



Mill Chase Academy

Examination Invigilator

Start date: April 2019

Salary: £8.50 ph



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Welcome from Paul Hemmings, Principal

Welcome and thank you for your interest in working with us at Mill Chase Academy (MCA).

MCA is a small, friendly, oversubscribed school with high standards and expectations. We pride ourselves on knowing every young person well. Student welfare is at the heart of all our work and we have the highest aspirations for every child in our community.

In September 2019, it will be an exciting time as we relocate to a purpose built new-build school in Bordon. Currently under construction with an investment in excess of £30M, it will include state of the art facilities for all departments.

Our Plan-Deliver-Assess focus means that we have stripped away unnecessary bureaucracy and meetings, allowing teachers to spend time on these 3 important parts of their role. Teachers have time to plan great lessons, enjoy delivering their lessons and assess progress efficiently to inform the next stage of their planning to meet student need.

Last academic year, a group of teachers piloted a new approach to assessing the work of students in their classes to inform their planning, rather than providing detailed feedback to every child individually. The pilot was highly successful and has been implemented as a whole school approach to assessing and planning.

Every teacher has saved a significant amount of time which they now use to plan more precisely to address misconceptions and tailor learning with their classes.

Removing other time-consuming activities which prevent teachers from doing their job effectively has also led to considerable student enjoyment and progress which has consequently improved GCSE outcomes for our students. It also means great teachers stay at Mill Chase and we have created an exceptional teaching staff here.

Teachers are very well supported by an excellent professional support team at all levels who share our goal of every child achieving their very best whilst enjoying a rich and varied curriculum with plenty of opportunities to excel outside the classroom.

I extend an invitation for you to visit our school and discuss the post with me in more detail. Corinne Tutton, PA to the Principal, will be pleased to make arrangements for you and can be contacted at c.tutton@millchase.hants.sch.uk or telephone (01420) 472132.

Yours sincerely



Paul Hemmings
Principal

Welcome from the Head Boy and Head Girl

We would like to welcome you to Mill Chase Academy. We are delighted to say that during our five years at Mill Chase Academy we have really valued the experiences and education that we have been offered. Our academy is a small, vibrant and caring establishment that believes in having high expectations and achieving excellence.

At Mill Chase Academy our teachers work hard and really care about each of us and our education as individuals. There are many opportunities to extend our learning to ensure that we really do achieve our best.

Student Leadership is very important within the school and starts from Year 7 onwards with our Student Leadership programme and School Council. We feel that we have a voice and can make a valuable contribution to the decisions being made within the academy.

The student body behave well and fully engage with their learning, something that is noted and commented on by the many visitors that we welcome into the academy.

Our students really do have **Ambition** and **Courage** in order to achieve **Excellence**.



