



Exam Invigilators  
March 2024



# NEWLAND SCHOOL FOR GIRLS

Cottingham Road, Kingston Upon Hull, HU6 7RU  
Tel: 01482 343098 Fax: 01482 441416 E-mail: nsg\_admin@thrivetrust.uk  
www.newlandschool.co.uk  
**PRIDE ASPIRE EXCELLENCE**



Headteacher: Vicky Callaghan

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Dear Candidate

Newland School for Girls is a diverse, highly aspirational and academically high achieving school. We are rightly proud of being all-girls, serving and educating young ladies in Hull for over 100 years. We encourage every student to have high aspirations and the ambition to succeed.

We offer a unique educational experience in the city and girls who are part of our school become part of the strong network of Newland Old Girls, within the city and beyond. We promote the traditional values of respect, care for each other and self-discipline, while celebrating the school's diverse talents, abilities and cultures. Our students work together in a well-ordered, harmonious and happy community drawn from all cultures and backgrounds across the city.

We place a high value on care and nurture to enable all our students to make rapid academic progress and grow into caring and responsible young adults. Our students have a keen appreciation of moral values, a lively sense of purpose and a justified pride in themselves. They value highly the support they receive from teachers, the challenge they receive in lessons and the tolerance and respect all students have for each other in their school community. We have high levels of attendance and punctuality. Our students are successful, personable and motivated to learn. "Students' good behaviour and highly positive attitudes to learning are underpinned by good promotion of spiritual, moral, social and cultural education." We place a high value on the development of character alongside, a student's ability to achieve excellent examination results.

Newland is a school you can teach in. It is not without its challenges but we work hard as a staff team to ensure consistency and rigour in the education and support we provide. We are invested in the work we do and the impact we have collectively. Every employee is a part of that team and contributes to the outcomes of the students.

I hope that your research has enabled you to see what we have to offer and that by applying you want to be part of this success culture.

Yours sincerely  
V Callaghan







# Welcome to Newland School for Girls

Newland SFG is an 11-16 all girls Academy with a partial brand new BSF building linked to our 1900's listed building.

We have approximately 670 students on roll. We are a very popular school in the city with many parents hoping for a place for their child.



Newland School for Girls, Cottingham Road, Kingston upon Hull HU6 7RU  
Telephone: 01482 - 343098 Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)



# Examination Results 2023

2023 has been a fantastic year for Newland. Despite the national issues surrounding the reduction of grades awarded to bring results in line with pre COVID grades, Newland has continued to showcase the strength in depth across all subjects.

## Key Stage 4 GCSE Results 2023

Performance Measure	2023/24
Attainment 8 Score	43.6
4+ inc Maths and English	56%
Ebacc Entry	77%
Ebacc APS	3.89



Newland School for Girls continues to provide the highest quality education for its students. 25% of all grades awarded this year were at a 7 or better and 4%, significantly higher than the national average, of all grades awarded were at the top level, Grade 9. As a school we are rightly proud of our students' achievement.







**Welcome from  
Thrive Co-operative  
Learning Trust Chief  
Executive Officer  
(CEO), Jonathan  
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




## Our Values



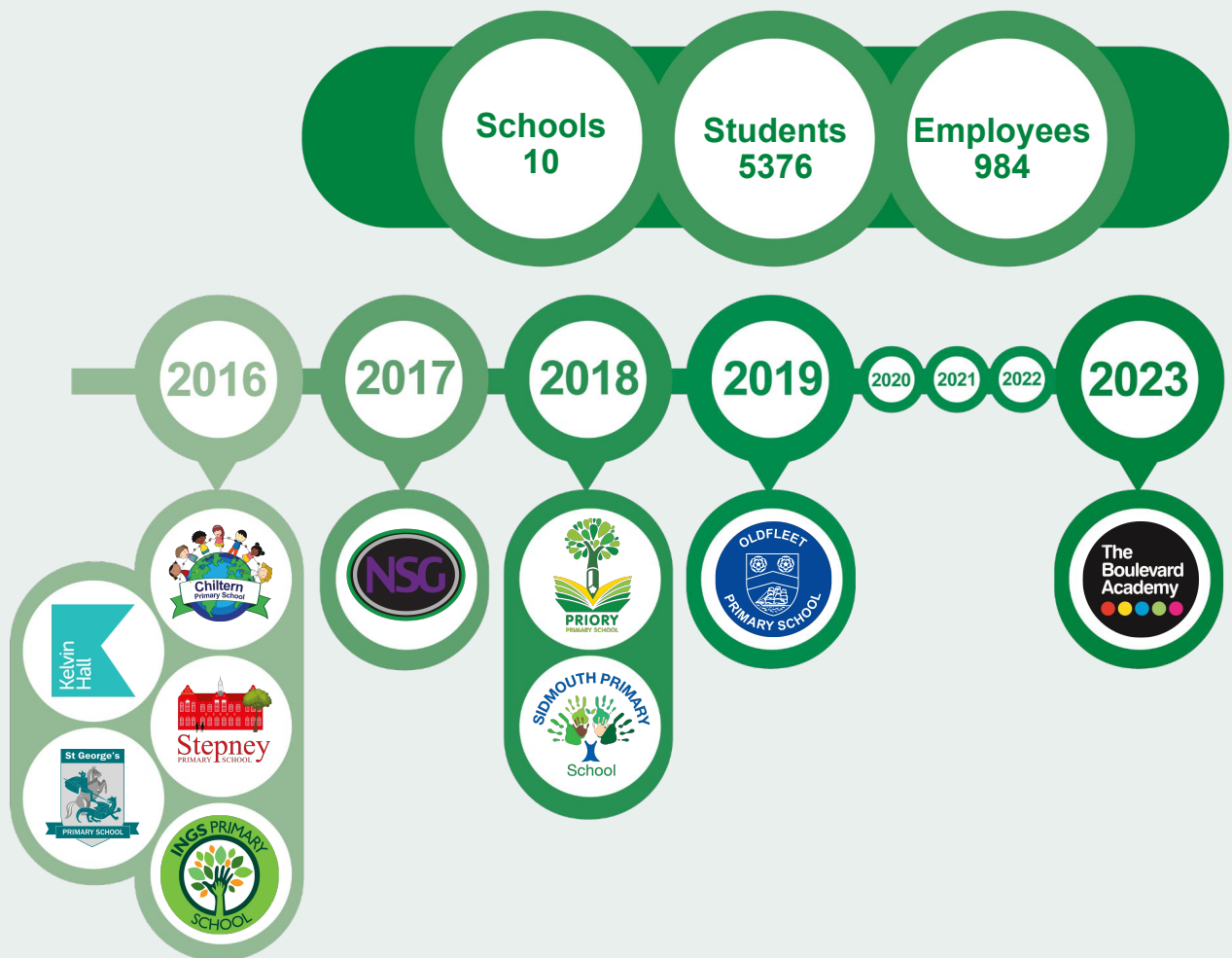
### Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



