



ST CATHERINE'S SCHOOL
— TWICKENHAM —



Exam Invigilators
To start January 2025
Part Time

Welcome to St Catherine's School

Thank you for taking an interest in working at St Catherine's. I hope this job description gives you a good understanding of our ambitious, creative and caring school.

All schools speak of their high standards for pastoral care, teaching and learning, and co-curricular provision and we are also very proud of our record of excellence in these areas. However, what sets St Catherine's apart is our vibrant and happy community; this is a place where pupils and staff feel supported and valued, and where friendship and belonging are everyday experiences.

Working at St Catherine's means being part of a team that puts the girls first, as we seek to bring out the gifts and talents of each individual. We are very proud of our strong exam results and we are also committed to a wide programme of activities and events so that school is exciting, varied and fun. Our dedicated staff enjoy making this possible, whether by encouraging designs for a STEM competition, travelling with the school cast to the Edinburgh Fringe, or simply taking time to listen to the girls. They also support each other, and they take pride in working together to provide the best all-round education for our girls.

I enjoy working closely with the current Senior Deputy, who will take up her own well-deserved Headship in 2025. The successful candidate will be someone who enjoys collaboration, has an appetite for innovation and for empowering others, a genuine pleasure in working with young people, and a sense of humour for the busy days. I am sure you will enjoy working at St Catherine's and I really look forward to hearing from you.

With kind regards



Johneen McPherson
Headmistress



The Mission and Values of Our School

We are inspired by St Catherine of Siena, who said 'Be who God wants you to be, and you will set the world on fire', to form young women of confidence and compassion, ready for service and leadership in the world. We fulfil our mission through these values:

Community: a place of cheerfulness, dignity and tolerance, where all are welcome

Faith: a Christ-centred school with time for reflection; a culture of gratitude and friendship

Courage: with self-knowledge, resilience and integrity, and a readiness for challenge

Scholarship: where gifts are developed through curiosity, imagination and ambition

Service: commitment to others, to stewardship, and to justice and hope for all

An Outstanding School

St Catherine's School is a Catholic independent Girls' Day School, which draws pupils from a wide catchment area. The site of St Catherine's has been famous since the poet, Alexander Pope, came to Twickenham in 1719. He developed extensive gardens behind his riverside villa and the School is now situated in this garden. In 1992 the School became fully independent and now operates as a charitable trust.

The School enjoys an enviable position next to the River Thames and is only a short distance from the centre of Twickenham. Strawberry Hill Station is a ten minute walk from the School and Twickenham Railway Station, 15 minutes. Both have regular services to London (Waterloo), Surrey, Berkshire and Middlesex.

Approximately 40% of pupils are Catholic, and we also warmly welcome girls from all faiths and none who are in sympathy with the values of School. The School's Christian values and Catholic ethos is offered in an inclusive and open manner, which allows us to help all girls to explore deeper values. This also underpins our excellent pastoral care system and all staff are committed to caring for each and every pupil.

We help every girl achieve her personal best by providing a broad and balanced education within a stimulating, secure and supportive environment. Success is achieved through personal responsibility, high expectations and a close partnership between parents and school. Emphasis is placed on ambition, creativity and resilience, and on the importance of pupil voice, kindness, and service. Since we are a relatively small school the staff know the pupils as individuals and this creates a strong and happy community.



The School is organised into the Preparatory School, Senior School and Sixth Form all of which are located on the same site. On leaving the Preparatory School, most pupils enter the Senior School and most Year 11 pupils join the Sixth Form.

Academic Scholarships are awarded for Year 7 and for the Sixth Form. Music, Art, Drama and Sports Scholarships are also available, and the all-rounder Siena Scholarship is awarded for the last four years of St Catherine's schooling.

In the Senior School pupils follow a broad academic and creative curriculum. Most pupils study ten subjects to GCSE A Level and three or four subjects at A Level. Sixth Form pupils can choose from a wide selection of subjects and many also complete the Extended Project Qualification (EPQ).

We attach great importance to a well-rounded education and co-curricular activities play a significant role in the life of the School. Competitive events are held throughout the year and there is a healthy rivalry between the four houses (Bronte, Cavell, Nightingale and Pankhurst). The Duke of Edinburgh Award Scheme is also a popular option. Sports include swimming, netball, athletics, cross country, hockey, football, tennis, gymnastics and rounders, and pupils achieve considerable success at county, regional and national level. Music and Drama also play an important part in the life of the School and all pupils are encouraged to participate in productions, choirs, orchestras, ensembles and concerts.

Facilities are very good and include an indoor swimming pool, multi-purpose hall, playing field, newly renovated ICT suites, and netball/tennis courts. Over the past ten years the School has invested heavily in new facilities, including a Sixth Form Centre, Drama Studio, dining facilities and other teaching areas, as well as upgrading the Science Block and playing field - and new projects are underway.

Further details may be found on our website: www.stcatherineschool.co.uk



Scholarships

Academic Scholarships are awarded for Year 7 and for the Sixth Form to pupils of academic promise who will benefit from the opportunities that St Catherine's provides and who will contribute strongly to the life of the school. Music, Art, Drama and Sports Awards are also available, and the all-rounder Siena Scholarship is awarded for the last four years of St Catherine's schooling.

