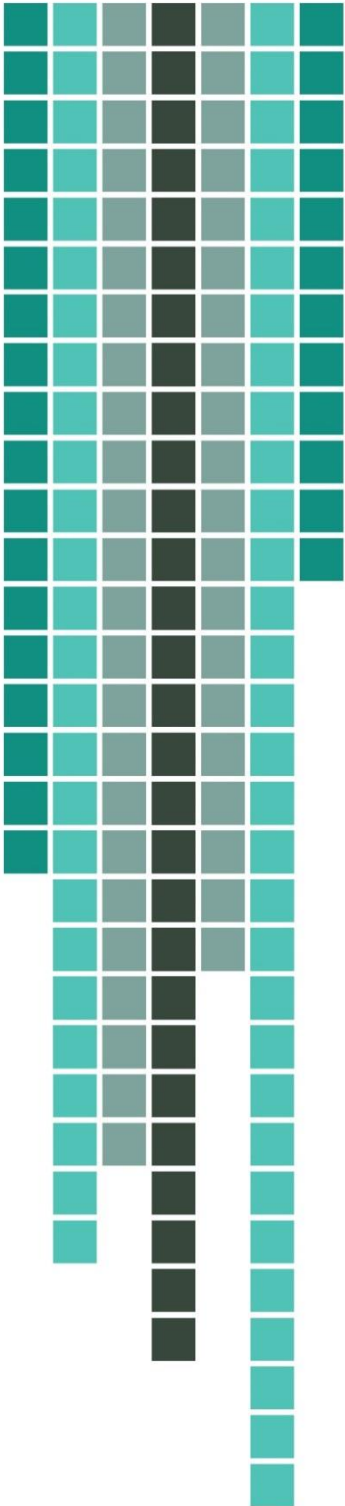




# Eggar's School

## Applicant Information



### Exam Invigilators

Encouraging every individual to belong, to aspire, to achieve

*Eggar's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful applicants will be subject to DBS checks and other relevant employment checks*

**Closing Date:** 11 December 2020 midday

# Welcome from Patrick Sullivan, Head Teacher

Thank you for your interest in the position. We are looking to appoint Exam Invigilators to join our successful team assisting with the administration and supervision of exams throughout the academic year. Experience would be welcome, but training will be provided. You should be punctual, reliable with good communication skills and a flexible approach. Applicants need to have a calm, authoritative manner and promote a supportive atmosphere for our students so that they achieve their best.

The next exam session will be in January 2021 with both morning and afternoon slots available.

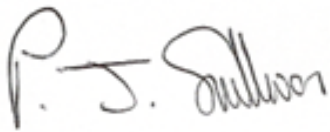
For the last 10 years we have continued to raise standards of achievement while at the same time trying to give children a well-rounded education. We are not a school driven by central government initiatives, we do what is best for our school. For example, we do not insist on children taking English Baccalaureate, we advise on an individual basis.

Eggar's is committed to on-going improvement and we recognise there are many areas where we can still improve further. In September 2012 we converted to academy status, which has already provided a catalyst for improving our buildings and facilities. We have a new 100 metre, floodlit Astro-turf sports facility and a bespoke Refectory to accommodate over 400 students.

Our Eggar's Experience programme, where all staff run a club of their choice has offered many fantastic extra- curricular opportunities for students; and staff really enjoy it. We have the NACE (National Association for Able Children in Education) award for our provision for Able & Talented children. This is nationally recognised and held by only 2% of schools.

Eggar's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure & Barring Services check, along with other relevant employment checks. The application form is available on our website [www.eggars.net](http://www.eggars.net).

Yours sincerely



**Patrick Sullivan**  
**Head Teacher**

## Welcome to Eggar's School

Eggar's School is situated at one end of the beautiful and historic Wey Valley, beneath the wooded slopes of the Hampshire Downs. The school has one of the oldest foundations in the county.

Under a Trust Deed dated 21st March 1638, a local farmer named John Eggar realised his idea of providing a school to serve the needs of its community. He appointed 'Feoffes' (Governors) and negotiated the purchase of 39 acres of land at Anstey. Unfortunately, he did not live to see his scheme become reality, but Eggar's School thrives and achieves continuous improvement. Each year, in a Founder's Day service at Holybourne Parish Church, the school community remembers John Eggar.

