic rigour and high standards, opportunity at every turn and a range of experiences that will inspire, engage and challenge all students.

Mulberry Academy Shoreditch is truly an inclusive academy, which serves the local community. Our young people are educated in a safe, happy and welcoming environment so they can flourish. We have strong pastoral systems in place and the care we offer all of our students is of the highest standard. As well as collaborating with local, national and global organisations to deliver outstanding opportunities, we build strong relationships with parents/carers.

The Academy was judged 'Outstanding' by Ofsted following inspection in December 2012.

The four Ofsted categories covering 'Achievement of pupils', 'Quality of teaching', 'Behaviour and safety of pupils' and 'Leadership and management' all received the highest judgement – 'Outstanding'.

The inspection report comments that "students' achievement in Key Stage 3 and 4 is remarkable". It further states that "the standards they reach overall at the end of Year 11 are higher than those of other students in the country even though the majority start at the Academy with attainment that is below the national average".

To be acknowledged as 'Outstanding' in all categories is an immense honour and places Mulberry Academy Shoreditch amongst the very best academies and schools in the country. The credit for this goes to our governors, staff and to our students and their families. We're proud to be an 'Outstanding' Academy that serves one of the most deprived areas in the country and we all share the belief that our children have the right to an outstanding education. It's always been our goal to work with our local community and we know that background, place of birth or post code need never be an obstacle in fulfilling your dreams and aspirations.

Working at MAS is fast-paced, challenging and exciting, offering an inspiring environment and an array of fantastic opportunities. Our staff and students work closely together to achieve their best, making the academy a rewarding and fulfilling place of work. All of our staff are highly valued and recognised for the important part they play in the success of our school. We pride ourselves on the outstanding provision for staff as well as students.

## About Mulberry UTC

Mulberry University Technical College (UTC) is a new school for boys and girls aged 14-19 which opened in September 2017 in a new building on Parnell Road in Bow. The UTC provides a pioneering employer-led education, developing young people as innovators and experts in the creative, health and digital technology sectors. The UTC is sponsored by Bank of America Merrill Lynch, Barts Health NHS Trust, the British Film Institute, Goldsmiths University of London, the National Theatre and Mulberry School for Girls.

Young people study in a specialist building equipped with state-of-the-art facilities and outstanding teachers, providing the highest possible standard of academic and technical learning so that graduates can move on to higher education, employer-based training, apprenticeships and skilled work. Studying at the UTC equips young people with the academic and technical capabilities they need to succeed at the highest level.

### **Our vision and values**

We believe that every young person should have access to high-quality educational opportunities that enable them to achieve their full potential. We passionately believe that young people whose talents lie in practical, applied and technical learning deserve access to the best facilities, teachers and opportunities for the future. We are committed to ensuring that young people who want to follow a technical path are given outstanding support, teaching, work experience and internships, to ensure they have the best possible chance of succeeding in future study and employment.

Mulberry UTC, as part of Mulberry Schools Trust, is committed to working positively with all members of our local community. We recognise the importance of building strong relationships with parents, schools and other organisations in the local area. We believe that diversity and difference are a strength and an asset to our community, enriching all of our lives. Mulberry UTC is an inclusive community, committed to bringing out the best in everyone so that they can make a positive contribution and work with others to achieve a better future.

### **The UTC difference: employer-led learning**

Mulberry UTC's employer-led approach takes learning beyond the classroom, developing students' technical knowledge and skills and improving communication, teamwork and negotiation.

At Mulberry UTC, students learn in professional teams alongside industry partners, in ways that replicate the working world and provide both hands-on experience and theoretical under-pinning. Solution-focused creativity, ethics, curiosity and imagination are integral to the curriculum. The UTC develops young people's capacity for imagination, critical analysis and practical application, skills that are further enhanced by employer-led projects, internships, work-based experience and university-led workshops.

### **Transforming education in east London**

Mulberry UTC is located in Tower Hamlets, one of the country's most socio-economically deprived boroughs where child poverty is severe and youth unemployment high. There is a strong jobs market but a poor record of local people realising those job opportunities, for reasons that are interconnected with poverty and deprivation. The borough faces both skills shortages and high levels of graduate under-employment: at present, insufficient numbers of local young people are developing the knowledge and skills they need to take up the new jobs which are being created locally in the creative, digital and health sectors.

Mulberry UTC and its partners play a distinctive role in helping transform the local socio-economic landscape, by providing an education that is tailored to the needs of local employers and universities. The approach to teaching and learning at Mulberry UTC focuses on developing students' academic and technical capabilities, based on the proven model of technical education that exists in

France and Germany. Mulberry UTC specialises in providing high-quality technical and academic learning, building the knowledge, skills and understanding needed by employers in key local growth sectors and areas of skills shortage.

### **Health specialism**

Our sponsor, Barts Health NHS Trust, is the largest NHS trust in the country and one of Britain's leading healthcare providers. As well as the Royal London Hospital, it is responsible for St Bartholomew's, Newham University Hospital, Mile End and Whipps Cross hospitals. The involvement of Barts helps ensure that students at Mulberry UTC are able to gain the knowledge, skills, experience and qualifications they need to successfully compete for a wide range of jobs in the health sector, including nursing and midwifery, healthcare and medical support services, research, health promotion, dentistry, medical support in health centres and GP services, schools' health services, mental health services, community health and care work.

### **Creative industries specialism**

The creative economy in the UK is currently creating new jobs at more than twice the UK economy average and east London is home to a thriving creative industry, including in media and the arts. Our sponsors, the British Film Institute, the National Theatre and Goldsmiths University of London, are leading national institutions with global influence in the creative and cultural industries. Their support will open up opportunities for Mulberry UTC graduates in a diverse range of creative jobs including digital image design, web communications, online editing and media production, virtual marketing, social networking and other online communication, multi-media conceptual art, theatre and music.

### **Digital industries specialism**

At Mulberry UTC, engagement with digital technologies will be embedded into every aspect of the curriculum, including robotics, virtual and augmented reality, app design, gaming and website development. Students are learning how to be critical consumers and intelligent creators, developing the knowledge and skills they need to become the next generation of tech innovators and entrepreneurs in their chosen specialist fields. Developing these skills will give our students a head-start in their future careers. Crucial advice about the digital technologies element of the UTC has been provided by our sponsors Bank of America Merrill Lynch.

Mulberry UTC has the backing and enthusiasm of key stakeholders in business, education, health, media and the arts. We are excited about the way in which this new school will transform educational opportunities for young people in east London, and welcome partners who are interested in working with us to achieve this goal.