The Curriculum

The Prep curriculum promotes creativity and curiosity and establishes firm foundations for all pupils; specialist teaching enriches the programme and includes French, Spanish, Drama, Food and Nutrition, Music and PE.

Pupils in Years 7 to 9 have a rich and exciting curriculum and pupils generally study ten subjects to GCSE level and three or four subjects to A Level. Sixth Form pupils can choose from a wide selection of subjects and they also have the opportunity to complete an Extended Project Qualification (EPQ).



Job Information

TAs an Exam Invigilator, you will assist in the efficient delivery of internal and external exams, ensuring the conduct of the examinations takes place in accordance with relevant regulations.

Key Responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St Catherine's School's regulations and instructions;
- To have a key role in upholding the integrity and security of the examination/assessment process.

Specific responsibilities

- Report to and be briefed by the Exams Officer prior to each exam session;
- Keep confidential exam question papers and materials secure before, during and after exams;
- Carry out administrative tasks relating to exams including distribution, sorting, collection and collation of all exam papers;
- Ensure exam rooms are set up according to JCQ requirements and maintain exam conditions until pupils are dismissed;
- Ensure candidates enter and exit exam rooms under formal exam conditions, instructing them on conduct;
- Identify candidates and seat them according to the required arrangements, accurately completing attendance registers;
- Ensure all students are aware they are under exam conditions, retrieving mobile phones, etc.;
- Notify students of the start of the exam and accurately record the start and finishing times of the exam;
- Ensure late students are briefed, seated and allowed to sit their exam with the minimum of disruption to other students, marking up the register with time of arrival and revised finishing time;
- Instruct candidates in finishing their exams and collect exam scripts and exam materials;
- Supervise students during the exam in a quiet and unobtrusive manner, remaining vigilant at all times;
- Respond to students' queries in accordance with the exam regulations;
- Check candidates' names on scripts, match the details on the attendance register and securely return all exam scripts and exam materials to the Exams Officer;
- Supervise students who may need to leave the exam room for any reason, keeping disruption to a minimum;
- Record/report any incidents, disruption or irregularities;
- To be conversant with the evacuation procedures for exams;
- Ensure compliance with the school's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk(s) to the safety or welfare of children in the school, these concerns must be reported to the school's Designated Safeguarding Lead or the Headmistress.



Other Responsibilities

- Undertake training, update and review sessions as and when required;
- Undertake relevant online invigilator training and assessment for that academic year (prior to invigilating any exam in a new academic year);
- 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'.

Person Specification

Qualifications/Experience

- Previous experience of invigilating and/or working in a school environment would be an advantage but is not essential. Full training will be provided.

Skills/Abilities

- Good communication and interpersonal skills with the ability to engage with pupils and speak confidently and clearly to a large group;
- Reliable, flexible and adaptable to changing situations;
- Available during main exam periods;
- Ability to work as part of a team and independently, using sound judgement and adhering to regulations;
- Willing to provide support and carry out all tasks as required with a cheerful and 'can do' attitude;
- Excellent record keeping and administration skills with an eye for detail;
- Be a confident, calm and reassuring presence to candidates in exam rooms;
- Basic IT skills (familiar with use of email, mobile phone messaging etc.);
- Knowledge of effective safeguarding practices with a commitment to safeguarding and promoting the welfare of children (full training will be provided).

Other

- 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.



St Catherine's School Benefits

Working at St Catherine's School Twickenham offers a unique and fulfilling experience due to the School's strong commitment to academic excellence, pupil wellbeing, and a happy and supportive community life. The school prides itself on providing a nurturing environment that fosters both personal and professional growth.

Staff benefit from a collaborative and inclusive culture, where innovative teaching methods and ongoing professional development are encouraged. The beautiful, historic campus provides a tranquil setting conducive to creative and effective teaching. Additionally, St Catherine's School's dedication to developing well-rounded students ensures that educators have the opportunity to make a meaningful impact in a setting that values and supports their contributions.

Additional Benefits include:

- Competitive salary
- Pension scheme, including salary exchange
- Employee Assistance Programme for staff and their family
- Complimentary lunch and refreshments
- Cycle to work scheme
- On site parking
- Fee reduction
- Staff wellbeing activities, including swimming, yoga/pilates, static rowing, and prayer group
- Staff Liaison Committee
- A comprehensive training and development programme
- Tickets for school music and drama performances
- End of term celebrations and staff social events



Application

If you feel you have the experience, enthusiasm and commitment necessary for this post, then we would be delighted to receive an application from you.

Please complete the enclosed application form and send it together with a covering letter addressed to the Headmistress via email to recruitment@stcatherineschool.co.uk

Please note that only applications on the School's application form will be considered. It is not necessary to send a separate CV nor to complete an application in the TES format.

Closing date for applications: 9am, Thursday 7 November 2024.

Interviews will be held the following week.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to a number of safer recruitment checks including an enhanced DBS, Barred List and social media checks as part of Keeping Children Safe in Education, and once in post, receive further training and updates.

Thank you for the interest you have shown in our School; we look forward to receiving your application.