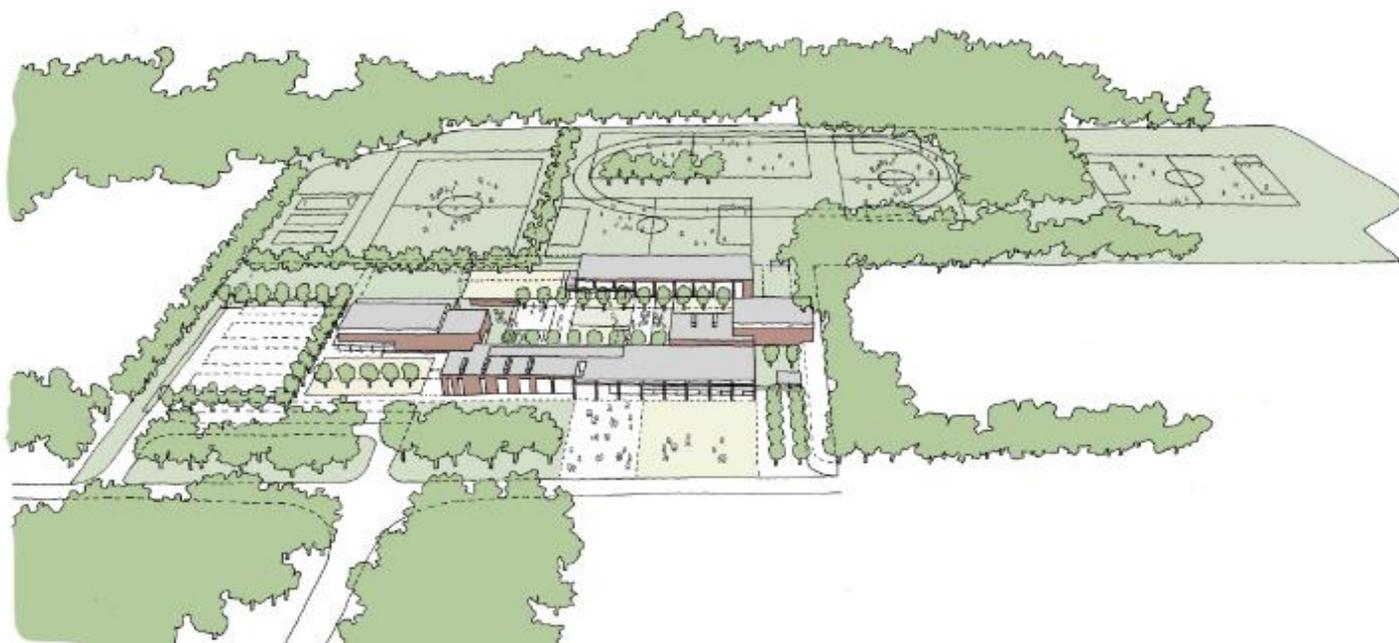
Relocation to new premises in 2019

Mill Chase Academy will be opening its new building a short distance from its current location in September 2019, creating a vibrant and exciting learning environment.

With an investment in excess of £30M, the facilities will be cutting edge, including science and technology laboratories, performing arts centre, 300 seat theatre, 4G pitch, a 6 court sports hall and forest school learning area.

It is a rare opportunity and an exciting time to join the school. Our location will be at the heart of a new learning community which will continue to grow as we welcome families locating to a new developing community in Bordon, Hampshire.

We work within a supportive learning community of staff, parents and students, enabling a world of learning opportunities which will inspire and motivate students of Mill Chase Academy to achieve excellence and create a successful path for their future. We are creating an academy where each day will be a journey of discovery to fire students' imagination, establish their sense of worth and to gain the confidence and courage to take a full part in the wider world.



Professional Development & Support

At MCA we offer a diverse programme of professional development to enable teachers to enrich their practice in areas that they have identified and want to develop. Professional development is closely linked to our school strategic plan and individual performance management to ensure that we are improving and enhancing the school as well as individual practice.

Throughout the school year, staff participate in a Twilight programme of professional development that has a focus on key areas. All staff are given the time and opportunity to choose a theme that they would like to research and study. The results of this work are then implemented to improve and enhance an area of their practice. There are also opportunities to share this knowledge with the whole school through our meeting and INSET programme and on many occasions whole school policy and practice has been influenced by the Twilight professional development programme.

Staff are also given the opportunity to work collaboratively with other staff and departments across the school through our meeting cycle. The collaborative meetings have a clear agenda that relates to sharing good practice to enhance provision through planned learning walks, work scrutiny opportunities and discussion and debate regarding learning, the curriculum, assessment, examination technique and classroom practice.

For Newly Qualified Teachers (NQTs), our programme has been recognised as delivering the highest grading for guidance and support for our newly qualified teachers.

Our NQTs have a mentor who works in partnership with them to ensure that they continue to develop throughout the academic year. Their mentor observes lessons and provides regular feedback on the quality of their teaching as well as offering helpful advice on how to improve further.

This support programme continues once NQT status has been achieved, as staff progress into our Recently Qualified Teacher (RQT) programme to ensure that support and development is on going, as we recognise that we have different needs at different stages of our career.

For professional services staff wishing to become teachers, we have a successful School Direct programme which is delivered jointly through our close link with the University of Chichester. This programme provides an opportunity to train with us for one year and includes a second placement in another school for one half term. When accepted onto our School Direct Programme, trainees are fully integrated into our staff team and are supported to ensure that they are given every opportunity to develop the skills required to become an outstanding teacher. To date, we have a 100% pass and employment rate and we expect to see this continue in the future.

Working at Mill Chase Academy – A View from the Staffroom

At Mill Chase Academy you are trusted to deliver high quality lessons. You can deliver high quality lessons because the academy has worked extremely hard to reduce the administrative burden for their teaching staff freeing our time to focus on what is most important, the progress of our students. I can genuinely say coming to school each day is a pleasure!

Mr Riley, Computing Department

Mill Chase is a place where you can make a real and positive difference to our pupils' lives. What's just as good is that they will make a real and positive difference to your life!