# Our Journey so far...



## Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

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**Exam Invigilators**  
**Grade 2, Scale Point 2 - £11.59 per hour**  
**Casual**  
**Start date: May 2024**

Newland School for Girls is part of Thrive Co-operative Learning Trust which was formed in September 2016 and is now responsible for 9 schools across Hull, 2 secondary and 7 primary schools.

We are committed to ensuring that all of our schools have access to high quality support services to underpin the excellent work our schools do in educating our pupils.

Newland School for Girls is looking to appoint several Exam Invigilators. Experience of invigilation is not required as training in the role and duties of an invigilator will be provided. Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

Invigilators are required to confirm their availability in advance of main exam periods. Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)

**Closing Date: Wednesday 15<sup>th</sup> March 12 noon**

**Interview Date: Week commencing 16<sup>th</sup> March 2024**

**For an informal discussion regarding this post please contact Hayley Lewis on 01482 343098**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



# Job Description

<b>Post Title</b>	Exam Invigilators
<b>Grade</b>	2
<b>Location</b>	Newland School for Girls
<b>Reporting to</b>	Examinations Officer

## Key Responsibilities

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Newland School for Girls regulations and instructions
2. To have a key role in upholding the integrity and security of the examination/assessment process

## Before Exams

3. Report to and be briefed by the exams officer prior to each exam session
4. Keep confidential exam question papers and materials secure before, during and after exams
5. Ensure exam rooms are set up according to the requirements
6. Admit candidates into exam rooms under formal exam conditions
7. Identify candidates and seat candidates according to the required arrangements
8. Distribute the correct question papers and exam materials to candidates
9. Instruct candidates in the conduct of their exams
10. Deal with candidate questions

## During Exams

11. Supervise and observe candidates at all times and be vigilant throughout exams
12. Keep disruption in exam rooms to a minimum
13. Deal with emergencies or irregularities effectively
14. Record/report any incidents, disruption or irregularities
15. Complete attendance registers
16. Deal with candidate questions according to the regulations

## After Exams

17. Instruct candidates in finishing their exams and collect exam scripts and exam materials
18. Dismiss candidates from the exam room
19. Check candidates' names on scripts, match the details on the attendance register
20. Securely return all exam scripts and exam materials to the exams officer

## Other Duties

21. Undertake training, update and review sessions as required
22. Undertake, where required and where able, other duties requested by the exams officer, for example: centre supervision of exam timetable clash candidates between exam sessions, facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided), other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'



## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children.
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	None

		E	D	How Identified
<b>Qualifications</b>	Good standard of numeracy & literacy	✓		AF, I
<b>Relevant Experience</b>	Experience working in a school		✓	
	Experience working in an exam setting		✓	
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to ensure all procedures are adhered to a very high standard	✓		
	Ability to understand and interpret written & oral instructions	✓		
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		
	A knowledge of exam procedures / protocols		✓	
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



# How to apply



Application forms can be downloaded from our website and should be returned to [people@thrivetrust.uk](mailto:people@thrivetrust.uk) by the closing date below.

Should you wish to have an informal and completely confidential discussion please contact Pip Haslam-Siddy via email on [haslam-siddyp@thrivetrust.uk](mailto:haslam-siddyp@thrivetrust.uk) if you would like to arrange a visit to the school, please contact via email ([edwardsh@thrivetrust.uk](mailto:edwardsh@thrivetrust.uk)) or telephone Newland School for Girls 01482 343098.

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