



Examination Invigilators

**Rate of Pay: £8.06 p/h plus £0.97 p/h holiday pay
Normally 8.30 am or 1.00 pm start**

We are putting together a database of Examination Invigilators who would be available during busy exam periods.

You will need to be reliable, demonstrate good verbal and written communication skills, have an understanding of the need to maintain boundaries and confidentiality with students and the ability to work with sensitivity and humour. Successful candidates will be required to undertake an enhanced Disclosure & Barring Service check.

If you would like to apply to join our bank of Invigilators, please forward your CV and letter of application detailing your relevant experience to the HR Department, including the names and addresses of two referees that we may contact.

Closing date: 10.00 am on Friday 18th January 2019

Job Description

Principal Responsibilities/Duties

- 1 To maintain exam security by complying with all relevant JCQ regulations.
- 2 To assist with the set-up of the exam room.
- 3 To hand out and collect in exam papers.
- 4 To ensure correct timings of exams.
- 5 To complete attendance registers for exams.
- 6 To assist students at the start of exams by helping them find the correct exam room/seat and providing required equipment.
7. To maintain a calm and efficient environment in all exam rooms.
- 8 To start exams, where required, by providing students with the relevant regulatory information and ensuring that all students have completed the necessary candidate details on their exam papers.
- 9 To assist students that arrive late for their exam and refer them to the Exams Officer when necessary.
10. To liaise with the Exams Officer at the start of all exams to ensure that details regarding exam clashes and over lunch supervision are understood.
11. Oversee the conduct of exams and immediately report any suspected malpractice to the Exams and Assessments Manager.

12. Invigilators may also be asked to read and/or scribe for students who have been assessed by an Educational Psychologist to require Access Arrangements. This request will always be discussed with any new invigilators and agreement to read and/or scribe will always be at the invigilators discretion.

General

1. To comply with the College Health and Safety Policy and Risk Assessments and take responsibility for your own Health and Safety and those of others affected by your activities.
2. To comply with the College Equality, Diversity and Inclusion Policy.
3. To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection.
4. To provide a high level of customer service to students, staff and visitors.
5. Fulfil your duty not to discriminate against students or potential students or staff.
6. At all times, challenge students who are not displaying ID badges and ensure appropriate interventions are in place for those who persistently do not adhere to this requirement.
7. To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation.
8. To undertake such other duties from time to time as may reasonably be required by the Principal and/or delegated officers of the College

PERSON SPECIFICATION

Listed below is a person specification for this post. Candidates are invited to provide evidence of the qualifications, experience, and skills listed below. The criteria listed below will be used to shortlist for interview.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • L2 qualification in Literacy and Numeracy (Grade C/4 or above or equivalent) 	<ul style="list-style-type: none"> • Educated to degree level
Experience	<ul style="list-style-type: none"> • To have respect and empathy for 16-19 year olds • Experience of working in a customer facing role • Experience of working with confidential information 	<ul style="list-style-type: none"> • Experience of working with young people aged 14-19 • Experience of working in an education environment
Skills	<p>Applicants should be smartly creative, i.e:</p> <ul style="list-style-type: none"> • Positive and highly student centred • Enthusiastic about their role and working with 16-25 year olds • An effective team member who is collaborative • Self-motivated and shows initiative • Keen to establish the highest possible standards • Equality and Diversity aware and actively promotes E&D fully • Imaginative, creative and innovative • Able to problem solve and stay calm • Responsive to all individual student needs • Reliable, professional and trustworthy, and a good college ambassador • Approachable and welcoming to students, parents, colleagues and our community • Being attentive to your students and colleagues and engaging 	

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| | <ul style="list-style-type: none"> • Well organised with very good time management skills • Willing to participate and share in training, curious and keen to learn • Self-aware, emotionally intelligent and shows intelligent kindness • Persistent and conscientious and shows true grit and determination • Willing to contribute to the broader professional, social and enrichment aspects of College Life • Set and achieve challenging personal targets • Have a sense of humour and enjoy their work and encourages fun • Analytically smart – understands employability skills and entrepreneurship • Willing to work some evenings, as necessary |
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Information about Portsmouth College

At the start of the 2006/7 academic year, Portsmouth College was just beginning a long journey to where we are today. With just over 650 16-18 year old students, a poor profile in the city, facilities much in need of a face-lift and student success rates which left a lot to be desired, things needed to change. Twelve years on, with the support of a brilliant team of staff and governors, as well as a wide range of great city partners, Portsmouth College has been transformed. This has since been reflected through the recent Solent regional Area Based Review (ABR) process from which Portsmouth College has emerged as a viable, resilient and robust institution, proudly continuing as an independent, standalone, high quality and innovative sixth form college.

Student Enrolment, Success and Progression

16-19 year old student enrolments are now over 1,400, having literally doubled in the last twelve years. With recent 15% growth, Portsmouth College is one of the fastest growing colleges in the UK in percentage terms. The College is now the first choice institution for the majority of 16 year olds leaving the city's state secondary schools. It has also begun to draw students in from the private sector, with students from the High School for Girls, Mayville High School and St John's College all now enrolled. It is also beginning to draw students in from farther afield; Fareham, Gosport and Isle of Wight based learners are all now attending.

