

Generations Multi Academy Trust



Exam Invigilator

Required Immediately





EXAM INVIGILATOR
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GENERATIONS MULTI ACADEMY TRUST

We are seeking to recruit enthusiastic and committed Exam Invigilators to uphold the integrity of the external examinations process and ensure all internal exams are conducted to a high standard at both Goffs and Goffs-Churchgate Academy.

The appointments are offered on a casual contract, with shifts allocated depending upon each school's exam timetable, and paid at an hourly rate of £10.73ph. The role involves ensuring correct exam procedures are followed, distribution and collection of examination papers, and monitoring students during the examination periods. Invigilators will need to be flexible with availability during exam seasons for both morning and afternoon shifts (morning shifts - 8am to 11am and afternoon shifts - 1pm to 4pm).

The successful candidate will have the opportunity to gain access to an exclusive range of benefits at the Trust including free use of the gym at Goffs Academy, swimming pool at Goffs-Churchgate and a fantastic cash incentive employer referral scheme.

For further details about the recruitment process, please contact the HR Team on 01992 624375, or by email at recruitment@generationsmat.herts.sch.uk

Closing date for applications: Friday 12th November 2021 at 9.00am

Interviews: Week commencing Monday 22nd November 2021.

The school is committed to safeguarding children and young people

All postholders are subject to a satisfactory enhanced DBS check





JOB DESCRIPTION



SUPPORT STAFF JOB DESCRIPTION

JOB TITLE:	Exams Invigilator
GRADE:	Casual contract - £10.73ph
PURPOSE OF YOUR JOB:	To ensure that all school exams are conducted and invigilated in line within internal and external requirements
REPORTING TO:	Exams, Assessment & Data Manager
STAFF REPORTING TO JOB HOLDER:	N/A
CONTACTS WITHIN SCHOOL:	Exams, Assessment & Data Manager, Invigilators, teaching and support staff.
CONTACTS OUTSIDE SCHOOL:	N/A
MAIN TASKS AND RESPONSIBILITIES:	Preparation of exam rooms and relevant equipment Liaison on access arrangements and seating candidates Attendance registers Invigilating exams as working supervisor Co-ordination of invigilation arrangements and dealing with issues arising from exams Administration of exam materials Keeping up to date with changes to exam arrangements Supporting the exams and assessment and data manager officer in carrying out their roles Perform other reasonable duties within scope of skills as directed by line manager To attend mandatory training sessions

<p>KNOWLEDGE, EXPERIENCE AND TRAINING</p>	<p>Understanding of the procedures of the school in relation to exams and other forms of testing</p> <p>Have or be prepared to develop supervisory skills</p> <p>Be extremely organised and have clerical skills</p> <p>Be flexible in order to meet changing requirements and priorities</p> <p>Be prepared to meet seasonal demands of exams during the school year</p> <p>Be assertive and effective in dealing with students</p> <p>Be diplomatic but persuasive with teaching and other support staff</p> <p>Must be a confident and strong character, preferably with experience of implementing effective discipline.</p> <p>Evidence through DBS check and recruitment process of suitability for working with children.</p>
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Agreed by _____ (Job holder)

Date

Agreed by _____ (Line Manager)

Date



**INFORMATION ABOUT THE
GENERATIONS MULTI
ACADEMY TRUST**



Information about the Generations Multi Academy Trust



Welcome to our information pack about the Generations Multi Academy Trust and its two schools, Goffs and Goffs-Churchgate.

Goffs is a mixed 11-18 comprehensive Academy with approximately 1,600 students on roll, including a thriving and successful Sixth Form. The school is extremely popular in the local area, with an average of over 800 applications annually for the 240 places available, and significant waiting lists for places across the year groups. On intake, students are of an ability level (KS2 APS) significantly above that of the national average although the school is a true comprehensive school and admits a good mix of students of all ability levels.

Goffs-Churchgate is a fully mixed comprehensive school for students from 11-16 years of age, with over 545 students on roll. Demand for places at the school is high, and the school will as a result, rapidly expand to its target figure of 600 students. The school opened at the end of August 2017, with a significant demand for places since its opening, reflecting the very high level of local interest in the school. Local estate agents report significant interest in parents moving to the locality with a view to being near Goffs-Churchgate: a very successful future is predicted for the school. One of the school's key strengths is its highly cohesive and supportive community. As such, the decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody else. Recognizing that not all children thrive in large secondary schools, the Trust has made a deliberate decision to offer both a larger and much smaller secondary school for local parents to choose between.



