



South Hampstead

High School

GDST

JOB APPLICATION INFORMATION

Examination Invigilator

APRIL 2022



South Hampstead High School – an independent day school of 900+ pupils, including approximately 265 girls in the Junior School and over 140 in the Sixth Form – welcomes girls aged 4 to 18 from across London. It is a very popular school and entry is competitive at all ages. Established in 1876, it is one of 25 schools and academies belonging to the Girls’ Day School Trust. Located in leafy Hampstead, with the buzz of central London’s cultural life close at hand, the school is very well served by public transport and there are excellent local amenities nearby.

Excellent academic results place us comfortably amongst the country’s top schools, and our pupils leave us for some of the most prestigious universities in the country and worldwide – but there is so much more to an education here than the girls’ headline achievements. Pupils go on to become prize-winning authors, ground-breaking scientists, passionate campaigners, successful entrepreneurs, distinguished lawyers and trailblazing creatives.

Working at South Hampstead is stimulating, challenging and fun. Pupils are intelligent and inquisitive, energetic and engaging. We offer competitive salaries, generous employee benefits – including opportunities for sabbaticals – and a warm, supportive environment. There is a strong emphasis on Continuous Professional Development and on supporting teachers to engage with leading education research.

THE GIRLS’ DAY SCHOOL TRUST

South Hampstead High School was the ninth school to be established by the Girls’ Day School Trust (GDST) in 1876.

Today, the GDST is the leading network of independent girls’ schools in the UK.

Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women. Through the Alumnae Network, this continues after the girls leave school.



“When I first stepped through the doors here, I knew that it was a very special place to be – the wonderful atmosphere, dedicated staff and energetic girls, who are such a pleasure to teach.”

— South Hampstead Teacher

AIMS & ETHOS

At South Hampstead we believe that education should be a truly enriching experience. We believe in the power of knowledge as a tool for thought and creative endeavour, and a source of lifelong inspiration and curiosity.

In and out of the classroom, we want our pupils to explore the big questions; debate and discussion lie at the very heart of a South Hampstead education. We aim to create abundant opportunities for creative output and to encourage pupils to take risks. In our teaching, we do what we know works and put research and reflection at the heart of our professional development. Teaching is a noble profession and our staff are central to our success.

We aim to provide outstanding breadth of opportunity in our curricular and co-curricular programme and to open our pupils' minds to a myriad of possibilities. We believe that involvement in school life is a key factor in our pupils' happiness. But it's not just about taking part; we aim to instil in pupils a sense of purpose, pride and determination and the belief that they can compete on the biggest of stages.

We aim to create a warm, tolerant and kind community where girls can be themselves and make friends for life. We want them to play their part in our community and in the community beyond South Hampstead. The 21st century is a time of unique opportunities and challenges; we have a critical role to play in preparing our young women to live and thrive, work and lead in tomorrow's world.

TEACHING & LEARNING APPROACH

South Hampstead follows a curriculum that equips each girl with the means to develop her intellectual abilities as well as her personal and social values. Students are able to explore a deep and expansive body of knowledge, and to discover their strengths and interests via a broad, balanced range of academic, cultural and aesthetic subjects.

Pupils are intelligent, inquisitive, confident, energetic and talented. The programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

South Hampstead students love to learn. The store we set by the power of ideas is evident in the quality of the conversation, both inside and outside the classroom.

Our teaching is known for its rigour and its passion. In-depth subject knowledge and expertise are givens for all our teachers, but equally important is an innate ability to inspire the very best from each student, both as scholars and as individuals. With a colourful mosaic of enrichment opportunities available – academic societies, national competitions, leadership roles, independent learning projects, incredible speakers and exciting trips – every girl has the freedom to direct her learning and to flourish. Our ambition each year is that our pupils leave us as assured, adaptable, inspired individuals, ready to make their mark on the world and lead happy, successful lives.

“Throughout the school, pupils are highly motivated, articulate and have strongly developed skills for learning... they are self-aware, reflective and show initiative.”

— ISI Report

BEYOND THE CLASSROOM

We are proud to be a busy, buzzy school with a lot going on. Each week there are well over 100 co-curricular activities for the girls to get involved in, before, during and after school. Regular guest speakers, a comprehensive enrichment programme, local and international trips, leadership opportunities and charitable endeavours combine to provide an exceptional range of experiences beyond the classroom.

South Hampstead has a well-established reputation in the creative arts. We welcome writers, poets and artists in residence and put on ambitious concerts and performances. Speaking up and speaking out is encouraged from the earliest years: we have an in-house debating coach and a strong track record in a range of public speaking competitions.

In sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual – there are over 65 sporting clubs and teams to join, with state-of-the-art facilities both on site and at our nearby 4-acre sports ground. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

PASTORAL CARE

Our school is lit up by the attributes that matter most here – thoughtfulness, open-heartedness, respect, courage and honesty.

At South Hampstead we aim to encourage every girl to discover her own aspirations and to run her own race with regards to her progress and achievements. Under our unique co-tutor system, no form tutor is responsible for more than 12 pupils throughout the Senior School. They make sure every girl is thriving: supported, making good progress and feeling fully involved in school life.

Mistakes are learned from and successes are shared: each girl is encouraged to consider how she engages with feedback and to communicate her own strengths. There's plenty of experience on hand from older pupils: buddies and peer mentors provide a friendly face and practical advice, and a fun programme of intra-house activities regularly mixes the year groups, creating a real sense of togetherness and community.

Our programme of PSHE (Personal, Social and Health Education) prepares girls to go out into the world with confidence, inner strength and high self-esteem, ready to face challenges. There are also regular evening talks for parents, often reflecting the topics taught in class and as well as other issues on the minds of parents. We have a full-time nurse and counselling provision – it's completely normal for girls to sign up for sessions on any issue they like, completely free from any stigma. We understand how to educate girls, setting the feminist agenda and guiding well-rounded, well-grounded individuals to be the female leaders of the future.

THE CURRICULUM

The curriculum is designed to provide a secure and imaginative basis for academic progress at each key stage of a pupil's development. Our intention is that all our girls will develop their own enthusiasms and initiatives within a broad educational framework. The curriculum aims to provide our pupils with a rich experience in linguistic, mathematical, scientific, technological, human and social, physical, and aesthetic and creative education. It is designed to provide stimulation and subject matter appropriate for the ages and aptitudes of pupils. The teaching and learning environment is challenging but very fulfilling. The students are intelligent, inquisitive, confident, energetic and talented.

In Years 7, 8 and 9 the girls follow a full core curriculum, with Latin in all three years, one MFL in Year 7 and a second MFL added in Year 8. Drama, Art, Technology, ICT, PHSE and PE also form part of the programme. All girls currently study ten subjects to GCSE, including English Language, English Literature, Mathematics, one MFL and Science.

The curriculum throughout the school is such that all the girls have excellent opportunities to learn and make progress in their academic studies and personal development. Girls also enjoy opportunities in life beyond school. Their programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

BEYOND THE CURRICULUM

We have a great tradition of high achievement in the creative arts. Whether in Music, Drama, Art or Design and Technology, our girls are successful both in school and outside. There are many opportunities for them to perform and to exhibit their creative work throughout the school.

Music is at the very heart of school life, with a variety of major events each year and a host of smaller-scale concerts involving our many choirs, bands, ensembles and orchestras. It is our aim that every girl who comes to South Hampstead High School, regardless of her experience, accomplishment and aspirations, will have the opportunity, and every encouragement, to flourish as a musician.

Drama is packed with opportunities for all students to be involved both on stage and behind the scenes. There are many productions each year in both the Junior and Senior School, in which girls are encouraged to take an active part. We also participate in the annual Shakespeare Schools Festival and offer a wide variety of House Drama events, film making opportunities and master class workshops with external practitioners.

In Art, girls are encouraged to experiment and take risks while working within a fine arts framework. Students work with a range of media including textiles and sculpture. They also acquire skills in areas such as photography, filmmaking and animation.

Design and Technology is varied and very hands-on. Our older girls are regular award-winners in a number of competitions such as Young Inventor of the Year, Young Designer of the Year and Young Engineer of the Year.

Evidence of the talent we have here is displayed all around the school – paintings, sketches, photographs, sculptures and design projects that were created by our students are always on view.

In Sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual, during regular lessons at our four-acre sports ground and in the gymnasium, or as part of our co-curricular programme. We currently offer a total of 20 different sports and in excess of 60 sporting clubs across the Junior and Senior Schools. There are regular overseas sport and music tours and overseas expeditions, as well as the more usual school visits at home and abroad. In the Senior School, girls typically spend three hours a week in Sport; in the Junior School, at least two hours. Specialist coaches work with the girls on occasion, and there is a Going for Gold programme for our most talented sportswomen.

The 4 acres of playing fields, squash courts and dance studio are some 10 minutes' walk away. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.



The Role

Responsible for maintaining the security of the examination question papers at all times and conducting the examinations in accordance with examination board and Joint Council of Qualifications (JCQ) regulations.