We are well known for being a College which is filled with positive energy and which has a unique structure of the day: 9.55 am – 4 pm, in two blocks, for all lessons and no trapped time for students. Seven successive years of improvements in results have also played a big part in our growth. Record numbers of level 3 students were successful in their courses last summer and 47% of them achieved A* - B grades or their equivalent. Numbers of students progressing on to Russell Group and other top 30 universities have also increased significantly between 2011 and 2017.

We were graded 'good' in all areas by Ofsted in March 2017. In a glowing report inspectors said that the College was an institution where *'students flourish, become more confident, enjoy their studies and make good progress.'*

A Culture of Innovation

The College has continually sought to innovate over the last twelve years. This has been most obvious in the unique 'Curious and Creative Learning' project which has seen all students, teachers and student-facing support staff receive an iPad. These are being used to transform learning, teaching and assessment at the College.

The devices provide teachers with the technology to make lessons ever more interesting, up to date and engaging. They give students the chance to develop the independent research and digital literacy skills that are vital to their success at College and in the world beyond, and which are much valued by leading universities and employers. The project continues to genuinely transform the way everyone works at the College. The College has also embraced the need to develop the employability skills of its learners, to help them progress successfully to further study and employment. The 'E6 Programme' provides all students with the opportunity to undertake work experience, volunteering placements, enterprise programmes, get more exercise and sign up for 'PEP' talks. These 'PEP' talks help students prepare for progression to either university or the

world of work, with expert outside speakers running workshops. The enterprise programme sees interested students given the chance to develop their own small business ideas and put these into practice. Work experience is being arranged for students with a wide range of employers across the city. Students are also able to volunteer to help in a range of settings, most notably primary school classes, assisting with reading and maths. Students are offering life-changing one-to-one help in these contexts.

The College Sports Academy runs not only the traditional team sports in areas like football, rugby, hockey, netball and basketball, but also a range of exercise classes and individual participation sports such as Zumba, futsal, table-tennis and boxercise. The 'E6 Programme' is designed to equip students with the wider soft skills they need to succeed at university and in work. The programme also compliments the work the College is doing with local employers, through the provision of a growing range of apprenticeship frameworks. These are allowing students to 'earn while they learn'; spending four days a week at work and a day a week getting sector-specific qualifications in College.

This culture of innovation enabled Portsmouth College to win an Association of Colleges Beacon Award for the use of Technology in FE, 2017/18, effectively meaning we are the best College using hand-held technology with our students in the country! We were also shortlisted for the Times Educational Supplement Awards in the 'Best Teaching and Learning Initiative' and 'Outstanding Use of Technology', putting us in the top three nationally in both these categories.

Partnership Working

The backbone of the success of the last twelve years has been the genuine partnership working approach the College has adopted in all that it does. The Principal and all staff have worked hard to meet the needs of the local community whenever and wherever they have been able. The very close working relationship with the city's secondary schools is testament to this.

From simple changes such as holding our interviews in the evenings and at weekends so pupils don't miss lessons, through providing a specialist 'able and talented' programme for the highest achieving pupils in schools, to running revision workshops for year 11 pupils in the run up to their GCSE exams, the College always seeks to work in harmony with local schools. This work was given national recognition in 2017 when the College came runner up in the Sixth Form Colleges Association Community Impact Award.

More broadly the College is also well represented on a range of bodies, organisations and working parties across the city, it co-operates closely with Portsmouth City Council and is a member of the Portsmouth Education Partnership. It also has excellent relationships with the local authority, elected councillors and both local MPs. The ethos of the College is built around local, effective collaboration and it always seeks to meet the needs of the city.

2005 to 2018 has seen enormous change in the world of post-16 education. This has been more than matched by the changes at Portsmouth College. It is now a thriving institution, woven into the fabric of the city, embracing innovation, continuing to recruit ever more students and delivering better and better outcomes for them. The College now wishes to sustain, consolidate and strengthen its Ofsted grade of 'good' whilst continuously striving for excellence.

Principles for Recruitment

- We seek to appoint people who are smarter and more knowledgeable than we are.
- We don't recruit people we can't learn from or be challenged by.
- We seek to appoint people who will add to our product *and* our culture.
- We don't recruit people who won't contribute well to both.
- We seek to appoint people who will get things done.
- We don't recruit people who just think about problems.
- We seek to appoint people who are enthusiastic, self-motivated, and passionate.
- We don't recruit people who just want a job.
- We seek to appoint people who inspire and work well with others.

- We don't recruit people who prefer to work along.
- We seek to appoint people who will grow with your team and with the company.
- We don't recruit people with narrow skill sets or interests.
- We seek to appoint people who are well rounded, with unique interests and talents.
- We don't recruit people who only live to work.
- We seek to appoint people who are ethical and who communicate openly.
- We don't recruit people who are political or manipulative.

Summary of Employment

1. The rate of pay for this work is set at £8.04 per hour (plus £0.97 in respect of paid holiday in accordance with the Working Time Regulations 1998).
2. This employment is offered under a zero hours contract.

Instructions for applying

Should you wish to apply for one of these positions, please forward a copy of your current CV and letter of application detailing your relevant experience to the HR Department at personnel@portsmouth-college.ac.uk. Shortlisted candidates will need to complete a College Application form.

Closing date for completed applications: 10.00 am on Friday 18th January 2019.

If you have any further questions, please do not hesitate to contact the HR Department on 023 92 344400.