The first Head Teacher was appointed in April 1642, and Mr Patrick Sullivan is the 27th Head Teacher to lead our school. In 1968, the school moved from the original site to the modern buildings and spacious grounds it now occupies at Holybourne. Since 1979, it has been an 11 – 16 comprehensive school aiming to build on its proud tradition by continuing to provide the very best, high quality education for all its children.

We translate this important sense of history into the traditional values of good manners, courtesy and cooperation. We encourage all our students to believe in the importance of respect; respect for themselves, for each other, for their local community and for the community of the world. We are proud of the effect of this emphasis on the young people who leave Eggar's with affection for their school and its traditional values. They carry these comfortably alongside the modern values of flexibility, independence, self-discipline and resilience. They are well prepared for a successful future in a challenging new millennium.

## Eggar's School Aims

We encourage every individual to belong, to aspire and to achieve. We have high expectations and believe in high standards, a learning environment in which the aptitudes and interests of each individual child are recognised, respected and fully developed. We know our students well.

We offer a variety of approaches and teaching strategies to develop each student as an independent as well as a cooperative learner. We strive to prepare students for a life beyond school and focus on developing Independent Learning skills.

We seek to match the curriculum to the needs of the individual so that each student develops confidence and a sense of achievement through learning.

We provide continuous professional development for all staff which serves the students very well indeed.

We believe in partnership with parents. We consistently seek to develop this further, and to enrich the curriculum through involvement in our community.

We train Student teachers and Newly Qualified Teachers. We support Recently Qualified Teachers and facilitate programmes for the National Qualifications for School Leadership.

Eggar's is a caring school in which we encourage all members of the school to respect themselves, each other, our local community and the environment.

## Facilities

Eggar's School is set on a magnificent 30-acre site, which gives us excellent recreational space including 100 metre astro-turf sports pitch. We have a well-equipped Sports Hall with a fitness suite and also a large Computer Science Centre, alongside our catering refectory.

We have a very successful Arts Faculty, with fine art, three-dimensional art and music great strengths of the school. We have specialist art areas with two music suites, five practice rooms and a drama studio leading into an open-air amphitheatre. We have a Learning Resource Centre and Library. Pupils also enjoy the use of covered walkways, landscaped seating areas and a large reception area where children's work is displayed.

## Contact with Parents

The school values and encourages its partnership with parents. Parents and carers are invited to meet subject teachers during the year and progress reviews are issued to keep them informed about the progress of their children.

## **Curriculum and Teaching Organisation**

### **Years 7 and 8**

The curriculum we offer has always been broad and balanced including English, Mathematics, Science, Computer Science, Design Technology, Physical Education, History, Geography, PPD (Philosophy Personal Development) French and Spanish, Music, Art and Drama.

### **Years 9, 10 and 11**

The programme of study in Years 9, 10 and 11 have been developed to deliver an academic and vocational curriculum to meet the needs, aspirations and interests of our pupils. Every student studies English, Mathematics, Science, Computer Science and Physical Education. There is an opportunity for choice at this level and every effort is made to accommodate the wishes of pupils and their parents. The school offers a diverse range of KS4 courses including many of the more practical BTEC courses. Some pupils study KS4 courses at other schools or colleges in Hampshire.

### **Pastoral Care**

Our concern for individual pupils is reflected in our pastoral organisation. The school is year based, each year having a team of tutors and a Year Leader. Tutors and Year Leaders stay with their groups for the full five years. The role of the Year Leader is fundamental to the system; each one has a specific responsibility for the progress for the year group and also has a distinct curriculum role. As with all managers in the school, an important aspect of the role of the Year Leader is to monitor learning. All teachers and tutors in the school are trained to use our data systems so that they can track and monitor the academic development of each individual child, and ensure that all children make progress. In 2011 we introduced a House System, which has energised the rewards system and brought staff and pupils from all parts of the school together in a vibrant and warmly competitive atmosphere.

### **Salary**

The salary payable for this position is £9.50 per hour which will be paid in arrears, on completion of a timesheet.

### **Equality and Inclusion**

British and European law states that a person cannot be employed to this post if they do not have permission to live and work in the United Kingdom.