Professional Working and Learning Environment

Staff and students work in modern, professional environments, with both having benefitted from recent building projects including a full, £20million rebuild at Goffs. The new facilities provide light, modern, professional and a fit for purpose working environment for all.

The Generations Multi Academy Trust

In early 2016, Goffs Academy received a direct approach from the DfE asking that they consider



establishing a Multi Academy Trust and work in partnership with other schools. As a result, the Generations MAT was established from 1st September 2016, with Goffs as the lead school within the Trust. Goffs-Churchgate was born from that vision. The two schools are within walking distance of each other and already share many activities, including CPD for staff. One of the Trust's fundamental principles is that no one school is in any way more important or successful than the other. As such, CPD and other events are rotated through all schools in the Trust, with everyone learning from and sharing with each other. This collegiate and collaborative approach permeates our Trust.

The MAT is extremely financially secure. Finances are overseen by a Chief Finance Officer with considerable financial expertise in the private sector. The Trust created a dedicated Director of Income Generation position, and extensive lettings and business development work now takes place across all sites in the MAT. This additional income – soon to reach c.£500k per annum – underpins generous levels of staffing at both schools, plus many “extras” that would otherwise be unaffordable in the current funding climate. As one example, all teacher loadings were reduced for 19/20 as a direct result of the additional monies coming into the Trust via this income generation work.

Our plans include establishing nursery provision with subsidised staff places, which we hope to open during 2022, as well as welcoming other schools to our Trust. The MAT offers extremely exciting opportunities for staff, students and the local area and we are all very much looking forward to its growth.

Outcomes

Our strategy for continuous school improvement has had huge success and we are actively committed to ensuring that our very popular and successful schools, plus the wider MAT, continues as a centre of excellence in the community.

Exam results in 2019 were another year of huge success for **Goffs**. GCSE highlights include:

- Progress 8: +0.27 (significantly above national average)
- 71% of students achieved grade 4 or more in English and Maths and 50% achieved 5 or more in both
- English grade 4/5 or more: 89%/67%
- Maths grade 4/5 or more: 76%/55%
- Percentage of grade 7 or more in all subjects: 25%

Due to Covid-19, students were issues with Centre-Assessed and Teacher-Assessed Grades, in 2020 and 2021. The Trust ran an exceptionally rigorous assessment process for our students, and students achieved superbly.

Crucially, students were well supported in progressing onto a range of exciting destinations. The majority of Year 11 students have continued their studies in the Sixth Form at Goffs, with all others securing a place in further education or training. 70% of Year 13 students secured a university place to start in autumn 2021, and every student secured a place in further education, employment or training.

Goffs-Churchgate secured an outstanding set of GCSE outcomes in September 2019, with the Progress 8 score being a new record for the school. In just two years, the school's performance at GCSE has improved significantly. GCSE highlights include:

- A remarkable 175% improvement in the overall Progress 8 scores since the opening of the school
- The proportion of students who achieved Maths and English at grade 4+ was 58%, an increase over nearly 20% in the past two years
- The proportion of students who achieved English and Maths at grade 5+ was 36%, a 24% increase in the last two years
- Overall Progress 8 is +0.47, with Maths, English and Science all performing in line with National Averages. The performance of our SEND students were particularly impressive with every progress measure being significantly above National Average. In addition, our disadvantaged students outperformed their non-disadvantaged peers
- Due to Covid-19, 2020 and 2021 outcomes were calculated as a result of Centre Assessed Grades and Teacher Assessed Grades. The Trust ran a forensic data process and we were exceptionally pleased with both sets of outcomes. Across 2020 and 2021, we were delighted to see the number of Year 11 students continuing to Sixth Form continuing to grow

To achieve such fabulous progress in such a short period of time, is testament to the school's staff and students. We know that this success represents just the start of our journey, and that very exciting times lie ahead.

We are, of course, very proud of these outcomes. Equally, we are clear that they reflect the start of our journey, not the end. Both schools target set in the top 10% of all schools nationally and strive at all times to meet ambitious targets. We are committed to a cycle of continuous improvement and aspiration and are keen to appoint a colleague who shares that vision, determination and a restless quest for even higher outcomes. All of these factors combine to make The Generation Trust a very exciting and rewarding community to be a part of.



