



ROYAL GRAMMAR SCHOOL

Amersham Road, High Wycombe, HP13 6QT
01494 524955

Website: www.rgshw.com

Cover Supervisor / Exam Invigilator

Start: asap

Applications should be made to the Headmaster's PA, Denise Chick, (dmc@rgshw.com) asap.

Along with the completed application form, please provide a letter of application and a curriculum vitae, which should include names, addresses, telephone numbers and email addresses of two referees.

Those being called for an interview will hear within one week of your application being received, when full details of the interview will be given. If you have not heard from us within two weeks of the deadline, please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

The RGS is committed to promoting the safety and welfare of all pupils.

Appointment is conditional upon at least two satisfactory references.

All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS

Social media checks will be carried out on shortlisted candidates prior to interview



Cover Supervisor / Exam Supervisor

Person specification:

Are you interested in occasional work? Could you supervise up to 33 students and enable them to get on with the work provided? We maintain a list of staff who are willing and able to be called on to provide cover for absent teachers. Cover will generally be needed between the hours of 8.45am-3.40pm but will not necessarily be for the full day. Work is provided for the pupils and your role is to maintain a quiet room, enabling them to get on with their work. You do not need to be a trained teacher for this role. We are looking for someone who is positive, with a flexible 'can do' attitude. The applicant would ideally be a team player, with an optimistic, cheerful outlook.

Please note there is no teaching of pupils required for this role, it is purely to supervise classes.

Skills and abilities:

- Good written and verbal communication skills.
- Able to work effectively as part of the team.
- Able to use own initiative.
- Flexibility to carry out responsibilities as and when needed.

Experience

- Not required as training will be provided

Working Hours:

- Ad-hoc - as required, term time only

Salary:

- Cover Supervisor: Hourly rate: £13.63 per hour + £1.65 holiday pay (£15.28 in total)
- Invigilator: Hourly rate: £11.44 per hour + £1.38 holiday pay (£12.82 in total)

Conditions of Employment

The following responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

- The post holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the School's policy in respect of child protection matters.
- S/He shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

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It is difficult to encapsulate the spirit of the RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. The commitment to excellence is there, but alongside it is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues.



Job Description Cover Supervisor

Accountable to: Cover Administrator

As Cover Supervisor:

- To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching / senior staff, implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities.
 - To support pupils' learning activities.
 - To promote positive behaviour.
 - To prepare and maintain the learning environment.
 - To develop and promote positive relationships.
 - To set homework previously prepared by the teacher.
 - To undertake other duties of an appropriate nature as may be reasonably required by the Headmaster.
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Job Description Invigilator

Accountable to: **Examinations Officer**

As Invigilator:

- To ensure that all candidates sit their examinations in a calm and proper environment following the guidance rules and regulations laid down by the Joint Council of Qualifications (JCQ).
- To take direction from the Senior Invigilator present in the room.
- To attend regular training sessions, to be updated on examination rules and regulations including 'Child Protection and Safeguarding'
- To assist in preparing the examination room, eg, relevant JCQ posters displayed, desk labels laid out in seating plan order, distribute the examination material and papers for the examination.
- To assist in collecting in the completed scripts.
- To escort a candidate to the toilet if required.
- To give full attention to conducting the examination properly.
- To observe the candidates in the examination room at all times.
- To quietly and unobtrusively walk around the examination room at regular intervals.
- To issue the candidates with additional papers if and when required.
- To be aware of any extra time allocated to candidates with special requirements.
- To report any suspicion of malpractice immediately to the senior invigilator in the room.
- To inform the Examinations Officer immediately of any candidate query regarding the content of the examinations paper, and not alert the other students.
- To not read the examination question papers or candidates completed scripts.
- To not give any aid to the candidates in respect of the content of the examination papers.
- To not take from the examination room any examination material unless asked to do so by the Examinations Officer.
- To not conduct any other activity other than that of supervising the examination.
- To not leave an examination candidate on his own at any time.
- To undertake other duties of an appropriate nature as may be reasonably required by the Headmaster.

This job description is written at a specific time and is subject to change as the demands of the governors and needs of the School change. The role requires flexibility and adaptability and employees of the School need to be aware that they may be asked to perform tasks and given responsibilities not detailed in this job description.



General Information

How to apply

Along with a completed application form, further information should include a letter of application and a current curriculum vitae. Your application can either be completed online or emailed to the Headmaster's PA (dmc@rgshw.com)

Interviews

Those being called for interview will hear within two weeks of submission of application when full details of the interview process will be given. All candidates invited for interview will be required to prove their identity and their entitlement to work in the UK.