Mr Carney, Library Manager

Since joining Mill Chase Academy as a NQT in 2015, I have had the support of my colleagues every day, and have always felt trusted and valued as part of the team.

Mrs Carter, English Department

I have worked in quite a few schools during my working life and I can honestly say that none of them compare to Mill Chase Academy. There is a really nice sense of belonging and knowing that you are all equally part of a team, we are all striving for the same thing...to better the school, to make a happy working environment, to give students and staff the opportunity to learn new things and to be encouraged to shine. With all of this in place results come naturally....

Mrs James, Science Technician

There has been a real focus on reducing workload and unnecessary meetings. This has resulted in fewer after-school meetings. Even more significantly, we now have a whole-class feedback policy which has reduced time spent marking and given staff more time to focus on planning for progress.

Mr Denton, Mathematics Department

Mill Chase is a great school, as well as a supportive school, to develop as a teacher. There is a clear focus on getting rid of unnecessary bureaucracy and using strategies that benefit the child to help them progress, which is where the focus should be.

Mrs Hatter, English Department

I have worked at Mill Chase School/Academy for over 14 years. In those years I have loved working here. We have a special staff team who are extremely supportive of one another. The students I work with are appreciative of the work I do and are always grateful for the time I give to help them.

I have been given many professional development opportunities over the years which led to my current role as Academic and Pastoral Leader.

I always said I would look to work in another school after 5 years of arriving but the wonderful students and staff have kept me here.

Mrs Hale, PE & Technology Departments

I have worked at Mill Chase Academy since September 2018 and, as a new member of staff, have been really impressed by the warm and friendly environment around the school. The staff work collaboratively and the pupils' well-being is at the heart of everyone's work. Coming from a primary background, I like how the year 7s are welcomed into the school and I think the mixed mentor groups is a real strength, providing a great sense of togetherness amongst the year groups.

Mrs Pullinger, English and Mathematics Department

The University of Chichester Multi-Academy Trust

The University of Chichester Academy Trust is uniquely placed to make a difference to the local education landscape. With access to the University's extensive resources, we provide both educational expertise from the University's Institute of Education and expertise from professionals within HR, Finance, ICT, Estates and Communications.

The Trust has an inclusive and an aspirational vision. People and relationships matter to us and we share the University's belief that education has the power to transform society.

Our Vision is for all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

Our Mission is to create a vibrant inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

Our Shared values are:

- **Aspirational**
- **Inclusive**
- **Collaborative**
- **People-focused**
- **Dynamic**

University of Chichester

As a University we believe education has the power to transform society and we should play a role in enabling people to exceed their own expectations, creating a positive impact on our local and regional communities.

Our belief is all schools can be successful and that student progress and the retention and growth of high-quality teachers should be at the heart of our work. We have years of experience in working with outstanding and improving schools as well as those less successful and were proud when we established the Academy Trust in 2012.

We believe there are five key factors that distinguish the University of Chichester as an academy sponsor:

- Teacher training and schools have been fundamental to the University since 1839;
- Tailor-made solutions designed on merit not a one size-fits-all compliance model;
- Wide ranging experience of working in partnership with a rich variety of schools backed up with school focused CPD and classroom-based action research;
- High quality teaching and learning, recruitment, training, development and retention are all at the heart of the University ethos, which is shared by the Trust.

Together we make a difference

Our Promise to you:

- Be a member of a high performing team
- A school which is committed to continued rapid progress and the achievement of excellence
- A brand new, purpose-built school with carefully planned internal and external spaces, well-equipped ICT resources, learning resource area and state of the art technology

A focus on you:

- A family oriented school which cares about staff wellbeing and workload
- Opportunities for shared learning and collaboration across the University of Chichester Academy Trust and the wider network
- Extensive professional and personal development opportunities
- Access to current research and expertise from the University of Chichester

Reward and Benefits:

- A pay and reward package which values all staff and recognises the importance of staff in contributing to the achievements and success of the school and Trust
- Teachers' Pension Scheme
- Childcare Voucher Scheme

Be part of something bigger:

- An oversubscribed, successful school with high quality professional staff
 - The support of the University of Chichester Academy Trust, its Board and colleagues from the University of Chichester
 - Security of knowing you are joining an organisation that has been promoting education for the past 150 years!
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Job Profile

Job Title: Examination Invigilator

Job Number: CAT170MCA

Reports to: Examinations Officer

Location: Mill Chase Academy, Bordon, but required to work at any location where business is conducted that is within reasonable distance of the Academy.

