



# APPLICATION PACK EXAM INVIGILATOR AT WESTFIELD ACADEMY



**Westfield Academy**

Seeing the qualities in every child

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Westfield Academy continues to make a significant impact on the education and welfare of the community in Yeovil.

It was judged '[Good](#)' by OFSTED in October 2023, 2018 and 2014. Student numbers have grown along with its reputation within the area and we were heavily oversubscribed in the last five year's intake.

There has been significant investment in the site over the last few years, including new sports facilities and Creative Arts spaces. Yeovil is a growing town and the Academy has seen its student numbers increase to 1055 this year.

We also believe in investing in our staff and offer a staff wellbeing group as well as dedicating significant time and funds to professional development. For ECT's we can offer experienced mentors and a great programme of CPD.

We are a school that has invested in technology and all students have chromebooks, which are a great tool available in delivering lessons and feedback.

We have a fantastic team of 11 full time non-teaching Heads / Deputy Heads of Year who are a key element of our pastoral provision leading to our calm and focussed student behaviour.

We are the first choice of school to work at by supply teachers in the local area and this has kept staff cover to genuinely being "rarely cover".

Please return your application form, including the names and addresses of two referees, to Lisa Jeffreys, Headteacher's PA, ([lisa.jeffreys@westfieldacademy.co.uk](mailto:lisa.jeffreys@westfieldacademy.co.uk)) by 09:00am on Monday 21 October 2024.

Detailed references will be requested for all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

I look forward to hearing from you.

With best wishes



Simon Dallimore

Headteacher



## Our Values and Ethos

Our motto is “Seeing the qualities in every child”, with our aim being to ensure all of our students become successful lifelong learners, confident individuals and responsible citizens. Our teachers and support staff work hard and are fully committed to challenging and supporting the students in their care.

### STRIVE—What are the values?

At the heart of our school community are a set of core values. These underpin our whole school curriculum and ethos. Our school values are:

- **Scholarship**—work hard and apply effective study habits
- **Teamwork**—be able to work positively and effectively with others, combining your efforts when working towards a shared goal
- **Be Resilient**— have self awareness, work with purpose and be willing to adapt to change
- Have **Integrity**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Be Versatile**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Have Empathy**—be aware of the feelings of others, contribute to your community and support your peers.

Students are encouraged to make the most of a wide range of extracurricular opportunities, including The Duke of Edinburgh Award Scheme. We run fixtures in all major sports and have a wide range of clubs and leisure sports activities. Students benefit from working with specialist coaches and enjoy good access to community clubs on and beyond the school site. For elite performers, there are a variety of further opportunities including sports psychology, training and nutrition.

Performing Arts are a real strength of Westfield. Students take advantage of a wide range of specialist Music tuition together with our choir, orchestra, string group and contemporary music groups. Students have the opportunity to perform in three concerts each year. Drama and Dance opportunities include an annual school play and two shows a year, all hosted in our theatre.

Westfield Academy is committed to using new technologies to support both teaching and learning. From 2019 all students at both Key Stage 3 and Key Stage 4, have their own Google Chromebook. These chromebooks are used to support learning across the curriculum. All teaching staff have their own chromebook.

Learning beyond the school site includes theatre visits, Geography field trips, ski trips and visits to Spain and France.

Regular rewards assemblies and annual awards evenings are where we recognise and celebrate the very wide range of student achievements. Students are also encouraged to take on roles of responsibility such as Prefects, House Captains and Form Captains, and to help further improve their own school through our School Council. All students are members of a tutor group and one of four houses, (Aqua, Ignis, Terra, Ventus). Houses form the basis of inter-house sporting activities and fundraising events. Students are encouraged to understand, respect and celebrate diversity, not least through our annual ‘Diversity Week’ programme.



# JOB DESCRIPTION

## DESIGN & TECHNOLOGY TECHNICIAN

### Main Purpose of Job

To assist with the invigilation of examinations and tests by ensuring students adhere to the examination code of conduct.

### Main Responsibilities & Duties

The duties may include:

- Attending training sessions and briefings by the Senior Invigilators.
- Ensuring that all Exam Board regulations and school rules are strictly adhered to throughout the examination period, reporting any breaches of the regulations to the Senior Invigilator.
- Assisting the Senior Invigilator in all aspects of the running of the examinations.
- Carrying out any other duties as requested by the Senior Invigilator, Exams Officer, Business Manager or Headteacher as deemed appropriate for the role.
- Assisting individual students with appropriate access arrangements including reading and writing.

### Facts and Figures

A school of approximately 1020 pupils in years 7 to 11.

### Supporting Processes

#### Problem Solving and Creativity

- Operates within clear guidelines.
- Ability to manage large groups of young people.

#### Decision Making

- Makes decisions within the guidelines outlined in relation to students.

#### Physical Effort & Working Conditions

- Significant periods spent on their feet, with some need to move heavy bundles of paper.

#### Contacts & Relationships

- Contact with the Exams Officer, Senior Invigilators, teaching staff, students and Exam Boards.

### Additional Information

- The post is temporary to cover the examination period and the number of hours for the post will be flexible.
- The salary will be paid at grade 14 (£12:38 per hour, pay award pending).
- The appointment is subject to the terms and conditions of Westfield Academy.



# INFORMATION FOR APPLICANTS

Thank you for expressing an interest in this post at Westfield Academy.

Please complete the attached application form in full. Please note that CVs are not accepted as part of the application process.

We are committed to protecting the safety of all students within our care and our selection process is designed to minimise any risk. Part of the selection process will be to explore a candidate's motivation for working with students.

Detailed references will be taken up of all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

All shortlisted candidates will be required to bring evidence of identity and proof of qualifications to interview.

The selection process may involve a number of different aspects as well as a panel interview. We will endeavour to ensure that you are able to gather as much information as possible regarding the school and you will also be able to ask questions relating to the post during the interview process.

The closing date for submission of applications is **09:00am on Monday 21 October 2024**.

Please mark your application for the attention of Mrs Lisa Jeffreys, Headteacher's PA, and return it via email to [lisa.jeffreys@westfieldacademy.co.uk](mailto:lisa.jeffreys@westfieldacademy.co.uk)

We look forward to receiving your application.



## Terms and Conditions of Employment

Westfield Academy Trust's normal terms of conditions of employment apply to the post of Exam Invigilator. Final detailed terms and conditions are subject to agreement between the Trust and the successful candidate and will be reflected in the formal employment contract.

**Employer** Westfield Academy Trust

**Position** Exam Invigilator  
Westfield Academy, Stiby Road, Yeovil, Somerset, BA21 3EP  
This is a casual position and the hours offered will be dependent on the postholders availability and our examination requirements.

**Reporting to** Exams Officer

**Location** Westfield Academy and any other place operated by the Academy.

**Start Date** The main exam season takes place between May and June, in addition to this the school usually runs two sets of mock exams in October and January each year.  
Training will be provided

**Salary** Grade 14 (£12:38 per hour, pay award pending)

**Safeguarding** Westfield Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for the successful applicant.

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