



HILLSIDE  
HIGH SCHOOL

EXCELLENCE IN THE HEART  
OF THE COMMUNITY

# EXAM INVIGILATOR

## APPLICATION INFORMATION

Closing date: Monday 27<sup>th</sup> January 2025 at 9am

A GREAT  
PLACE  
TO BE A  
PART OF

[HILLSIDEHIGH.CO.UK](http://HILLSIDEHIGH.CO.UK)



MEMBER OF THE  
WAIDE DEACON TRUST

# Exam Invigilator

## JOB SUMMARY

**SALARY:** NJC Grade 1  
– SCP 2, £23,656 FTE

Actual pay, £12.26 per  
hour

**START DATE:**  
As soon as possible

**WORKING  
PATTERN:**  
Part-time

**CONTRACT:**  
Casual

We are seeking to appoint an Exam Invigilator to participate in our examination/assessment process. The invigilator is the person in the examination room/hall responsible for conducting a particular examination session in the presence of the candidates. All Invigilators have a key role in upholding the integrity of the external examination/assessment process. You must also be responsible for picking up the exam materials prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the Exams Officer at the end of the allocated time. Your role will be managed by the Exams Officer who will provide all training necessary.

We can offer the successful candidate an opportunity to work with highly trained, supportive and experienced staff and become part of an integral team within the school. We have a whole school commitment to professional development as we believe that development of staff is a key aspect in raising standards for our pupils. As a member of the Wade Deacon Trust, we can offer the successful candidate numerous exciting opportunities to further develop their career.

- Do you have good attention to detail?
- Do you have good communication skills?
- Are you able to work well within a team?

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check and satisfactory medical clearance.



# EXECUTIVE PRINCIPAL'S WELCOME

Thank you for your interest in this post at Hillside High School. We are extremely proud of our school and how pupils and staff work together in order to achieve the highest possible educational outcomes.

Hillside High School is a warm and welcoming school at the heart of the community of Bootle. Visitors often tell us that their first impression of the school is of a friendly, warm and stimulating learning community. They commend the good behaviours of the pupils and passion for learning.

We were oversubscribed for September 2023 and our roll has been growing over time. This is an excellent opportunity to join our successful school and to play a crucial role in our schools' further growth and success.

This application pack is designed to help you decide whether or not you feel this school is one in which you would like to further your career by helping our young people raise their standards of attainment and truly achieve 'Excellence in the Heart of the Community'.

Applications will be assessed on evidence of professional competence, communications skills, leadership qualities and personal attributes. Please note we do not accept or require your C.V.

If you think you are the right person for us, or if you have any questions about the role, we look forward to hearing from you. Details of how to apply are included towards the end of this pack.

You can find out more about our wonderful school community by visiting our website [Hillside High School](#) which includes several videos about life at Hillside. We are a thriving learning community and would encourage you to follow this link to find out more [Learning at Hillside](#).

Come and find out more by getting in touch, we would welcome colleagues who would like to take a tour of our school.

Amanda Ryan,  
Executive Principal



# ABOUT OUR **SCHOOL**

Hillside High School has a clear vision that our pupils should achieve their best. With an unwavering child-centred ethos, we put our pupils at the heart of every decision we make. At Hillside High School 'The Hillside Way' is exemplified in everything we do. The values of kindness, positivity and resilience are non-negotiable for staff and pupils. As a result, our teachers enjoy exemplary behaviour from pupils in lessons and are joining a community of hardworking, motivated and courteous young people.

We are extremely proud of our academic curriculum which serves our pupils well and provides them with a solid grounding for their future studies and employment. We offer a knowledge-based curriculum, with 'Reading is Power' and diversity at its core.

We are proud of the numerous networks we are part of including:

- Sefton School Improvement
- Best Practice Network

- Rainbow Teaching School
- Aspire Hub & Challenge Partners
- The Strand Partnership
- Partner school for Edge Hill University

These networks in addition to the extensive CPD programme in school and across the trust offer our teachers numerous opportunities to develop and engage in the most up to date research and thinking. Our forward-thinking approach to 'putting staff first' is exemplified in our appraisal process, which means all staff have one objective which is linked to a disciplined inquiry. This is because we are a school that is passionate about teacher development. We want staff who are passionate about their own learning just as much as they are about their pupils' learning. We can offer an extensive CPD programme, including a one-to-one coach with time allocated for instructional coaching and high quality CPD in reading and subject expertise CPD.

We can offer you fantastic, eager children and supportive parents. We have dynamic and friendly staff who are passionate about raising standards and aspiration for all children, regardless of their ability and circumstances. Above all else, we are a school that believes that every pupil, regardless of their context or starting point, can and should achieve their full potential. If you believe that you have the motivation, belief and leadership quality to contribute to our future success, we would welcome an application from you.



# WHY WORK AT **HILLSIDE** **HIGH SCHOOL?**

Hillside High School provides an exciting and extremely rewarding environment in which you can develop your skills and, above all, enjoy your career. We are an incredibly supportive school and are always open to new ideas and developments that will improve and enhance the quality of education for our pupils. As a valued member of our team, you will enjoy the rewards of working alongside equally enthusiastic, dynamic and talented colleagues who thrive in an organisation that cares about them and takes care of them. You will quickly immerse yourself into an environment that will celebrate your successes and put your wellbeing at the heart of your experience here. You will be part of a team who understands that trying new things is encouraged and that things not going to plan is all part of the process. You will be given the freedom to explore the best ways in which your knowledge and skills can be transferred to our young people, as well as unconditional support from a close-knit staff team, there is a real sense of everyone being part of 'Team Hillside' in our school. Our CPD Programme provides regular opportunities for teachers and support staff to work collaboratively in order to keep our school at the forefront of education in the broadest sense.

## Wade Deacon Trust

Hillside High School is a secondary school in a growing multi-academy trust; The Wade Deacon Trust. The Trust is focused upon improving life chances for students and communities providing sustainable school improvement; and schools joining the Trust do so with the prime aim of improving each other so that they can all become outstanding schools.

The Trust comprises of nine academies working as equal partners, who strive for excellence in all they do for the benefit of their pupils. The Trust aims to provide a supportive and collaborative context in which the schools can grow and develop. That support takes many forms but has a clear focus on high expectations, school improvement and continuous professional development, thus ensuring that all pupils can fulfil their potential.



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# HOW TO APPLY

Any interested candidate should apply by completing the online Application and attaching an accompanying letter of support addressed to the Executive Principal Mrs Amanda Ryan, maximum 1000 words addressing the following points:

- Why you are interested in this post and how you have prepared yourself so far?
- What contributions you feel you can make to pupils' development within our school?
- Any particular areas of strength and expertise you feel you may have.

The online application can be accessed from the Recruitment website;

<https://wadedeacontrust.face-ed.co.uk/vacancies>

If you have any difficulty downloading the application form, please contact Miss V Convey at the school to request a hard copy by post. Our telephone number is 0151 525 2630.

## Application Deadline

Applications should arrive in school by Monday 27<sup>th</sup> January 2025 at 9.00am.

## Safeguarding

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check and satisfactory medical clearance.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

For further information on criminal record self-declaration please refer the guidance available on our website at

<http://www.wadedeacontrust.com/work-with-us/how-to-apply/criminal-records-sel/>





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Principal: Amanda Ryan