Function of the post

The post holder will be responsible for the proper supervision of formal examinations where additional arrangements for individual students or small groups of students have been agreed by the school.

In addition, when required, the post holder will act as Reader in accordance with the Trust and Academy regulations. As Reader, the post holder will act as the communication channel through which a student can access their examination paper and be considered a 'reading instrument' only. Any interpretation, or understanding of any aspect of the examination paper, is the responsibility of the student.

Principal Accountabilities:

1. Report to the designated location at least 20 minutes before the examination time to collect all appropriate paperwork and to confirm allocation of room and ensure all appropriate official notices are in place, e.g. "silence", "examination in progress"
2. Ensure students fulfil the examination requirements for identifying themselves on their examination scripts and completing all necessary details.
3. Maintain a constant supervision of the candidates during examinations, ensuring examination regulations are observed.
4. Allow extra time to students in accordance with advice and guidance provided by the Exams Office. Any other time allowed in addition to this and the circumstances must be recorded.
5. Ensure the proper seating of students and the distribution of examination stationery (at least fifteen minutes before the examination is due to commence).
6. Check materials students are using are allowed, in accordance with the examination paper rubric and remove any material which the student should not use.
7. Deal with candidate questions according to the regulations.
8. Confirm any absences during the examination, including those arising from illness. Should a student leave the examination and the departure is due to illness, the student

will be expected to seek medical certification in accordance with the Trust and Academy regulations.

9. Collate examination scripts/answer booklets, returning them to the Exams Officer for processing.
10. Complete an attendance form and return it to the Exams Officer immediately at the end of the examination, or as directed by the Exams Officer.
11. When assigned a session on a one-to-one basis and the student is personally known to you, advise the Exams Officer immediately.
12. Where a student is using a computer ensure familiarity and compliance with examinations guidance.
13. Accompany the student to the toilet when required.
14. When required to act as Reader, act in accordance with JCQ Regulations.
15. Attend training, update or review sessions as required.

Other Duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Head of School. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Head of School.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002.

Safer Recruitment:

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications		<p>Knowledge and understanding of data protection</p> <p>Knowledge and understanding of a school environment</p> <p>An understanding of the role of an Invigilator and Reader during the examination process</p>	<p>Application/CV</p> <p>Documentary Evidence</p>
Skills	<p>Highly organised, with an ability to keep accurate records</p> <p>Ability to maintain close attention to detail under pressure</p> <p>Proven administrative and office skills</p> <p>Good literacy and numeracy ability</p> <p>Computer literate, including Microsoft Word</p> <p>Excellent interpersonal skills with a clear and articulate voice</p>		<p>Application/CV</p> <p>Interview/Task</p> <p>References</p>
Experience		<p>Experience or involvement of working with students in an examination setting.</p>	<p>Application/CV</p> <p>Interview</p> <p>References</p>
Personal attributes	<p>Ability to work as both a team player and on own initiative</p> <p>Able to follow instructions and procedures accurately</p> <p>Understanding of the needs of disabled students and respect for student confidentiality</p>		<p>Interview</p> <p>References</p>

	<p>Punctual, patient, reliable and trustworthy</p> <p>Ability to engender cooperation</p> <p>Confidential and sensitive to the needs of students in a school setting.</p>		
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Application Procedure

Applicants should complete an Application Form and Equality Monitoring Form which can be downloaded from the Academy's website www.millchase.hants.sch.uk or the Trust's website www.unicat.org.uk/find-job and submit it, so that it is received no later than 9am on 1 April 2019

Mill Chase Academy
 Mill Chase Road
 Bordon
 Hampshire
 GU35 0ER

T: (01420) 470329
 E: c.tutton@millchase.hants.sch.uk

Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the essential criteria within the Person Specification. Indicate, giving evidence, how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

Selection Procedure

The shortlist will be drawn up on 1 April 2019. Further details will be sent to those candidates called for interview.

Failure to send your application form to the above address may invalidate your application.

Equality Monitoring

All applicants will be required to complete an Equality Monitoring Form.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.

Safer Recruitment

University of Chichester Academy Trust and Mill Chase Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Data Protection Act 2018

You should be aware that the information you have provided will be stored on the HR secure database and will only be used to process your application. It will not be passed to any other organisation.

