



# The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE

**Chief Executive Officer: Sarah Watson**

## **THE CASTLE SCHOOL**

Wellington Road, Taunton,

Somerset TA1 5AU

Tel: 01823 274073

[www.castleschool.co.uk](http://www.castleschool.co.uk)

## **COURT FIELDS SCHOOL**

Mantle Street, Wellington,

Somerset TA21 8SW

Tel: 01823 664201

[www.courtfields.net](http://www.courtfields.net)

## **WELLESLEY PARK PRIMARY SCHOOL**

Homefield, Wellington,

Somerset TA21 9AJ

Tel: 01823 664876

<http://www.wellesleyparkschool.com>

## **ISAMBARD KINGDOM BRUNEL PRIMARY SCHOOL**

Thomas Place, Wellington,

Somerset TA21 8FP

Tel: 01823 274073

<https://www.ikbschool.co.uk>

## **CANDIDATE INFORMATION**

**School:** COURT FIELDS SCHOOL

**Role:** Examinations Invigilator

**Salary:** £10.98 per hour

**Applications:** Completed applications should be emailed to [tmorcom@courtfields.net](mailto:tmorcom@courtfields.net) or posted to:  
Mrs Tracey Morcom, Court Fields School, Mantle Street,  
Wellington, Somerset, TA21 8SW

Dear Applicant

We are delighted that you are interested in working at The Castle Partnership Trust and the position we have available at Court Fields School. We hope that the application pack provides the information that you need to apply. Our schools are friendly and welcoming and our parents and students are always very appreciative. Visitors to Court Fields School always comment on our warm, friendly and purposeful learning environment.

We pride ourselves on our excellent pastoral care, our varied programme of enrichment and extracurricular activities and our outstanding relationships with each student. The positive comments and compliments we receive from parents and members of the community help build a positive and warm school community where everyone is valued. Court Fields is at the heart of our community and our relationships with parents, carers and local agencies enrich our provision for our students. Our students and staff are extremely proud of our school and our community. We are ambitious for our school and students, and we are a significantly improving school. As a staff we share a clear vision and strategic direction. We are seeking a colleague to complement our team, and play their part in delivering our vision.

The Castle Partnership Trust is seeking an individual interested in joining this outstanding Trust comprising two thriving secondary schools and a growing number of primary schools. We love diversity and richness in our schools and welcome applications from those wishing to play their part in the growth of our students through their learning.

On a personal note, this is a fabulous Trust and it is a pleasure and privilege to work for our students and with our staff. This is the best team of people we have ever worked with. They willingly give up time and invest enormous energy in educating our young people. We want people to join us who share these very high expectations of themselves and those they work with.

We look forward to hearing why you think you are the right person to join our Trust and how you will inspire our children.

Yours sincerely

*S Watson*

**Sarah Watson**  
**CEO**  
**The Castle Partnership Trust**

*P Matthews*

**Polly Matthews**  
**Headteacher**  
**Court Fields School**

## **COURT FIELDS SCHOOL, WELLINGTON**

---

Court Fields School has nearly 800 students on role and is an 11-16 fully comprehensive secondary school. Our 3 values of 'Achieve, Belong and Participate' drive all that we do.

Court Fields School puts students first, has effective learning at the heart of all it does and promotes a climate of success and achievement for every student. We have a passion for and a commitment to the core purpose of education and focus relentlessly on each student's right to the very best provision. We are committed to fostering self-confidence, enthusiasm, perseverance and integrity.

We continue to work relentlessly to support students to achieve academic success, develop their creativity and excel. We provide a positive learning environment where students can encounter a range of new experiences, safely and encouraged by a team of dedicated and highly experienced professionals. We believe that our vibrant learning community, coupled with a culture of high standards and high expectations brings out the best in every student and establishes the best possible foundations for the future.

Court Fields is an inspiring place to work. Having already made significant improvements over the last 12 months, it is an exciting time to join our team. Our staff, students, parents/carers and community are proud of the school, support its journey, and are committed to ensuring that Court Fields provides the very best for every child.

Staff at all levels have a strong visible presence within the school and both students and staff are responsive to one another. If there is a problem, we will take any action quickly and fairly. There must be no child invisible at The Castle Partnership Trust and incidents are dealt with quickly and effectively so children know and trust that we will take care of things and will go the extra mile with them. We are also committed to widening participation so that every child participates in learning and enrichment. All members of the school community are expected to pursue these aims.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle Partnership Trust is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated. Please note that for posts working with children the successful candidate will be required to undergo Disclosure and Barring Service checks in line with the Local Authority and School Child Safeguarding Policy.

## **THE CASTLE PARTNERSHIP TRUST CPD**

---

At The Castle Partnership Trust, we value teachers and are serious about education for our students AND our staff. I do hope you find the wider opportunities attached to this post and our commitment to your professional development interesting and exciting. We have an outstanding record of training teachers and investing in our staff, believing that potential, enthusiasm and good subject knowledge leads to great learning. Even the best teachers need to keep refreshed and interested and our excellent CPD programme supports such opportunities to develop.