### **Developing in your career with Eggar's School**

#### **Arriving as an NQT**

NQTs will be supported in their early career with mentoring in subject and from our Teaching School Alliance partners LEARN. Our whole school systems and procedures will be the structure within you are able to flourish in the first year.

You can expect;

- An induction day for new staff in July or August before your position commences
- Weekly mentoring meetings in the first term from a subject specialist
- Opportunities to observe subject specialists
- Developmental lesson observation feedback
- Our whole school programme of CPD events including Teaching and Learning Wednesdays

## Recently Qualified Teachers

RQTs will be supported through year 2 to 5 by a Line Manager and Performance Management Reviewer. Our whole school programme of continuing professional development events include; INSET days, Eggar's Experience clubs, Teaching and Learning Wednesdays, #TeachMeets, annual #Pedagoo Hampshire, Paired Action research groups and Voluntary Working Teams.

You can also expect;

- An induction day for new staff before your position commences
- Monthly and Weekly subject specific focus time throughout the year
- Opportunities to observe subject specialists
- Developmental lesson observation feedback
- Our whole school programme of CPD events
- Teaching School Alliance Research Programmes

## Experienced Teachers

Experienced Teachers, often with some Upper Pay Spine status, will be supported by a Line Manager and Performance Management Reviewer.

Our whole school programme of Continuing Professional Development events include; INSET days, Eggar's Experience Clubs, Teaching and Learning Wednesdays, #TeachMeets, annual #Pedagoo Hampshire, Paired Action research Groups and Voluntary Working Teams.

You can also expect;

- An induction day for new staff before your position commences
- Termly Middle Leadership focus time throughout the year
- Annual opportunities to hold Teaching and Learning positions of responsibility
- Leadership Development programmes in and out of school including the National Professional Qualifications
- Opportunities to observe subject specialists
- Developmental lesson observation feedback
- Our whole school programme of CPD events
- Teaching School Alliance Research Programmes

## Teachers in Middle Leadership Posts

Teachers in positions of leadership responsibility for Curriculum areas or Progress Leadership often with some Upper Pay Spine status will be supported by a Line Manager and Performance Management Reviewer.

Our whole school programme of Continuing Professional Development events include; INSET days, Eggar's Experience Clubs, Teaching and Learning Wednesdays afternoons, #TeachMeets, annual #Pedagoo Hampshire, Paired Action research Groups and Voluntary Working Teams.

You can also expect;

- An induction day for new staff before your position commences
- Bi-weekly Subject Specific focused Line Management and Mentoring throughout the year
- Half -Termly Middle or Senior Leadership focus time throughout the year
- Annual opportunities to hold Teaching and Learning positions of responsibility
- Leadership Development programmes in and out of school including the National Professional Qualifications
- Opportunities to observe subject specialists
- Developmental lesson observation feedback
- Our whole school programme of CPD events
- Teaching School Alliance Research Programmes

## **Staff Benefits at Eggar's School**

Eggar's School enjoys a supportive work environment and offers staff a number of benefits:

- Free on-site parking
- Tea and coffee provided free of charge

## **Data Protection Act 2018**

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code 2002.

## **Disclosure & Barring Certificate**

Successful applicants will be required to complete a Disclosure & Barring Certificate application, together with other pre-employment checks.

**Job Title:** Exam Invigilator  
**Reports to:** Systems Manager  
**Salary Range:** £9.50/hour

### **Job Description**

The main purpose of the role is:

- Setting up exam rooms in accordance with the Exam Board regulations and guidelines
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures.
- Ensuring that the examination room is clear and tidied for the next sessions and all equipment is returned.
- Collection of all scripts which should be collated for dispatch.
- Attending meetings with the Examinations Officer when required.

### **Application Procedure**

Applicants should complete an application form in full before your application can be considered. It is available to download from our website [www.eggars.net](http://www.eggars.net) Please submit your application so that it is received no later than the closing date and time.

Eggar's School  
London Road  
Holybourne  
Alton  
Hampshire  
GU34 4EQ

FAO; Mrs A J Stone, Personnel Officer

E: [astone@eggars.hants.sch.uk](mailto:astone@eggars.hants.sch.uk)

### **Application Form Completion**

Please ensure that the application form is fully completed, including the Equality Monitoring Form. Two referees must be supplied, as indicated on the application form. Please indicate on the form where you saw the post advertised.

### **Receipt of Application**

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact us immediately.