



the
LatimerArts
College

INFORMATION PACK:

Exam Invigilator



Welcome to The Latimer Arts College

Thank you for your interest in our College: this is a great time to come and join our team!

Special things are happening at The Latimer Arts College: we are really going places. Visitors to the school can sense it and we hope that you will as well.

Our students are fantastic and thrive in a happy, safe and purposeful learning environment.

Our staff share a passionate and steely determination to make the College *the best that it can be* for the good of our students.



It was therefore with great pride that we are deemed as a 'Good' school. But now we want to be the very best and are looking for staff to join our team who will share this passion.

Our Vision

At The Latimer Arts College we place no boundaries on ambition, no limits on aspirations and no barriers in the way of achievement.



Together we share one key aim: to secure *outstanding* achievement for each individual student in our care by delivering *excellence* in all that we do.

As part of our caring, community-centred environment our students become confident, independent and creative thinkers and we are extremely proud of them!

To us, *every child* really does matter: we work tirelessly to make sure that each of our students feels valued, makes progress and achieves personal success so that they can *be the best that they can be!*

If you share our vision and ethos and like what you read in this pack, we would love to hear from you!

Siobhan Hearne
Principal



Taking Care of You!

Our staff are one of the secrets of our success and so we are fully committed to their professional development and well-being.

We have a highly successful induction programme for new staff and we offer an extensive range of training sessions; and we make the most of every opportunity to work collaboratively to improve the service that our students receive.

Through a range of developmental strategies including a robust appraisal system, all members of staff are able to identify their training needs. Where possible, the College will support staff who wish to study for Masters Degrees and other higher qualifications.



We are looking to appoint staff who thrive on collaboration, innovation and a desire to be amazing; colleagues who will have a passion for improving student outcomes and be bursting with ideas as to how to achieve this. It is our job to nurture you to deliver this success!

Taking Care of Our Students

Our vertical tutoring system epitomises the caring, family ethos that we promote at the College: we share, we laugh and we grow together!



We promote care for others as well and each House supports a local and national charity: we raised over £3000 last year together.

At The Latimer Arts College we passionately believe that participation in enrichment activities plays a significant contribution to personal growth and high academic achievement. That is why we do our best to provide a range of extended opportunities throughout the academic year (and beyond where we can!).

All students are invited and indeed encouraged to take part in as many of the exciting activities on offer as possible. The activities range from team sports, drama clubs, music groups, chess club and film club to name but a few.

And then we celebrate each phenomenal year at our annual Pride of Latimer Awards – an Oscar style celebration of excellence and contribution. Trust us: there is not a dry eye in the house at the end of the evening!

What Our Students Say: our students describe their college in their own words!



'Being with students in lots of other year groups in a form is fantastic – we are like a family and help and look after one another all of the time.'

'Latimer is a school where we all feel safe and comfortable. Students are respectful and kind to each other – they are always happy to help each other out and to help the school out.'

'The concerts that we do are so amazing – everyone who comes always say so. My mum cried at the last one! Our teachers are so positive and encourage us to get better.'

'I have just started in Year 7 and I feel like a part of the school already: lessons are fun but we have to work hard. I'm so glad I chose to come here.'

'An amazing school! What more can I say. It's the best by a long way!'



What Ofsted Say:

Ofsted deem us to be a 'Good' school and have identified, amongst other things, the following strengths:

Students make good progress in a wide range of subjects

Students demonstrate positive attitudes to their learning

The Principal, has set high expectations of both her students and her staff

Highly positive relationships exist between staff and students

Students dress smartly and they are proud to be students at the College

Governors are ambitious for the College

Teaching is good and sometimes it is outstanding

The College's work to keep students safe and secure is outstanding

Location

The Latimer Arts College is located in Barton Seagrave, in the borough of Kettering, which is situated in east Northamptonshire. This is an ideal location due to its proximity to the A14 and the Kettering to London rail link.

Barton Seagrave enjoys a rural location, surrounded by the Wicksteed estate and farm land, woods and spinneys. It has its own Parish Council and forms the Barton ward of Kettering Borough Council.

There are local shops, a pub, hotel, and historic buildings in the village.

There is also a theatre, The Masque, which is based on the college site. During the school day it is used for lessons, whilst in the evening it is hired out for use by the local community.



This area of Northamptonshire is growing – and rapidly! We have seen extensive housing development over the last few years and the longer term plan to build a large new housing and facilities development - called Kettering East - to the north and east of the village has now commenced.

