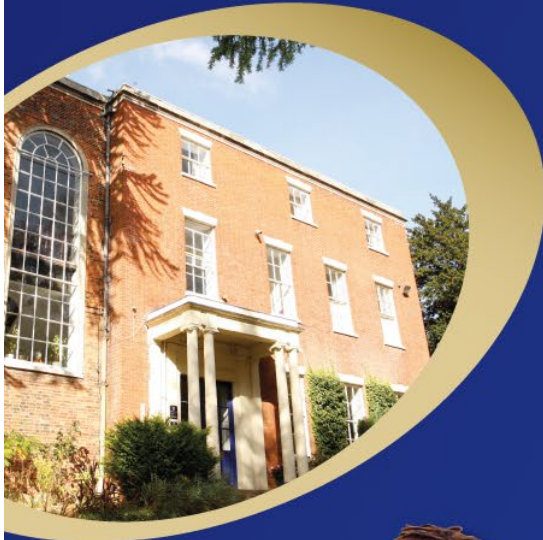




# BROOKE HOUSE COLLEGE



## BOARDING COLLEGE FOR AGES 11-19

- Convenient central location in the heart of England
- Courses:
  - Key stage 3
  - GCSE
  - A Level
  - University Foundation Programme
  - Intensive English (IELTS)
- Football Academy with world-class coaches
- Motorsport
- Summer School (ages 10-17)



For more information please click on the link below:

[www.brookehousecollege.co.uk](http://www.brookehousecollege.co.uk)



Dear prospective applicant,

Thank you for taking the time to read about this role and our college. Brooke House College is a future focussed, high performance learning school and is always interested in receiving applications from prospective employees with high standards of performance, ambition and enthusiasm who wish to apply this to developing young people in an educational and sporting setting.

Brooke House College is a unique and successful co-educational independent boarding and day school in Market Harborough. We are a truly diverse international school with over 60 different student nationalities. Our community is caring, diverse and inspiring to encourage and empower learners with passion and purpose. We provide a supporting and stimulating environment where every pupil can thrive, relationships are nurtured, and a courteous informality is highly valued. Everyone matters in what is, for nearly all our pupils, their home from home.

The College now seeks to appoint a motivated exam invigilator, the successful candidate will join a high-performing exams team.

The successful candidate will:

- Ensure the fair and proper conduct of examinations / tests according to the school's / examination board's rules, in an environment that enables pupils to perform at their best.
- Ensure all candidates have an equal opportunity to demonstrate their abilities.
- Ensure the security of the examination before, during and after the examination.
- Prevent possible candidate malpractice.
- Liaise with the examination officer and senior invigilator.

This is a fantastic career opportunity for a highly motivated professional to join our college which is currently working towards the World Class School's Award as a global partner with High Performance Learning (HPL).

At Brooke House, we believe passionately in the unlimited potential of every pupil. Blended models of teaching and our unique approach to coaching for peak performance ensures that every learner develops the attributes, values, and practices to become the best possible version of themselves in all settings – engaged, confident, creative, enterprising, socially responsible, and globally aware learners.

A bespoke teaching and learning experience is paramount. By design our class sizes are small, with an average size of eight, allowing for excellent interaction between pupils and teaching staff across KS3, GCSE and A-levels. We offer an intensive course of English and the highly respected University Foundation Programme. There is a strong passion for a wide variety of co-curricular enrichment activities across sport, the arts and community engagement. Our football academy and motorsport academy are internationally known and respected.

The child is at the core of a vibrant learning community cultivating curiosity, collaboration, and compassion for others. Nurturing autonomy, mastery and purpose within education equips every

learner at Brooke House to be agile and confident to reach their dreams, innovative and enterprising to address challenges, and be motivated and enthusiastic to make an impact in our shared world. As a member of support staff who supports the delivery of the curriculum, it is important you understand and align to our college principles.

Please read the job description below and if you feel that you have the qualities to join this unique learning establishment then please complete the application form available on our website: [www.brookehousecollege.co.uk](http://www.brookehousecollege.co.uk).

Brooke House is committed to promoting the welfare and safeguarding all the young people in our college. Interviews will be conducted with Safer Recruitment checks at the forefront of our selection criteria. Any candidate who is unsuitable to work with young students need not apply.

We would be delighted to welcome you to Brooke House where you can experience this special place for yourselves.

Yours sincerely

Ian Smith

**Principal**

### Job Description:

**Post: Exam Invigilator**

**Reports To: Director of Studies**

**Salary: £12.21 per hour (1<sup>st</sup> April 2025)**

**Hours: variable from end of April until end of June**

#### **General Description of Post:**

- To ensure the fair and proper conduct of examinations / tests according to the school's / examination board's rules, in an environment that enables pupils to perform at their best.
- Ensuring all candidates have an equal opportunity to demonstrate their abilities.
- Ensuring the security of the examination before, during and after the examination.
- Preventing possible candidate malpractice.
- Liaising with the examination officer and senior invigilator.

#### **Main duties:**

- Invigilate the examination, including dealing with examination irregularities.
- Give all your attending to conducting the examination properly.
- Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures.
- Communicate examination procedures to pupils and oversee behaviour.
- Respond to pupil requests during the examination.
- Ensure no unauthorised material is consulted.
- Escort candidates from the location during the examination, such as for toilet breaks.
- Maintain candidate attendance and absence records.
- Report any malpractice to the Exams Officer.

#### **Other Duties:**

The post holder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time.

Such variations are a common occurrence and would not justify the re-evaluation of a post.

Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

#### **Performance Management**

- Participate fully in the College's Performance Development Appraisal process and meetings and attend relevant and compulsory training as requested.

### **Knowledge, Skills and Experience**

- Knowledge of a range of regulation for the conduct of examinations.
- Ability to work to standard examination procedures.
- Ability to respond to routine pupil requests and problems.
- Ability to communicate and provide information to pupils.
- Ability to supervise pupils before, during and immediately after examinations, overseeing pupil behaviour.
- Able to stand for long periods.
- Responsible for the wellbeing of groups of pupils undertaking examinations.
- Responsible for maintaining candidate attendance and absence records.

### **College Policy**

- Contribute to the development of (as required), and adherence to all College policies.
- Support the College ethos and values and always consider the reputation of the College, staff and students.
- Assist, along with all other College employees, with school duties as appropriate in accordance with the College's business needs.

### **Personnel**

- Communicate effectively, positively and professionally with all members of the team.
- Work collaboratively with other staff and promote mutual respect.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

We are an inclusive College and strive to be a learning, caring and thriving institution.

We take the responsibility to our students seriously at Brooke House College and all staff are expected to commit fully to the safeguarding of students and staff.

*All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.*

*Brooke House College is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for all staff.*