For those of you who are ambitious, this is an excellent opportunity to build skills and experience that will prepare you for the next stage in your career. Equally, we seek teachers who want to focus on their own practice and enrich children's lives through providing opportunities for students to become happy, prosperous adults with a strong moral compass and self-esteem to positively participate in society.

Whatever your career stage we have a superb CPD programme through our Teaching School. If you are ambitious, we will give you opportunities to develop leadership and management, through working with some of the best teachers in the country and to learn leadership from some of the best in the profession. We are aligned with Leading Schools South West who are the providers of the NPQ programmes and many of our own leaders deliver these programmes. We also have internal programmes for school leadership and 80% of participants on the school leaders course went on to gain promoted posts either within or beyond the Trust. The Trust is a growing and thriving community where joint faculty meetings and CPD ensure we all learn together and serve all the children in our Trust. There are increasing opportunities to develop leadership across the Trust and across phases as we open our first new primary school in 2020.

## **LOCATION**

---

Location is everything. Court Fields School is nestled on the Somerset / Devon border surrounded by pretty villages and bustling market towns, the Blackdown Hills Area of Outstanding Natural Beauty, Exmoor and Dartmoor National Parks, and has easy access to the thriving centres of Exeter and Bristol and beyond. Nearby Taunton has plenty of options for sports enthusiasts including Taunton Rugby Club, Somerset Cricket Ground and Taunton Racecourse. An unmissable local cultural event is the Carnival, especially nearby Bridgwater Carnival which claims it can be seen from space!

## **APPLICATION**

---

Please complete the application form, ensuring you give reasons for any gaps in employment.

## **CLOSING DATE**

---

Completed applications should be emailed to [tmorcom@courtfields.net](mailto:tmorcom@courtfields.net) or posted to:

Mrs T Morcom, Cover Manager and HR Assistant, Court Fields School, Mantle Street, Wellington, Somerset, TA21 8SW.

### **Job Description**

The Trust's aims and values are fundamental and each member of staff will be expected to promote and develop these in all aspects of her/his work. All duties should be exercised in the context of these aims and values and in line with the Trust's policies.

<b>Job title:</b>	Examinations Invigilator
<b>Responsible to:</b>	Examinations Officer / School Business Manager
<b>Pay:</b>	£10.98 per hour

#### **MAIN PURPOSE:**

In accordance with Awarding Body and School regulations and guidelines, to supervise examinations, ensuring the integrity and security of the examination papers and the fair and proper conduct of examinations.

#### **DUTIES:**

This is a casual role, working as part of a team of Exam Invigilators supporting the Exams Officer in the day-to-day operation of exam venues. This may include:

- Closely following and enforcing exam procedures and regulations
- Ensuring that details of candidates and examination materials are kept strictly confidential
- Assisting with setting up exam venues as instructed and in accordance with strict procedures
- Collecting/checking essential equipment and stationery for exams
- Collecting/checking exam papers
- Distributing correct exam question papers to candidates
- Supervising the entry and exit of students from the exam venue
- Ensuring students are seated according to seating plan
- Registering candidates and informing the Exams Officer of any absentees
- Reminding candidates of exam regulations
- Maintaining strict exam conditions
- Remaining alert and vigilant in order to exercise constant surveillance of the examination room
- Assisting candidates with the use of IT equipment (e.g. laptops) as permitted for the examination
- Dealing with candidate queries and any examination irregularities in accordance with Examination Board procedures.

- Taking note of any malpractice or problems and informing the Exams Officer
- Ensuring accurate timekeeping during the exam
- Ensuring candidates stay for the full duration of the exam
- Collecting in question papers and exam scripts in candidate order
- Dismissing candidates in silence a row at a time
- Invigilating smaller groups of students including those with medical or special educational needs. This may include reading and/or scribing.
- Returning all scripts, exam papers and equipment to Exams Officer
- Assisting with the checking and packing of exam scripts after the exam
- Any other reasonable duties assigned by the Exams Officer, Business Manager or Head of Centre

### **PERSONAL QUALITIES:**

Applicants ideally should be:

- Well organised, calm and methodical
- Reliable and punctual
- Able to communicate clearly and relate to students
- Willing and able to follow strict guidelines and procedures
- Able to remain alert and vigilant during the exam period
- Sensitive and caring yet maintain an air of authority
- Flexible and able to work well in a team or alone as necessary
- Firm but fair at all times

One of the benefits of this work is it can fit in with applicants' availability.

### **TRAINING:**

Full and ongoing training will be given which all exam invigilators must attend.

### **EXAM SEASONS:**

Some GCSE and other exams take place in January but the majority are in mid May/June. Additionally, exam Invigilators may be asked to work during Pre-Public ("mock") exams, which take place at times throughout the year.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.**