Community

Both schools pride themselves on their sense of community – both within the school itself, and in the wider locality. Visitors to our schools unfailingly comment on a very real sense of community, coupled with warmth and pride. Both schools are members of Cheshunt Extended Services (ChExS), offering a

variety of extended school and community based activities for both students and parents. Our students actively support local charity work such as the Isabel Hospice, and maintain strong links with our local primary schools. Each school also benefits from a thriving student leadership programme, with students leading on key development projects of their choice, ensuring strong student voice and participation across the Trust. We firmly believe in every student feeling a strong sense of community, and on entering each school, every student is placed in a House. Each House is led by a team of student House Captains and has a clear sense of identity. Regular competitions and assemblies strengthen this sense of community. Each year the House Captains decide on a possible group of charities to support, with students then voting for their chosen school charity and subsequently arranging a variety of fund raising events throughout the school year. Such work is indicative of the ability of students in the Trust to empathise with the needs of others, and further develops their capacity to work successfully in a variety of social settings.

We regularly bring visitors from the community into school to work with students, and maintain strong links with our local secondary schools. Each school's facilities are used for evening and weekend lettings, including superb sporting facilities, as well as holiday classes, providing opportunities for a diverse range of users including the Greek School, and local dance and sports groups.

Across the Multi Academy Trust a large variety of annual school trips give students the opportunities to sample different cultures, whilst an extensive programme of off-site visits provides opportunities for students to experience the diversity that exists within the UK, including theatre, galleries and museum visits.



Both schools are proud to be truly comprehensive schools, with students and staff from different religions and a number of languages spoken in each school. As a Trust we recognize and celebrate what makes us unique and different, and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected and we strive hard to ensure we create a positive culture within the school to enable this to happen.

Care, Guidance and Support

Successful learning takes place when students feel safe, confident, respected and valued, and are engaged. The Trust believes in supporting and nurturing all students in their quest to become successful learners. As such, we place a high value on pastoral care as an integral part of the life of each school.

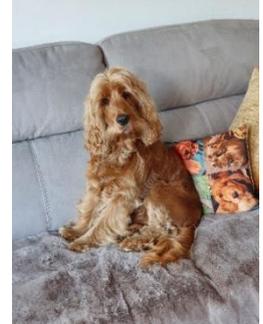
We promote positive attitudes towards learning and provide a caring and supportive environment within our community. Continuously nurturing, supporting and developing our students is hugely important to us and significant investment is made in each school's pastoral structures.

Goffs School Dog

Goffs has a school dog – a 4 year old cocker spaniel called Huxley.



Huxley belongs to me and is based in my office at Goffs and Goffs-Churchgate. He spends time with students at break and lunchtime, undertakes the odd learning walk (ie romp), is available at the start of exams to help keep anxiety low, and also spends time in Learning + with our more needy students. Huxley has proved himself to be adept at playing frisbee and football, although less adept at giving the frisbee and football back....He is also available for staff cuddles as desired, and is very happy indeed to oblige, particularly if you'll play with him. Staff who do not want any contact with Huxley, of course do not have to have any. Full risk assessments and insurance are in place for Huxley.



Alison Garner, Executive Principle

Staff Development

The Trust has an extremely strong reputation for staff development both teaching and support staff. Developing the next generation of school leaders, both middle and senior, and future Headteachers for those who wish to pursue this, is a responsibility that we take very seriously.

We have a full suite of staff leadership development which staff can join be they an NQT or highly experienced colleague, whilst I chair the national Leadership Partner School network, a group that brings together schools dedicated to developing outstanding leadership skills throughout their communities, and which allows us to visit other network schools, to attend national conferences and to share best practice.



In addition to innovative whole staff training days, we disaggregate a number of hours for training every year. This allows staff development to be highly personalised as staff can opt for the training which best meets their needs, including the opportunity to do a research project in partnership with Cambridge University. Many use their disaggregated time to coach others or to receive coaching. Moreover, there are specific training sessions for NQTs and other interested staff which run

each week after school.

We also place a lot of emphasis on 'on the job' training and support. A thorough induction scheme is available to all new staff, and mentors/buddies are assigned to guide you through those new routines.

Finally, external courses can of course be booked if, on very rare occasions, we cannot cater for a particular training need in house.

Leadership Development

The Trust's Leadership Academy encompasses both staff and student leadership development through a series of student led groups and staff leadership pathways. The staff programme specifically provides opportunities for:

- Aspiring Middle Leaders
- Aspiring Senior Leaders

All pathways are personalised for the individual and staff receive one to one support from a mentor alongside working on a whole school project. Both support staff and teaching staff are welcome to join the Leadership Academy at any point in their career.

