

Invigilator

We are seeking Exam Invigilators to join our Academy to support the achievement of our students through their internal and external examinations and assessments. The role may also involve supporting our students with specific educational needs.

The successful candidates will have excellent communication skills, a confident and assertive manner and be able to undertake general administration duties. Candidates must have a flexible approach to working across the school year, between the hours of 8am and 4pm.

Working within a team of invigilators, reporting to the Exams Officer, you will be playing a vitally important role in supporting the Academy by providing outstanding support to the students during their exams.

No experience is necessary as full training will be provided, but experience of working with children will be of benefit.

Criteria for Appointment:

Confident and reassuring presence to students within an exam environment.

Good organisational and communication skills

Flexible in working hours

Closing Date: Friday 5th November 2021

Interview Date: Week commencing 15th November 2021

West Coventry Academy is a fully inclusive comprehensive school. Our ethos centres around improving the life chances of all our young people. We believe it is our responsibility to work with every individual, challenging them to achieve their best and supporting them to become responsible young adults who leave school prepared for the next stage in their development. Our aim is to develop young people who are Respectful, Responsible, Resilient and Ready to Learn.

As the recently appointed Headteacher, I am extremely excited to have been working alongside the Department for Education on the recently announced school rebuilding programme. West Coventry Academy's new school will be built on the school's existing site, with students being able to continue in the current school buildings until the work is completed. The new school will contain first-rate facilities in which to educate our young people alongside brand new sporting facilities and a new swimming pool, with building work due to commence in September 2021.

This news is truly transformational for West Coventry Academy, our students, our staff and community. Students will have the opportunity to be taught in a building that is both welcoming and sustainable, creating a 21st century learning environment for them to thrive and prepare for their futures. More information regarding rebuilding plans can be found at <https://westcoventryplans.co.uk/>

West Coventry Academy has a team of dedicated staff who ensure that our students thrive in a safe and happy environment. We believe high quality relationships are pivotal to providing fulfilling learning experiences.

Our broad curriculum caters for students of all abilities; lessons are engaging and relevant, developing students' confidence and creativity. We are proud of our extra-curricular provision and the opportunities our students have access to as a result. We believe it is important to develop the whole individual and for students to be given the chance to learn new skills which challenge and test their resilience. Skills that will equip them for life. Our student leadership programme encourages students to take responsibility and invest in the school and its future.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointments to these posts will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service.

The school is committed to safeguarding the promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

Application details for the above role are available from the Academy website

<http://www.westcoventryacademy.org>

All applications are returnable to: wcaapplications@westcoventryacademy.org
(only electronic applications will be considered. Please do not send CV's)