



FULLHURST
COMMUNITY COLLEGE

EST 1991



Exam Invigilator **INFORMATION PACK**

Transforming Lives

www.fullhurst.leicester.sch.uk



Dear Applicant,

It is with great pleasure that I introduce myself as the Executive Headteacher of Fullhurst Community College. Thank you for expressing your interest in becoming a part of our school community.

Fullhurst Community College is committed to creating a supportive and inclusive learning environment for our 1500 students, aged 11-16 years. We take pride in offering the highest quality education and personalised learning pathways for every student, a commitment recognised in our recent Ofsted Inspection (September 2023): "Dedicated staff at the school have worked hard to create an inclusive culture."

Our primary objective is to shape successful, confident, and responsible individuals, equipped with both academic qualifications and essential personal and social skills. Acknowledged by Ofsted, our broad and varied curriculum ensures that all students have opportunities to realise their aspirations. "The school has planned an ambitious curriculum to meet the needs of all pupils."

The core values of Respect, Kindness, Determination, and Unity are integral to our success in enabling students to exceed their potential. "These values underpin the strong relationships pupils have with staff and each other. Pupils respect diversity." (Ofsted September 2023)

Our commitment to excellence extends to equipping our staff with the necessary tools and materials for delivering high-quality education from the start of their career.

Our state-of-the-art facilities at Fosse and Imperial Campuses cater to the diverse needs of our student body, contributing to our 'good' rating across all areas by Ofsted (September 2023).

If you are enthusiastic about contributing to our ongoing success and making a positive impact on the lives of young people, we warmly welcome your application.

We look forward to the possibility of welcoming you to our team of dedicated and outstanding staff.

Best regards,

Christina Bailey
Executive Headteacher

FULLHURST COMMUNITY COLLEGE

Reasons to join our team



At Fullhurst we have a track record of developing ECTs who thrive and make excellent progress in their teaching career. We provide the following support and guidance for you, at this crucial starting point in your career.

- We offer a summer induction week, to provide you with all of the information you need to settle into the school, and the opportunity to meet colleagues, students and classes before you start in the Autumn term.
- We match you with a dedicated mentor, who is an expert in mentoring, with a dedicated 1:1 session each week to provide you with the support and guidance you need, and opportunities to reflect on your teaching to integrate theory and practice.
- Your mentor will provide you with regular opportunities to receive feedback on your teaching practice, with small, practical action steps, building on what you have learnt in your training year, to help you to continue to make rapid and sustained improvements to your teaching.
- Our ECT lead mentors work directly with our providers to train and support ECT mentors in other schools across the city and county, so you can be sure that the mentoring and feedback you receive will be of a very high quality.
- We have carefully selected to subscribe to the ECF with TeachFirst, who are recognised as an Outstanding provider, giving you the opportunity to access high quality extended support and training which fits in with your day-to-day teaching commitments.
- We offer regular small group networking meetings, as an opportunity to meet up with other ECTs in the school to share your experiences.
- All of the processes for ECT reviews are designed to minimise workload and be supportive and collaborative, with the aim being for you to be supported in knowing what steps to take to make progress in your teaching.



FULLHURST COMMUNITY COLLEGE

Reasons to join our team



Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future.

WE LISTEN TO OUR STAFF

We continuously collect staff feedback throughout the year using 'Weekly 10', which provides staff with the opportunity to share insights into their well-being and enables us to respond promptly and effectively to their needs.

WE VALUE OUR STAFF

We have an active group of staff who form our Wellbeing Committee who work to ensure that effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils.

"Staff are proud to work at the school. They are happy and appreciate the support they get from the school to develop their knowledge and skills."

Ofsted September 2023.



WHAT WE CAN OFFER YOU:

- A comprehensive induction process, with all new teaching staff offered a mentor
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme
- Dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- We do not conduct graded lesson observations.
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen
- Annual flu jab - to protect against those winter germs
- Vivup counselling service offering telephone or face-to-face appointments, 365 days a year
- We're committed to equality and diversity; this is an area of responsibility for a member of our SLT and a linked Governor.
- We provide a wide range of activities and events for staff to relax and enjoy across the year

FULLHURST COMMUNITY COLLEGE

What staff have to say about



“Since joining as a fresh-faced NQT in 2012, I have seen Fullhurst go from strength to strength. The staff working here are an incredible team, which is reflected in the results, which continue to improve year on year. I have had the pleasure of teaching a diverse range of amazing young people at Fullhurst, many of whom still have strong ties to the college and keep us updated on their successes. Hearing about these positive outcomes is so rewarding and a big part of why I am still enjoying my time here later I am still proud to be part of the team. As the college expands and very excited to see what happens in the future.”

Mr T Jones *Standards & Progress Leader for Communications*

“I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!”



Miss T Marlow *Science Technician*

FULLHURST COMMUNITY COLLEGE

What staff have to say about



"I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education and am now a Standards Leader. The reason I applied to work at Fullhurst is the ethos of transforming lives. I believe that as a teacher and a leader, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students' lives in both their academic and personal development."