Start date April 2022

Key Responsibilities

- To arrive at school well in advance of the examination start time as requested by the Examinations Officer
- To set up examination rooms (including occasional set out of desks/chairs, candidate cards, notices and papers)
- To ensure all candidates receive appropriate examination question papers and answer paper/booklets
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and all scripts remain supervised as required until they are delivered to the Examinations Office.
- To ensure candidates obey the regulations of an examination room as laid out in the JCQ examination guidelines
- To maintain security and confidentiality of papers and student information
- To record attendance and verify examination seating plans
- To maintain a record of any incidents during examinations and following of procedure
- To ensure no inappropriate items are brought into the examination room, such as: mobile phones, MP3 players, revision notes or other paperwork (unless told otherwise)
- Ensure all candidates are aware of the pre-examination start information and of any erratum notice that may affect them
- To ensure there is no talking or other disruption for the candidates once an examination has begun
- To ensure that candidates with Access Arrangements are correctly accommodated and supervised as required
- To ensure all candidates are seated before opening the question papers
- To ensure that the Invigilator's Announcement is read in full at the start of the examination session
- To ensure all question papers/answer booklets are collected at the end of an examination – before candidates leave the room/ before the next paper is distributed
- To challenge any person entering the examination hall who is not a member of the Examination Invigilation team, asking them to verify their identity and purpose
- To ensure that no person, other than the relevant candidates, reads the confidential examination papers
- To ensure that other invigilators DO NOT help candidates in any way with the question paper, such as clarifying content
- To assist in other activities as may reasonably be requested by the Centre from time to time

THE INVIGILATOR MUST:

- Visit the JCQ website: <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations> to familiarise themselves with the correct Invigilation Procedures (a copy of the ICE booklet will be provided)
- Attend one initial training session before conducting any invigilation duties
- Attend the annual refresher training sessions
- Sign and return one copy of his/her contract (job description)
- Be familiar with all relevant notices, instructions and requirements relating to the specific examination
- Be smartly and appropriately dressed with no noisy jewellery or heels
- Be impartially friendly to candidates
- Supervise candidates who need to leave the room for whatever reason
- Be punctual
- Adhere to all instructions issued by the supervisor/examination board
- Place signs and notices outside the examination room as per the Examinations Officer's/examination board's instructions.
- Check each candidate's ID card before and during the examination
- Issue correct examination stationary promptly and efficiently
- Monitor candidates unobtrusively; circulating the room regularly
- Ensure only permitted materials are on each candidate's desk (e.g. clear pencil case, pen, pencil, eraser, test paper, candidate ID card, clear water bottle with label removed)
- Ensure that candidates do not communicate with each other
- Check that all candidates in allocated rows transfer their answers to mark sheets if applicable
- Return all papers, sorted according to instructions, to the Examinations Officer
- Refer candidates' enquiries to the Lead Invigilator or Examinations Officer where appropriate
- Ensure that no unauthorised persons enter the examination room

THE INVIGILATOR MUST NOT:

- Bring personal items into the examination room (valuables should be locked in secure room)
- Read the candidates' scripts
- Read books, magazines, newspapers or complete any work during the examination
- Make/receive calls – Any emergency mobile phone(s) should be on silent with vibrate feature disabled

- Answer candidates' questions concerning the content of the examination
- Talk to other invigilators if more are present during the examination
- Eat in the examination room
- Only water should be drunk in the examination room
- Leave the examination room during the exam without permission from the Lead Invigilator or Examinations Officer (a minimum ratio of 1:30 must always be maintained)
- Break the confidentiality of the Centre, students or the awarding bodies

APPLICATION PROCEDURE

To apply please go to the [GDST Recruitment Portal](#) or via the [GDST website](#) and complete the online application.

Closing date is Friday 6th December 2021 at 9am.
Interviews Monday 20th - Wednesday 22nd December 2021.

It is the post-holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. You will adhere to and ensure compliance with the school's Child Protection Policy Statement 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 risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head) or to the Headmistress. Candidates should be aware that they will be asked to undergo a DBS check.

SKILLS REQUIRED

Clear spoken English	Essential
Be able to communicate effectively	Essential
Excellent organisational and time management skills with the ability to prioritise	Essential
Excellent literacy and numeracy to write clear messages to students on display boards	Essential

EXPERIENCE

Experience of dealing with students	Desirable
Experience of school examination protocols	Desirable

EXPERIENCE

Reliable and good time keeper	Essential
Attention to detail	Essential
Well-presented appearance and professional manner	Essential
Self-motivated and able to work with minimal supervision	Essential
Ability to work flexibly as part of a team	Essential
Able to work calmly and under pressure and respond to occasions when work needs to be done quickly and achieve several tasks consecutively	Essential
Ability to remain calm and employ tact and diplomacy in difficult/sensitive situations	Essential
Understanding of the importance of confidentiality	Essential
Experience of solving problems, make good judgements and take decisions	Essential
Be prepared to work flexible shifts as agreed with the Examinations Officer	Essential