A full suite of leadership training is offered with a range of sessions including:

- Communicating vision and values
- Developing your leadership approach
- Building a high performing team
- Supporting your team
- Leading your team day to day
- Quality assuring effective teaching
- Observation for improvement
- Using data for impact
- Fostering positive behaviour for learning
- Leading and managing innovation and change

Attendance to all training sessions leads to certification by the SSAT. In addition, we encourage aspirant Senior Leaders to take part in the SSAT 'Stepping Up to Senior Leadership' training programme, which includes four external sessions throughout the year. As part of the Trust's commitment to

developing future leaders, a number of the existing Senior Leadership Team across both schools gained experience through an 'Associate' SLT position before gaining substantive leadership posts.



Trust Staff Benefits

Alongside our very strong focus on outstanding professional development and promotion opportunities, we also offer a range of benefits including:

Competitive base salary with a tailor made development plan aimed at enhancing your future [earnings] potential through:

- High quality, personalised CPD
- Bespoke leadership development programmes
- Subsidies for Masters and Degree courses
- Secondment and shadowing opportunities
- As part of our Multi Academy Trust, “Generations”, potential to work across more than one school to develop career enhancing skills and knowledge
- Supported Nursery provision with All About Children at any of their nurseries in the Hertfordshire, Bedfordshire, Berkshire and Surrey area:
 - 10% discount off advertised rates for one child.
 - 15 % discount off advertised rates for a 2nd child from the same family (T&C s apply)
 - All year round and term time (38 weeks) places available
 - Nursery grant funded places available
 - Dedicated person from our parent team to handle all enquiries and placements
- Onsite car valeting at a reduced price for Trust staff

Additional financial incentives and tax efficient benefits, including:

- Exam marker payment of £400 plus 2 days paid leave to do the marking (1st year)
- Childcare voucher scheme
- Payments for staff taking weekend sporting fixtures: staff paid £200 for leading a minimum of six Saturday fixtures plus 6 weekly training sessions
- A daily allowance of £50 for school trips taken over a weekend or any school holiday
- A £1,000 Employee Referral Scheme (i.e. finder’s fee) for any qualifying positions that you refer the successful candidate for: £500 on the person starting, and £500 if the person is still at the school 12 months later

Access to a wide range of health and well-being resources including:

- New, professional and fit for purpose working environments
- Free use of a range of sports and leisure facilities including a fully equipped gym and swimming pool.
- Occupational Health & counselling support
- Free flu jabs
- Subsidised social events
- 100% attendance reward – day in lieu, taken at each school’s discretion
- Free tea, coffee and milk for staff

Alison Garner

Executive Principal

October 2021



**GENERATIONS MULTI
ACADEMY TRUST REFERENCE
REQUEST FORM**



Candidate's Name:			
Post:			
Name of Referee:			
School/Company			
Referee's Tel No:			
How long have you known the candidate and in what capacity?			
What is (or was) the candidate's job?			
What is his/her current salary (or salary when leaving your post)?			
When did the candidate work for your organisation?	From:	To:	
If the candidate has left your employment, please state the reason:			
How many days was the candidate off work sick over the last 2 years?			
How many periods of sickness over the last two years?			
Please comment on the candidate's performance history and conduct as your employee:			

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Has the candidate had any current disciplinary warnings, or time-expired warnings that concern the welfare or safety of children, if so please give details here:

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Do you have any concerns about the candidate’s suitability for working with children and young people, then please give details here:

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Please comment, if you can, on the candidate’s suitability for the post above:

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Please comment, if you can, on the candidate's ability to manage difficult behaviour of children and young people:

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Your signature:		Date of this reference:
Your name:		
Your position in your organisation:		

Section 1 – SUPPORT STAFF

1 = Exceptional	2 = Very Good	3 = Good	4 = Average	5 = Below Average	6 = Not Observed/ Unable to comment
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Area of Evaluation	1	2	3	4	5	6	Further comments if necessary
Workload Management							
Work Knowledge							
Flexibility							
Forward Planning							
Use of Resources							
Relationships with: Students							

Parents							
Colleagues							
Others							
Communication Skills							
Reflective Thinking							
Team Work							
Commitment							
Adaptability							
IT Skills							
Creativity							
Leadership							
Punctuality							
Attendance							
Reliability							
Overall Performance							