Miss M Bird, *PE Teacher and Year 11 Standards Leader*

"I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer.

I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community".

Mr S Willcock, *Senior Deputy Headteacher*



“I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. I was then promoted to be Curriculum of Maths. Having worked previously as a second in department at a different school in the city, I was ready to influence students’ lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college’s goals fall in line with my personal goal as a facilitator of learning, which is that ‘every child irrespective of their background has the right to achieve and do well to the best of their capability’. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills.

Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country.”

Mrs V Adeniyi, *Curriculum Leader for Maths*



FULLHURST COMMUNITY COLLEGE

Recruitment Advertisement



Post title: Examination Invigilator

Salary: Hourly rate £13.65

Contract type: Temporary and casual basis

Hours: As required (The post-holder must be available for work during the college examination periods and on the days requested by the Examination Coordinator)

Responsible to: Senior Deputy Headteacher / Exams & Data Manager / Exams Coordinator

We are looking for Exam Invigilators on a temporary and casual basis, the role will be responsible for preparing and conducting examinations in accordance with JCQ and examination board regulations. Full training for the role will be provided.

Fullhurst Community College is an over-subscribed and multi-award-winning secondary school for 11-16-year-olds based across two impressive campuses in Braunstone, Leicestershire. Our school is dedicated to our local community, and we passionately believe in transforming the lives of young people from one of the most deprived communities in the UK by ensuring that every student has the very best life chances made available to them.

Further details about the role, including the application form are available from our website www.fullhurst.leicester.sch.uk or by emailing recruitment@fullhurst.leicester.sch.uk

A cover letter detailing why you are a suitable candidate for the position should accompany your completed application. Completed applications should be returned to the Executive Headteacher, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or via email at recruitment@fullhurst.leicester.sch.uk

CLOSING DATE: Open Advert

Safeguarding Statement:

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people. In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.



FULLHURST COMMUNITY COLLEGE

Job Description



Post title: Examination Invigilator

Salary: Hourly rate £13.65

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Responsible to: Senior Deputy Headteacher / Exams & Data Manager / Exams Coordinator

Core purpose of the post:

- To be responsible for preparing and conducting examinations in accordance with JCQ and examination board regulations.

Specific responsibilities of the role:

- Ensure that both college and all JCQ and examination board regulations are strictly observed and implemented.
- Ensure candidates observe and obey examination conduct and behaviour.
- Assist with the organization of all papers and exam materials prior to examinations.
- Ensure that the relevant papers, equipment and materials are available for each examination and each student in the exam rooms.
- Supervise candidates in a quiet and unobtrusive manner.
- Work within the direction of the Exams Coordinator and the Senior Deputy Headteacher.
- Be familiar with, and be prepared to, implement procedures for dealing with emergencies, queries and inconsistencies.
- Follow and adhere to all college policies and procedures including data protection policy, equality and diversity policy, health and safety policy, safeguarding children in education - child protection policy.

Job tasks:

- Assist in the setting up of examination venues.
- Ensure that examinations are conducted smoothly.
- Ensure that students' needs are catered for.
- Assist as necessary with access arrangements.
- Distribute examination papers, additional paper and relevant equipment and materials as necessary.
- Assist in the efficient timekeeping of examinations.
- Assist candidates prior to the start of the examination e.g. directing them to their seats, advising them about examinations regulations etc.
- Report and deal with any inconsistencies, emergencies, lateness and absences as required.
- Respond to candidates' queries and concerns.
- Assist the Examinations Officer in the safekeeping, storage and distribution of examination materials and equipment.

Other responsibilities:

- Attend internal meetings and relevant CPD as and when required.
- Participate in professional development opportunities, with a willingness to develop additional skills and expertise.
- Contribute to the overall values / work / aims of the college.
- Carry out any other duties that may be reasonable as requested by the Senior Deputy Headteacher, Exams & Data Manager or Exams Coordinator.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Executive Headteacher / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Employee

Date: _____

FULLHURST COMMUNITY COLLEGE

Person Specification



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Salary: Hourly rate £13.65

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Responsible to: Senior Deputy Headteacher / Exams & Data Manager / Exams Coordinator

Training and education	Essential (E) / Desirable (D)
A level of literacy and numeracy sufficient to carry out the duties of the post.	E
Experience and knowledge	
Experience of working in an educational setting/environment.	D
Experience of liaising with staff and students.	D
Experience of responding to and dealing with queries and / or emergencies.	E
General awareness of examination procedures.	D
Experience of dealing with students with educational needs.	D
Knowledge of Health and Safety at Work Act and the implementation.	E
Working knowledge of the GDPR.	E
Qualities and skills	
Ability to work as a member of a team and liaise effectively with others.	E
Ability to display good judgement in a variety of situations.	E
Good awareness of, and ability to, exercise confidentiality when necessary.	E
Record of good health and attendance.	E
A good sense of humour.	E
Equal opportunities	
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice	E
Commitment to equal opportunities and equal value for all students	E
Other conditions	
Able to exercise confidentiality	E
Able to work to the requirements of the GDPR.	E
Able to undertake job related training and development as required.	E
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E