Outline planning permission for Kettering East has been granted and includes:

- 5,500 homes
- A secondary school
- Three local centres
- Employment and business opportunities
- Four new primary schools
- A district centre
- A health clinic
- a hotel

Northamptonshire is known as the 'rose of the shires' and is a beautiful county and is home to some of the most beautiful countryside in England. There are miles of walks, beautiful country parks, canals and substantial areas of ancient woodland. Rockingham Castle, stately homes and ancestral seats, including that of the Spencer family at Althorp, are all part of the local heritage.



In and around the main market towns there are excellent leisure facilities with great shops, restaurants, museums, galleries, theatres and cinemas, health clubs and spas, and a thriving nightlife.

Rushden Lakes Shopping Centre has also recently opened and is a brand new shopping centre like no other; where big brand fashion meets lakeside restaurants and cafes.

Local sporting highlights include international venues at Silverstone and Rockingham motor racing circuits, the revered Saints rugby team, football league teams and first class county cricket. Enjoy spectacular golf courses, equestrian and country pursuits, and excellent watersports centres.

How to Apply

We hope that you have found the information provided in this brochure enough to persuade you to apply but if you need further encouragement, please visit our website at www.latimer.org.uk or come and visit us in person.

Please visit the vacancies page on our website www.latimer.org.uk to download a copy of the application form. Alternatively an application pack can be requested from Ms J Ridley, PA to Principal – tel 01536 720310 or email vacancies vacancies@latimer.org.uk.

Completed application forms, together with a supporting letter of no more than 2 sides of A4 should be sent to vacancies@latimer.org.uk or posted to:

The Principal
The Latimer Arts College
Castle Way
Barton Seagrave
Kettering
Northamptonshire
NN15 6SW

Please note that we do not accept CVs – any received will not be taken into consideration during the shortlisting process.

Safer Recruitment Procedure

The Latimer Arts College is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, the College follows a rigorous selection process to discourage unsuitable applicants. This process is outlined below.

Disclosure: All applicants for employment are required to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions **except** those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000. The school’s policy on the recruitment of ex-offenders is available on the college website.

If you fail to disclose any relevant offences or give false information then it will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

Shortlisting: Only those candidates meeting the person specification criteria will be taken forward to interview. NB: CVs are not accepted.

Interview: Those shortlisted will take part in an in-depth interview process – candidates for teaching posts will be required to teach a lesson as part of the interview process.

Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

We reserve the right not to take a candidate forward to formal interview if they are deemed unsuitable for the post.

Reference checking: References from the previous and current employer will be taken up for shortlisted candidates, and where necessary, employers may be contacted to gather further information.

Probation: All non-teaching staff will be subject to a probation period of six months. The probation period is a trial period to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the College with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students.

Data Protection

The information collected on the application form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the application form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process, in which case this application form will be retained as part of your personnel record.



The Latimer Arts College

Job Description

Role:	Exam Invigilator	Post Holder:	
Line Manager:	Student Services Manager	Direct Reports:	None
Rate of pay:	£7.68 per hour (including holiday pay)	Date:	

General Responsibilities

To provide support to the examination process.

Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To ensure correct exam procedures are being followed;
- Mark the examination attendance registers;
- Help to organise students at the start and end of each exam;
- Advise candidates of the conditions upon which the exam is to be taken;
- Display starting and finishing times for the exams on the boards;
- Deal with any disturbances to the exam;
- Help to implement access arrangements for candidates in need of additional support, such as extra time, as agreed with the Exams Officer;
- At the end of the exam ensure that answer booklets have been completed correctly;
- Collect exam scripts in candidate number order;
- Refer suspected malpractice to the Exams Officer or Student Services Manager and give a report of any discrepancy or irregularity in the process of an examination.



PERSON SPECIFICATION: Exam Invigilator

SELECTION CRITERIA (no priority order)

Qualifications	Essential	Desirable	Method of Assessment
A good standard of education to GCSE Level, including English and Maths	X		Application form / verified at interview

Working with Children and Young People	Essential	Desirable	
Motivated to work with children and young people to ensure they are successful	X		Application form / reference / interview
Commitment to, and belief in, the equal value of all students	X		Application form / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		Reference / interview
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	X		Reference / interview

Skills	Essential	Desirable	
A good standard of basic literacy and numeracy	X		Application form / interview
Ability to communicate effectively and relate well to all stakeholders	X		Application form / reference / interview

Personal Qualities	Essential	Desirable	
To be reliable and punctual	X		Application form / reference / interview
To have a polite, friendly and flexible approach to work	X		Application form / reference / interview
Ability to work as part of a team	X		Application form / reference / interview
To keep calm and maintain an air of authority	X		Reference / interview
Good sense of humour	X		Application form / interview